



**Dr. B.R. Ambedkar University Delhi**

**MINUTES**

**of the 31<sup>st</sup> meeting of  
Board of Management**

**Held on 25.05.2021**

# Dr. B.R. Ambedkar University Delhi

(Estd. by Govt. of NCT of Delhi vide Act 9 of 2007)

No. F.AUD/26-2(2)/Gov./31<sup>st</sup>BoM/2021

Dated: 25.05.2021

**The 31<sup>st</sup> Meeting of the Board of Management was held on 25.05.2021 at 11:30 AM through online mode. The following members were present:**

1. Professor Anu Singh Lather, Vice Chancellor, Dr B R Ambedkar University Delhi, Delhi, Chairperson.
2. Dr. S.B. Deepak Kumar, IAS, Secretary (Higher Education), GNCTD
3. Professor Yogesh Singh, Vice Chancellor, Delhi Technological University, Bawana, New Delhi.
4. Professor Abhay Kumar Dubey, Centre for the Study of Developing Societies.
5. Shri Azimul Haque, IAS, Director (Higher Education), GNCTD (Special Invitee)
6. Professor Satyaketu Sankrit, School of Letters, Dr B.R. Ambedkar University Delhi.
7. Professor Kartik Dave, School of Business Public Policy and Social Entrepreneurship, Dr B R Ambedkar University Delhi.
8. Smt. Manju Bala Sahoo, Joint Secretary (Budget), GNCTD representative of Secretary (Finance), Government of NCT of Delhi
9. Dr Nitin Malik, Registrar, Dr B R Ambedkar University Delhi, Secretary, BoM.

Secretary (Finance), Government of NCT of Delhi could not attend in person the meeting due to his pre-occupations and nominated Smt. Manju Bala Sahoo to attend.

**The minutes of the meeting are as follows:**

## **Agenda 31.1 : Opening remarks by the Vice Chancellor.**

Hon'ble Vice Chancellor welcomed all the members to the 31<sup>st</sup> meeting of the Board. She formally welcomed Dr. S.B. Deepak Kumar on his joining as Secretary, Training & Technical Education and Higher Education, Government of NCT of Delhi and Professor Kartik Dave, Dean, School of Business Public Policy and Social Entrepreneurship & Dean Planning as a new member to the Board. The Vice Chancellor thanked the outgoing member, Shri H. Rajesh Prasad, former Principal Secretary Education & Higher Education for his valuable contributions as the member of the Board and also for his continuous support and guidance for all the endeavors of the University.

Vice Chancellor informed the members that the University held its 10<sup>th</sup> Court meeting on March 23, 2021. The meeting was chaired by the Hon'ble Lt. Governor and Chancellor, AUD. In the meeting, the Hon'ble Chancellor congratulated and appreciated the University for smooth transition to online mode without any



disruption to instructional delivery amid the Covid -19 pandemic. She further informed that the Hon'ble Chancellor had recommended the following in the University Court meeting:

- a. Skill Development Centre be established by the University:

*"The proposal regarding setting up of Skill Development Centre is being placed before the Board of Management in today's meeting."*

- b. The university must put in place a policy regarding flexibility in the credits to be taken by its students. The credit transfer from one discipline to another must be explored. The credit transfer scheme should be at par with international standards for its equivalence.

*"The work on this has been initiated by the university. The university to bring the proposal regarding the same through Academic Council to the Board for consideration soon."*

- c. The new ideas and innovations recommended in the NEP be implemented by the University.

*"A committee has been constituted by the university with Prof Ramachandran as Chairperson, who has been part of the sub-committee of National Education Policy."*

2. The Hon'ble Vice Chancellor further informed that university has recently advertised the Faculty and Non-teaching positions in the leading newspapers. There are 30 Faculty positions i.e., (Professor – 07 positions; Associate Professor – 07 positions and Assistant Professor 16 positions) in various disciplines. Similarly, there are 24 non-teaching positions which are advertised. These positions include Controller of Finance (Tenorial post), Assistant Registrar (Deputation), Section Officer, Junior System Administrator (IT), Senior Assistant and Junior Assistant (direct posts). The last date of applying for these positions was May 01, 2021. However, the last date has been extended by the university to May 25, 2021 due to the pandemic.
3. The Admission to PhD programme has been announced by the university. There are 97 PhD seats in various disciplines which are on offer in the current Academic Session.
4. The university is preparing for the Second cycle of NAAC Accreditation. The Peer team visit was due during May 11-13, 2021. However, the same has been postponed due to the current COVID- 19 situation across India. The University had planned a mock visit during April 7-8, 2021 to review the Accreditation preparedness. The Mock visit was chaired by Prof Ranbir Singh former Vice Chancellor, National Law University.
5. It was further informed to the members that the University is planning for academic expansion. In the forthcoming Academic Session 2021-2022 the university is planning to launch the following programmes:



- a. Master's programme in Public Health to be offered by School of Global Studies
- b. BA (Hons) in Hindi to be offered by the School of Letters.
- c. BA (Hons) in Political Science to be offered by School of Undergraduate Studies
- d. Post Graduate programme in Tourism and Hospitality to be offered by School of Vocational Studies
- e. MA in comparative Literature and translation studies by the School of Letters
- f. As recommended by the Academic Council of the university, the university shall also be launching at least one Four-year Undergraduate programme with focus on research in the fourth year and at least one integrated MA-PhD programme.

She congratulated the Deans and faculty members for collectively planning for Academic expansion of the University.

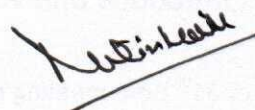
6. AUD administration stands with all its members in these unprecedented difficult times. As it's a long-drawn battle against corona virus, AUD is in the process of revamping its medical infrastructure to meet the medical emergencies in the near future. Therefore, the university plans to buy equipment like oxygen concentrators and oxygen cylinders. Efforts are also on for setting up a 40-bed hospital facility at Karampura campus. The university is trying hard to set up a Covid vaccination camp for employees in collaboration with GNCTD.

**Agenda 31.2 : Confirmation of the Minutes of 30<sup>th</sup> meeting of the Board of Management held on 03.02.2021**

It was submitted to the Board of Management that the Minutes of the 30<sup>th</sup> meeting of the Board of Management held on 03.02.2021 were circulated among all the members vide forwarding Registrar's letter F.No. AUD/26-2(1)/Gov./30<sup>th</sup> BoM/2021/1-10 dated 09.02.2021. No comments were received.

**Decision : The Board of Management confirmed the minutes of the 30<sup>th</sup> Meeting of Board of Management.**

**Agenda 31.3 : Action Taken Report (ATR) on the Minutes of the 30<sup>th</sup> Meeting of the Board of Management held on February 03, 2021**



The Board of Management was informed that 19 agenda items were discussed in the last meeting held on 03.02.2021. The details of the agenda, decisions taken thereon and the action taken by the University were given for information to the Hon'ble members vide **Appendix-1**.

**Decision** : The Board of Management took the action taken report on record with the following two modifications:

*"In respect of agenda number 30.4:*

- (i) the clause 8.12 of the PhD Regulations, which stipulates a compulsory entrance test for foreign students be removed from the Regulations.*
- (ii) the Board authorized the Vice Chancellor to make suitable amendments in the ordinance to make it at par with the PhD regulations notified by the UGC and submit the same to the Hon'ble Chancellor for approval".*

**Agenda 31.4** : To consider the proposal for establishment of Skill Development Centre (SDC) in AUD

It was submitted to Board of Management that the School of Vocational Studies had organised a Consultative Meeting on 13th April 2021 through online mode in which more than 30 experts drawn from the field had participated to finalise the concept note on setting up a Skill Development Centre (SDC) (**Appendix-2**). The Hon'ble Vice Chancellor of AUD had chaired the meeting. Along with the Registrar of the University, the experts from the educational institutions having background on skill development and organizing entrepreneurship programmes also participated in this meeting. The industry experts from Sector Skill Councils (SSCs), NSDC, selected industries and representatives from Ministry of Skill Development & Entrepreneurship (MSDE), Govt. of India had also participated in the Consultative Meeting. The minute of the Consultative Meeting is at **Appendix-3**. The group strongly recommended for setting up of the SDC in AUD.

The Board took note that the proposal was placed before the Academic Council in its 23<sup>rd</sup> meeting held on April 23, 2021 and the Academic Council had resolved the following:

- (i) Setting up a Skill Development Centre is a well-conceived proposal and is a high priority programme of Government of NCT of Delhi.
- (ii) Collaborate with other ministries to run the Centre in a self-financing mode.
- (iii) Offer vocational courses of appropriate level with credit transfer option.
- (iv) Introduce module to promote entrepreneurial mind sets and competency framework.
- (v) Introduce one vocational course for all its undergraduate students.

Professor Sitansu Shekhar Jena, Dean School of Vocational Studies was invited to the Board to present the proposal on Skill Development Centre (SDC). He gave a detailed presentation on the proposed Skill Development Centre. The copy of the presentation is at **Appendix-4**.

The members took note that Skill Development Centre (SDC) shall have the following objectives:

- (i) Undertake skill gap analyses across identified sectors and prioritize them for skill training of the students of AUD and other stakeholders in commensurate with industry needs.
- (ii) Plan, Design and Develop training curriculum for skill development in various sectors linking NSQF levels.
- (iii) Execute skill training programmes to upgrade knowledge and skills of different stakeholders, including students of AUD as per the industry needs.
- (iv) Set-up institutional laboratories within AUD as well as collaborate with training partners including industries for skill training.
- (v) Organize third-party assessment on skill training including industry recognised certification process.
- (vi) Undertake placement activities after successful completion of skill training.
- (vii) Assess workers engaged in informal sectors under the Recognition of Prior Learning (RPL) framework and certify them based on NSQF levels.
- (viii) Undertake research in the areas related to skill development strategies, entrepreneurship, employability, labour market and current skill trends, etc.

The Board further noted that the proposed budget for setting up SDS from financial 2021-22 to 2023 -24 shall be Rs 5 Crore which includes Non-recurring and recurring expenditures.

**Decisions :** The Board deliberated on the proposal and expressed that there are many skill development centres across Delhi which are underutilised and a university also has been set up by the Delhi Government namely Delhi Skill Development & Entrepreneurship University. The Board expressed that the proposed Skill Development Centre (SDC) at AUD be different than the already established centres in Delhi. The Board took cognizance of the fact that AUD is already having the right kind of ecosystem for the setting up SDC and the centre shall be beneficial for the students of the university. The Skill courses should essentially be introduced at the undergraduate level. The Centre shall be supported by the School of Vocational Studies (SVS), AUD Centre for Incubation, Innovation and Entrepreneurship (ACIIE) and Atal Innovation Centre – AUD Foundation (AIC-AUDF) already in place in the University.

In exercise of the powers conferred under the Statue 12 (B) clause (3), the Board resolved to approve the establishment of Skill Development Centre (SDC) in AUD with the following recommendations:

- (i) Short term and medium-term practice-oriented skills development programmes be offered by the Centre.
- (ii) Centre to focus on Low-Skill as well as on High level Skill training.
- (iii) A reasonable fee be charged for the skill development programme offered by SDC.

The Board further recommended that the Centre be extended full financial support by the University. However, the SDC must also explore the possibility of funding from external sources.

**Agenda 31.5 : Matters arising out of Finance Committee as emanating from its 26<sup>th</sup> and 27<sup>th</sup> meeting held on 12.04.2021 and 21.05.2021**

**Agenda 31.5.1 : To consider the proposal for revising rates of sitting allowance/ honorarium payable to external members/ experts for attending meetings/ delivering lectures**

It was submitted to the Board of Management that the rates of sitting allowance/ honorarium payable to external members/ experts for attending meetings/ delivering lectures etc. were approved by the Board of Management in its 10<sup>th</sup> Meeting held on 24.06.2011. Since then, 7<sup>th</sup> CPC has been implemented and current salaries at different levels have become more than double of the salaries ten years ago. In view of the above, it was submitted to the Finance Committee in its 26<sup>th</sup> Meeting held on 12.04.2021 that the rates may be revised in following manner:

Sl. No.	Particulars	Existing Rates	Proposed Rates
1	Sitting Allowance for Statutory Body Meetings		
(a)	University Court/Board of Management	Rs. 5,000/-	Rs. 7,500/-
(b)	Academic Council/Finance Committee/Planning Board	Rs. 4,000/-	Rs. 6,000/-
(c)	School Boards	Rs. 3,000/-	Rs. 4,000/-
2	Sitting Allowance for Selection Committee Meetings		
(a)	Full day meeting	Rs. 4,000/-	Rs. 5,000/-
(b)	Half a day meeting	Rs. 2,500/-	Rs. 3,000/-
3	Sitting Allowance for Expert Committee meetings for course or consultative meetings		
(a)	Full day meeting	Rs. 4,000/-	Rs. 5,000/-
(b)	Half a day meeting	Rs. 2,500/-	Rs. 3,000/-
4	Honorarium for Public/ Memorial Lectures	Rs. 5,000/-	Rs. 7,500/-

5	Honorarium for Ambedkar Memorial Lecture	Rs. 5,000/-	Rs. 10,000/-
6	Honorarium for Lectures or Seminars		
(a)	For two hours	Rs. 2,500/-	Rs. 3,000/-
(b)	For one hour	Rs. 1,500/-	Rs. 1,500/-

After due deliberation, the Finance Committee recommended the following revised rates for consideration and approval by the Board of Management:

S. No.	Particulars	Recommended Rates
1	Sitting Allowance for Statutory Body Meetings	
(a)	University Court/Board of Management	Rs. 7,500/-
(b)	Academic Council/Finance Committee/Planning Board	Rs. 6,000/-
(c)	School Boards	Rs. 4,000//-
2	Sitting Allowance for Selection Committee Meetings	Rs. 5,000/-
3	Sitting Allowance for Expert Committee meetings for course or consultative meetings	Rs. 5,000/-
4	Honorarium for Public Lectures	Rs. 7,500/-
5	Honorarium for Ambedkar Memorial Lecture	Rs. 10,000/-
6	Honorarium for Lectures or Seminars	Rs. 1,500/- per hour

**Decision : The Board of Management resolved to approve the revised rates of sitting allowance/ honorarium payable to external members/ experts for attending meetings/ delivering lectures**

**Agenda 31.5.2 : To consider the proposal for delegating Administrative and Financial Powers to the Vice Chancellor for incurring expenditure out of Central Pool of University Development Fund (UDF)**

It was submitted to the Board of Management that the Board of Management in its 18<sup>th</sup> Meeting held on 08<sup>th</sup> October 2015 approved creation of a "University Development Fund (UDF)" by setting aside the unutilized portion from the amount collected as fee from the students, to be used for various developmental activities, including infrastructural development, to enhance quality and effectiveness of academic and research activities of the University. The Board of Management also constituted a Managing Committee to administer the "University Development Fund".

Subsequently, as per recommendations of the UDF Managing Committee as recommended by the Finance Committee in its 14<sup>th</sup> Meeting held on 11<sup>th</sup> April 2016, the Board of Management approved that the funds under UDF as reflected in the book of accounts for financial year 2015-16 be divided into the following four broad corpuses (sub-heads) of 25% each of the total amount to



support various academic activities where adequate Grant-in-Aid (GIA) support from the Government sources may not always be available:

1. **Student Travel and Exchange Programme Fund:** To support AUD students to pursue excellence and exploration leading to professional and personal development, including support of student travel and exchange programmes.
2. **Academic Chairs Fund:** To create Academic Chairs such as the Ambedkar 125<sup>th</sup> Anniversary Chair.
3. **Research Endowments:** To create research endowments to promote research among AUD faculty and students. These endowments will also include the university share (50%) of the overhead charges generated from the various externally funded research projects.
4. **Central Pool of UDF:** To accumulate residual fee and other revenues generated from the students to be utilized for various developmental activities (including infrastructure development, if necessary) to enhance quality and effectiveness of academic and research activities of the University.

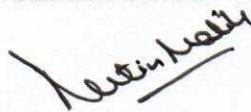
**Further, the Board of Management suggested that the University may also utilize the UDF for its new initiatives such as enhancement of University leadership role, excellence in Higher Education etc. and this would help the University to improve its institutional ranking.**

In consonance with vision of the Board of Management as reflected in minutes of its 18<sup>th</sup> and 19<sup>th</sup> Meetings, and for realizing full potential of University Development Fund, in addition to existing provisions, the Finance Committee in its 25<sup>th</sup> Meeting held on 11<sup>th</sup> November 2020, recommended to the Board of Management as follows:

“In order to ensure effective utilization of UDF and other funds, the University may start practice of preparing Budget Estimates in respect of expenditure to be incurred from these funds with effect from financial year 2021-22. Further, in order to ensure sustainability and growth of the funds the estimated expenditure out of any fund for a financial year may be restricted to gross additions to the respective fund during previous financial year.”

The aforesaid recommendations of the Finance Committee have been considered and approved by the Board of Management in its 29<sup>th</sup> meeting held on 14.12.2020.

In this context opening paragraph of Finance Department, Government of National Capital Territory of Delhi, order bearing No. F.12/3/2010-AC/dsfa/DS III/914-921 dated 18.07.2011 on the subject “Instructions and Guidelines regarding Expenditure Management in Autonomous Bodies/ Grantee Institutions, etc.” (**Appendix-5**) is reproduced below:



"Expenditure management by administrative departments, in respect of autonomous bodies/grantee institutions under their respective jurisdictions, leaves much to be desired. Without prejudice to the general applicability of 'Economy Instructions' issued, so far, for regulating expenditure, Government have decided to enforce financial discipline in autonomous bodies/grantee institutions **in regard to incurring of expenditure out of grant-in-aid sanctioned by Government through the following guidelines:-**"

The last two lines of the paragraph are very important with respect to the expenditure management of Dr. B.R. Ambedkar University Delhi. It says "Government has decided to enforce financial discipline in autonomous bodies/grantee institutions in regard to incurring of expenditure out of grant-in-aid sanctioned by Government". It is amply clear that the above instructions/guidelines are with regard to incurring of expenditure out of grant-in-aid sanctioned by the Government. The expenditure incurred by Dr. B.R. Ambedkar University Delhi from the University Generated Funds should be, therefore, governed by the Dr. B.R. Ambedkar University Delhi Act, 2007(hereafter referred as "The Act") where powers have been vested in the Board of Management vide Section 22 of the Act. It is also pertinent to mention here that being a Government Autonomous University, Dr. B.R. Ambedkar University Delhi adheres to the General Financial Rules (GFRs) while incurring expenditure on any account.

The Act, vide Section 22 confers various powers to the Board of Management (BOM) of the University. This was done intentionally by the legislature so that University is autonomous and it does not have to go to the various Departments of the Government for its day-to-day requirement.

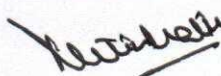
As per Section 22(1) of the Act "The Board of Management shall be the principal executive authority of the University and, as such, shall have all powers necessary to administer the University subject to the provisions of this Act and the Statutes made there under; and may make regulations for that purpose and also with respect to matters provided hereunder."

As per Section 22(2) of the Act "The Board of Management shall have the following powers and functions, namely:-"

(iii) "To manage and regulate the finances, accounts, investments, properties, business and all other administrative affairs of the University and for that purpose, constitute committees and delegate the powers to such committees or such officers of the University as it may deem fit."

(vi) "To provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University."

Further, as per Section 12(5) of the Act "The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University."



In view of above, it becomes amply clear that the Board of Management of the University has been empowered with all administrative and financial powers and it can delegate any of the powers to the Vice-Chancellor of the University for the smooth functioning of the University.

In view of above, it was proposed that, the administrative and financial powers for procuring the following out of the Central Pool of University Development Fund (UDF), as vested in the Board of Management under Section 22(2)(vi) of the Act may be delegated to the Vice-Chancellor of the University in accordance with Section 22(2)(iii) of the Act, as these are essential items for teaching learning activities and are required frequently:

1. Information and Communication Technology (ICT) hardware, software and services.
2. Audio-visual aids, equipment, apparatus, photocopiers, fax machines etc.
3. Air-conditioners, furniture and fixtures, appliances for classrooms, laboratories, libraries, hostels and offices etc.

The proposal was submitted to the Finance Committee in its 26<sup>th</sup> meeting held on 12.04.2021 for consideration and recommendation to the Board of Management for consideration and approval.

The Finance Committee discussed the matter at length and noted that the Finance Department, Government of National Capital Territory of Delhi, order bearing No. F.12/3/2010-AC/dsfa/DS III/914-921 dated 18.07.2011 on the subject "Instructions and Guidelines regarding Expenditure Management in Autonomous Bodies/ Grantee Institutions, etc." provides instructions/guidelines with regard to incurring of expenditure out of grant-in-aid sanctioned by the Government of NCT of Delhi. Therefore, the expenditure incurred by Dr. B.R. Ambedkar University Delhi from the University Generated Funds such as University Development Fund should be governed by the Dr. B.R. Ambedkar University Delhi Act, 2007 where powers have been vested in the Board of Management vide Section 22 of the Act. Accordingly, the Finance Committee recommended for consideration and approval by the Board of Management as under:

1. The Vice Chancellor may be authorized to approve expenditures out of different components of University Development Fund which are admissible as per resolutions of the Board of Management as recorded in minutes of its 18<sup>th</sup> and 19<sup>th</sup> Meetings, such as Information and Communication Technology (ICT) hardware and software, audio-visual aids, equipment, apparatus, appliances, air-conditioners, furniture and fixtures, etc. for classrooms, laboratories, libraries, hostels and offices.
2. Total expenditure out of any component of University Development Fund during a financial year may be restricted to gross additions to the respective component during previous financial year in consonance

with resolution of the Board of Management as recorded in minutes of its 29<sup>th</sup> Meeting.

3. The Board of Management in its 12<sup>th</sup> meeting held on 31.07.2012, has already approved delegation of administrative and financial powers to the Vice Chancellor, Registrar and other functionaries of the University for incurring various types of expenditure (**Appendix-6**). University Development Fund has been established later on w.e.f. Financial Year 2015-16. Therefore, the delegation of administrative and financial powers to the Vice Chancellor, Registrar and other functionaries of the University as approved by the Board of Management in its 12<sup>th</sup> meeting held on 31.07.2012, may be made applicable in respect of expenditure to be incurred out of different components of University Development Fund also.

**Decision :** The Board after detailed deliberations expressed that as per the Pattern of Assistance, the funds collected as fees and the funds from the projects (all receipts) are part of GIA and for any expenditure, terms and conditions of GIA norms need to be followed. However, the provisions of the University Act Clause 22 (1) & (2) which are notified as Gazette notification by the Government of NCT of Delhi are also noted.

The Board resolved that a policy decision needs to be taken for all the State Universities established by Govt of NCT of Delhi on such Corpus created by the Universities and delegating the financial powers to the Vice-chancellor for purchase of essential items such as information and Communication Technology (ICT) hardware, software and services; audio-visual aids, equipment, apparatus, photocopiers, fax machines etc. and air-conditioners, furniture and fixtures, appliances for classrooms, laboratories, libraries, hostels and offices etc.. for smooth conduct of teaching learning activities in the university.

The Board further recommended that a committee be constituted with all the Vice Chancellors of state universities as member, who are in receipt of Grant-in-Aid. The meeting of the committee be held with the Director, Higher Education.

**Agenda 31.5.3 :** To consider the proposal for appointing Medical Consultants on Part-time basis

It was submitted to the Board of Management that the Finance Committee in its 26<sup>th</sup> Meeting held on 12.04.2021 that the University has more

than three thousand students spread across its three Campuses at Kashmere Gate, Karampura and Lodhi Road. In order to take care of the medical consultation needs of the students it was proposed that in addition to one Medical Officer and one Staff Nurse already appointed on contractual basis, three Medical Consultants may also be appointed on part-time basis. Remuneration may be paid to the Medical Consultants on per visit basis as detailed below:

Sl. No	Specialization	Remuneration per Visit of two hours duration (including Rs.500/- as conveyance charges per visit)	No. of Visits per week	Remuneration per Week	Remuneration per year
1	General Physician/ Medicine	Rs. 4,500/-	3	Rs. 13,500/-	Rs. 7,02,000/-
2	Gynaecology	Rs. 4,500/-	3	Rs. 13,500/-	Rs. 7,02,000/-
3	Physiotherapy	Rs. 3,500/-	5	Rs. 17,500/-	Rs. 9,10,000/-
<b>Total</b>				<b>Rs. 44,500/-</b>	<b>Rs.23,14,000/-</b>

The expenditure may be incurred from "Student Welfare Fund" against the amount being contributed by the University from Tuition Fees.

**Decision :** The Board of Management resolved to approve the appointment of Medical Consultants on Part-time basis and the remuneration to be paid them.

**Agenda 31.5.4 :** To consider the proposal for reimbursement of COVID-19 Test bills of employees not covered under AUD MAT Regulations (2016)

It was submitted to the Board of Management that the Finance Committee in its 26<sup>th</sup> Meeting held on 12.04.2021 that the University has more than four hundred employees spread across its three Campuses at Kashmere Gate, Karampura and Lodhi Road. Whenever it is found that an employee is having COVID-19 related symptoms and/or he/she has come in contact with COVID-19 infected person(s) it becomes necessary for the employee to get himself/ herself tested for COVID-19 infection so as to contain spread of COVID-19 pandemic among employees of the University.

The University is able to reimburse COVID-19 testing bills of its regular employees covered under AUD Medical Attendance and Treatment (MAT) Regulation (2016) but the employees engaged on contractual/ outsourcing

*Arjun Khatu*

basis have to bear the cost of Tests themselves. Due to this there is very high probability of the contractual/ outsourcing employees:

1. Ignoring mild symptoms as seasonal flu etc. and refraining from getting themselves tested for COVID-19 infection.
2. Getting themselves tested at free testing camps only where it is difficult to observe social distancing norms and one may have to wait for test reports for longer period.

In view of above, and in order to contain spread of COVID-19 pandemic among employees of the University, it was proposed that employees of the University may undergo COVID-19 tests at their homes or at University Campus as and when required, and bills for the same may be reimbursed in respect of all regular as well as contractual and outsourcing employees of the University. From financial perspective it is expected that the additional expenditure to be incurred on reimbursing COVID-19 test bills of contractual and outsourcing employees would be compensated by savings made due to lesser number of regular employees proceeding on home quarantine/ hospitalization.

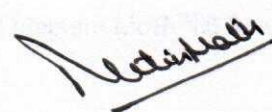
After due deliberations the Finance Committee recommended the proposal to the Board of Management for consideration and approval subject to the condition that COVID-19 test bills in respect of contractual and outsourcing employees of the University may be reimbursed upto 31.03.2022.

**Decision : The Board of Management resolved to approve the proposal for reimbursement of COVID-19 Test bills of employees not covered under AUD MAT Regulations (2016) upto 31.03.2022**

**Agenda 31.5.5 : To consider the guidelines for providing various perks and privileges to the University functionaries at different levels**

It was submitted to the Board of Management that the Finance Committee in its 27<sup>th</sup> Meeting held on 21.05.2021 that the University has been providing various perks and privileges to its functionaries at different levels for facilitating smooth functioning of the University. Need has been felt to streamline the system by preparing comprehensive guidelines explicitly specifying entitlements/ ceilings and other terms and conditions pertaining to various perks and privileges to be provided to the University functionaries at different levels and seek approval of the Board of Management for implementing the same.

In this context, the Registrar convened an online meeting of all Deans/ Directors and Administration Division Heads on 14.05.2021 (From 02.00 p. m. to 04.30 p. m.). The perks and privileges being provided to University administrative functionaries were deliberated upon, along-with latest



guidelines being followed by other State Universities of Delhi like the Guru Gobind Singh Indraprastha University and the Delhi Technological University with due consideration to the fact that the Guru Gobind Singh Indraprastha University and the Delhi Technological University fixed/ revised their entitlements/ ceilings in year 2013 and year 2018, respectively.

The proposed guidelines in respect of different perks and privileges culminating out of the discussions/ deliberations held during the meeting are as follows:

### 1. Reimbursement for purchase of mobile phone.

The proposed entitlement ceilings and other terms and conditions for purchase of mobile phone, in consonance with norms being followed by other State Universities of GNCTD are as below:

S. No.	Designation / 7 <sup>th</sup> CPC Pay Level	Entitlement Ceiling
1.	Vice Chancellor	As per actual
2.	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-15/14(Pro Vice Chancellor, Registrar, Controller of Finance, Controller of Examinations, Dean, Director, Proctor, Librarian, etc.).	Rs. 20,000/-
3.	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-13A/13/12(Deputy Registrar, Deputy Librarian, Internal Audit Officer, etc.).	Rs. 15,000/-
4.	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-11/10(Assistant Registrar, Assistant Librarian, Assistant Director Sports, System Administrator, etc.).	Rs. 10,000/-
5.	Other terms and conditions:	
(i)	Entitlement Ceiling in respect of any other officer/ official may be approved by the Vice Chancellor on the basis of functional requirements.	
(ii)	No advance will be given for purchase of mobile phone.	
(iii)	Reimbursement would be done after stock entry in central store.	
(iv)	Reimbursement of actual cost would be restricted to above-mentioned ceilings.	
(v)	Life of the mobile phone will be three years after which the concerned functionary can purchase a new mobile phone without returning the previous one.	
(vi)	Functionaries leaving service of the University would be required to deposit proportionate residual value of the mobile phone.	
(vii)	Functionaries appointed for fixed term of five years can purchase two mobile phones during their term of appointment and need not deposit any residual value at the time of relinquishing charge of the post.	
(viii)	No reimbursement will be allowed on account of any repairs.	

### 2. Reimbursement for purchase of briefcase/ handbag/ carry bag/ ladies' purse.

The proposed entitlement ceilings and other terms and conditions for purchase of briefcase/ handbag/ carry bag/ ladies' purse in consonance with 7<sup>th</sup> Central Pay Commission rates are as below:

S. No.	Designation/ 7 <sup>th</sup> CPC Pay Level	Entitlement Ceiling
1	Vice Chancellor	As per actual
2	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-15/14(Pro Vice	Rs. 6,500/-

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	Chancellor, Registrar, Controller of Finance, Controller of Examinations, Dean, Director, Proctor, Librarian, etc.).	
3	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-13A/13/12(Deputy Registrar, Deputy Librarian, Internal Audit Officer, etc.).	Rs. 5,000/-
4	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-11/10(Assistant Registrar, Assistant Librarian, Assistant Director Sports, System Administrator, etc.).	Rs. 4,000/-
5	Other terms and conditions may be same as recommended above for purchase of Mobile phone.	

**3. Reimbursement of monthly bills of residential landline phone/ mobile phone/ internet.**

The proposed consolidated entitlement ceilings and other terms and conditions for reimbursement of monthly bills of residential landline phone/ mobile phone/ internet, in consonance with norms being followed by other State Universities of GNCTD are as below:

S. No.	Designation/ 7 <sup>th</sup> CPC Pay Level	Entitlement Ceiling
1	Vice Chancellor	As per actual
2	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-15/14 (Pro Vice Chancellor, Registrar, Controller of Finance, Controller of Examinations, Dean, Director, Proctor, Librarian, etc.).	Rs. 2,700/- + taxes as applicable
3	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-13A/13/12 (Deputy Registrar, Deputy Librarian, Internal Audit Officer, etc.).	Rs. 2,250/- + taxes as applicable
4	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-11/10 (Assistant Registrar, Assistant Librarian, Assistant Director Sports, System Administrator, etc.).	Rs. 1,200/- + taxes as applicable
5	Other terms and conditions:	
(i)	Entitlement/Ceiling in respect of any other officer/ official may be approved by the Vice Chancellor on basis of functional requirement.	
(ii)	Reimbursement of actual expenses would be restricted to above-mentioned ceilings.	

**4. Reimbursement of monthly bills of newspapers/ magazines.**

The proposed entitlement ceilings and other terms and conditions for reimbursement of monthly bills of Indian newspapers and Indian magazines in consonance with norms being followed by other State Universities of GNCTD are as below:

S. No.	Designation/ 7 <sup>th</sup> CPC Pay Level	Entitlement Ceiling
1	Vice Chancellor	As per actual
2	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-15/14 (Pro Vice Chancellor, Registrar, Controller of Finance, Controller of Examinations, Dean, Director, Proctor, Librarian, etc.).	Three newspapers & two magazines.
3	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-13A/13/12 (Deputy Registrar, Deputy Librarian, Internal Audit Officer, etc.).	Two newspapers & one magazine.

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4	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-11/10 (Assistant Registrar, Assistant Librarian, Assistant Director Sports, System Administrator, etc.).	One newspaper & one magazine.
5	Entitlement / Ceiling in respect of any other officer / official may be approved by the Vice Chancellor on basis of functional requirement.	

**5. Hospitality advance to Heads of the Divisions/University functionaries.**

The proposed entitlement ceilings and other terms and conditions for reimbursement of monthly hospitality expenses/ hospitality advance in consonance with norms being followed by other State Universities of GNCTD are as below:

S. No.	Designation/ 7 <sup>th</sup> CPC Pay Level	Entitlement Ceiling
1	Vice Chancellor	As per actual
2	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-15/14 (Pro Vice Chancellor, Registrar, Controller of Finance, Controller of Examinations, Dean, Director, Proctor, Librarian, etc.).	Rs. 3,000/-
3	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-13A/13/12 (Deputy Registrar, Deputy Librarian, Internal Audit Officer, etc.).	Rs. 1,500/-
4	Administrative functionaries in 7 <sup>th</sup> CPC Pay Levels-11/10 (Assistant Registrar, Assistant Librarian, Assistant Director Sports, System Administrator, etc.).	Rs. 750/-
5	Entitlement / Ceiling in respect of any other officer/ official may be approved by the Vice Chancellor on basis of functional requirement.	

The guidelines proposed above were submitted to the Finance Committee for consideration and recommendation to the Board of Management for consideration and approval.

After due deliberation, the Finance Committee recommended the proposed guidelines for consideration and approval by the Board of Management. The Finance Committee also resolved that the faculty members performing duties pertaining to various administrative positions may be compensated by granting abovementioned perks and privileges on basis of functional requirement and no honorarium/ allowance should be paid as a component of salary.

**Decision :** The Board of Management resolved to approve the recommendations of the Finance committee and guidelines for providing various perks and privileges to the University functionaries at different levels.

**Agenda 31.5.6 :** To consider the proposal for making Host Institution contribution in AIC – Ambedkar University Delhi Foundation (AIC–AUDF)

It was submitted to the Board of Management that the Finance Committee in its 27<sup>th</sup> Meeting held on 21.05.2021 that:

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1. NITI Aayog invited application from the Higher Educational Institutions in June 2017 for establishing Atal Incubation Centres (AIC) under Atal Innovation Mission (AIM) with provision for financial grant up to Rs 10 Crore.
2. Dr. B.R. Ambedkar University Delhi (AUD) submitted application for establishing Atal Incubation Centre (AIC) under Atal Innovation Mission (AIM) to NITI Aayog, Government of India (GoI) in August 2017, followed by presentation before the screening committee in December 2017.
3. In May 2018, AIM, NITI Aayog announced the list of eligible institutions for setting up of AICs (**Appendix-7**) which also included Dr. B.R. Ambedkar University Delhi (AUD). It is pertinent to mentioned here that AUD is the only university of Government of National Capital Territory of Delhi (GNCTD) selected by NITI Aayog.
4. Within the University, AUD Centre for Incubation Innovation and Entrepreneurship (ACIIE) was assigned the responsibility to take initiatives such as creating/ registering Special Purpose Vehicle (SPV) as a Section 8 company, submitting the goals and deliverables, budget sheet, agreements, declaration etc. to AIM, NITI Aayog, GoI.
5. AIC - Ambedkar University Delhi Foundation (AIC-AUDF) has been registered as a Section 8 company on 24<sup>th</sup> July 2019.
6. After the company registration, all the necessary documents as stated at para-4 above were submitted to AIM, NITI Aayog, GoI in August 2019, which inter-alia included a Memorandum of Agreement (MoA) between Dr. B.R. Ambedkar University Delhi (AUD) ("the Promoter/ Host Institution") together with AIC - Ambedkar University Delhi Foundation (AIC-AUDF) ("the SPV") and NITI Aayog, Government of India (GoI) under Atal Innovation Mission (AIM) (**Appendix-8**).
7. As per aforesaid Memorandum of Agreement (MoA), article 4.1 "Responsibilities of the Promoter/ Host Institution" clause (ix) "It will be the responsibility of the Promoter/ Host Institution to bridge the gap between the project cost and the Grant-in-aid from AIM, NITI Aayog to ensure that the all the facilities as per the scope envisaged, are established in the AIC to make fully functional."
8. A Five-Year budget plan was presented to the AIM team at the time of seeking Grant-in-Aid (**Appendix-9**).
9. In line with the clause 4.1.ix of MoA, in September 2019, AUD as Host Institution (HI) submitted the declaration (**Appendix-10**) wherein it was mentioned that "Ambedkar University Delhi as a Host Institution will contribute/ generate the following funds on yearly basis for meeting the operational/recurring expenses of the established AIC-Ambedkar University Delhi Foundation (AIC-AUDF) as is presented to the proposed budget plan submitted to the AIM team."

Year 1	Year 2	Year 3	Year 4	Year 5
Rs. 13.4 Lakh	Rs. 57.5 Lakh	Rs. 99.1 Lakh	Rs. 143.5 Lakh	Rs. 181.5 Lakh

10. AIC-Ambedkar University Delhi Foundation (AIC-AUDF) received a grant of Rs. 2.00 Crore (net amount of Rs 1.96 Crore after deduction of Rs. 4.00

lakh TDS) for the first year in the month of March, 2020 after the due-diligence inspection and documentation verification by AIM Team.

11. The University recruited Chief Executive Officer (CEO) and Incubation Manager for AIC-AUDF in January 2021 and effectively AIC-AUDF started functioning from February-March 2021. Since then, all the pending compliances reports with respect to Registrar of Companies (RoC) and also AIM, NITI Aayog, Gol have been carried out.
12. Since the operation of AIC-AUDF started in February-March 2021 effectually, and immediately after take-off of the operations a sudden second lockdown was imposed in NCT of Delhi due to the rise in Covid 19 cases, which has further slowed down the operations. Since March, 2021 no income has been raised from the operation at AIC-AUDF.
13. Based on the utilizations submitted (as a part of compliances) to AIM, NITI Aayog, Gol, the University has been asked to transfer Rs. 13.40 lakh to AIC-Ambedkar University Delhi Foundation (AIC-AUDF) account as "Host Institution" contribution for the first year.

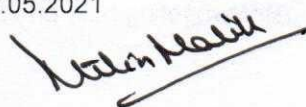
Accordingly, it was proposed to the Finance Committee that an amount of Rs. 13.40 lakh may be transferred from GIA Head – General to AIC-Ambedkar University Delhi Foundation (AIC-AUDF) account as "Host Institution" contribution for the first year.

The Finance Committee discussed the matter at length and noted that the aforesaid commitments were made to AIM, NITI Aayog, Government of India, without seeking approval of the Competent Authority. The Finance Committee desired that recurrence of such incidents must be avoided in future. However, keeping in view the fact that aforesaid commitments have been made by the University to AIM, NITI Aayog, Government of India for establishing Atal Incubation Centre, a prestigious activity for the University, the Finance Committee recommended the proposal for consideration and approval by the Board of Management.

The Board took note that the commitments made to Atal Innovation Mission (AIM), NITI Aayog was without seeking the approval of the Competent Authority and explanation has been called from the concerned person.

**Decision : The Board resolved to approve the proposal as recommended by the Finance Committee for contribution by Host Institution in the Atal Innovation Centre – Ambedkar University Delhi Foundation (AIC–AUDF) as Loan amount from UDF.**

**The Board took cognizance of the fact that the financial commitments were made to Atal Innovation Mission (AIM), Niti Aayog without seeking approval of the competent authority and reiterated the recommendations of the Finance Committee which desired that such lapses be avoided in future and procedures be strengthen in the university.**



**Agenda 31.6 : To consider the procedure for sanction of leave to Non-Teaching Staff**

It was submitted to the Board of Management that the various provisions regarding sanction of leave to Non-Teaching staff approved, from time to time, by the competent authority is as under:

1. The Board of Management in its 7<sup>th</sup> meeting held on 31.05.2010 approved Regulations on leave of employees of the University, including teachers and other academic staff and the same has been notified.
2. Ordinance No.3- Powers and Functions of Deans of Schools under Statute 7(5) (Passed by BOM in its 6<sup>th</sup> Meeting dated 12, December, 2009) at S. No. (vii) Stipulates "The Dean shall grant casual leave or other short absence from the School on duty to all academic and administrative staff attached to the School."

To bring standardization and for expeditious disposal of leave applications, a policy of leave sanction is proposed as under:

Sl. No.	Type of Leave	Category of Staff / Level	Authority to Grant Leave
1.	Casual Leave / Restricted Leave	Upto Level 13	Dean/ Registrar/ CoF
		Above Level 13	Vice Chancellor
2.	Earned Leave / Half Pay Leave / Commuted Leave	Upto Level 13	Registrar
		Above Level 13	Vice Chancellor
3.	Maternity Leave / Paternity Leave	All Non-Teaching Staff	Registrar
4.	Extra Ordinary Leave / Leave Not Due / Child Care Leave	All Non-Teaching Staff	Vice Chancellor
5.	Special Casual Leave		
6.	Station Leave	Upto Level 13	Registrar
		Above Level 13	Vice Chancellor
7.	Study Leave / Any other kind of leave	All Non-Teaching Staff	Vice Chancellor

**Note:**

1. Staff having more than one charge, will take the sanction from one of the reporting officer prior to proceeding on leave under intimation to other reporting officers. A copy of approval of reporting officer shall also be marked to Registrar Office/VC office for records before proceeding on leave.
2. Leave cannot be claimed as a matter of right. Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons. An employee should not leave station till the order sanctioning leave as been issued.

**Decision : The Board of Management considered and approved the procedure for sanction of leave to Non-Teaching Staff**

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**Agenda 31.7 : To consider the guidelines of submission of Annual Performance Appraisal Reports (APARs) for Non-Teaching employees**

It was submitted to the Board of Management that the Board of Management in its 25th meeting, held on 26.12.2018 accepted the recommendations of the Establishment Committee and adopted the guidelines of submission of Annual Performance Appraisal Reports (APARs) for the non-teaching employees of AUD working on regular / deputation / long-term contractual basis.

The guidelines for the non-teaching employees of AUD working on regular / deputation basis have been rationalised and the same is submitted for kind consideration and approval of Board of Management.

Categories	Post	Reporting Officer	Reviewing Officer
<b>Statutory Officers</b>	Registrar/ Controller of Finance	Vice Chancellor	
	Deputy Registrars & equivalent	Registrar	Vice Chancellor
Controller of Finance			
Dean			
<b>Administrative Divisions in Main Campus and additional Campuses</b>	Executive Engineer	Registrar	Vice Chancellor
	Medical Officer	Registrar	Vice Chancellor
	Assistant Registrars & equivalent	Deputy Registrars	Registrar
		Registrar	Vice Chancellor
		Controller of Finance	
	Section Officer & its equivalent	Assistant Registrars	Deputy Registrars & equivalent
		Deputy Registrars & equivalent	Registrar/Dean
	Security Officers & its equivalent	Assistant Registrars	Deputy Registrars & equivalent
		Deputy Registrars & equivalent	Registrar
	Security Supervisor	Security Officer	Assistant Registrar/ Deputy Registrar
	Assistant Engineer	Executive Engineer	Registrar
	Staff Nurse	Medical Officer	Registrar
		Assistant Registrar	Deputy Registrar
	Sr. Assistant & equivalent	Assistant Registrar & equivalent/ Deputy Registrar & equivalent/	Deputy Registrar & equivalent/Dean
		Deputy Registrar & equivalent/	Dean
Jr. Assistant/ Assistant	Assistant Registrar & equivalent	Deputy Registrar & equivalent/Dean	
	Deputy Registrar & equivalent	Dean	
MTS	Section Officer	Assistant Registrar	
	Assistant Registrar & equivalent	Deputy Registrar & equivalent/ Dean	

*Auth. by*

Categories	Post	Reporting Officer	Reviewing Officer
<b>Office of the VC</b>	Assistant Registrar/ Deputy Registrar	Vice Chancellor	
<b>Schools</b>	Assistant Registrar & equivalent	Dean	Vice Chancellor
	Section Officer & equivalent	Assistant Registrar	Deputy Registrar/Dean
		Deputy Registrar	Dean
		Dean	Vice Chancellor/ Any other officer authorised by Vice Chancellor
	Assistant/ Studio Assistant/ Sr. Assistant & equivalent	Assistant Registrar/	Deputy Registrar & equivalent/ Dean
		Deputy Registrar	Dean
		Dean	Vice Chancellor Any other officer authorised by Vice Chancellor
	MTS/ Jr. Assistant & equivalent	Section Officer	Assistant Registrar
		Assistant Registrar	Deputy Registrar/ Dean
		Dean	Vice Chancellor Any other officer authorised by Vice Chancellor
<b>Library</b>	MTS/ Jr. Library Assistant/ Library Assistant/ Jr. Executive (Library)	Assistant Librarian	Deputy Librarian
		Deputy Librarian	Librarian
<b>IT Services</b>	MTS	System Administrator	Director, IT Services
	Technical Assistant	System Administrator	Director, IT Services
	Jr. System Administrator	System Administrator	Director, IT Services
	System Administrator	Director, IT Services	Vice Chancellor
	Director, IT Services	Vice Chancellor	

**Note:**

1. Vice Chancellor may designate any officer as Reporting/ Reviewing Officer as deemed fit.
2. For the non-teaching staff having multiple charges:

Post	Reporting Officer	Reviewing Officer
Officer upto Section Officer	DR (HR) {on the basis of recommendation of immediate reporting officers}	Registrar
Assistant Registrar and above	Registrar {on the basis of recommendation of immediate reporting officers}	Vice Chancellor

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**Decision :** The Board of Management considered and approved the guidelines of submission of Annual Performance Appraisal Reports (APARs) for Non-Teaching employees

**Agenda 31.8 :** To deliberate and determine the age of superannuation in respect of Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports in Dr. B. R. Ambedkar University Delhi

It was submitted to the Board of Management that the Board of Management in its 6<sup>th</sup> meeting held on 12.12.2009 considered and approved the Report of the Committee appointed by the Vice-Chancellor on Organizational Structure and Personnel Policy of the University chaired by Dr. Kiran Datar. The Board resolved that there shall be an Establishment Committee as a Standing Committee of the Board of Management to oversee matters related to non-teaching staff as recommended by the Report of the Committee chaired by Dr. Kiran Datar. As per the Datar Committee Report dated 10.12.2009 the University Library will be headed by a Librarian who shall be holding a position equivalent to that of a Professor and in addition there shall be Deputy Librarians and Assistant Librarian. Further, the post of Librarian was placed in the Grade Pay equivalent to that of a Professor and its qualifications as per the UGC norms. Accordingly as recommended, in the year 2010 University advertised one Post of Librarian on deputation/Tenure basis for a period of 5 years.

2. Clause 11 of the AUD Act, 2007 states that there shall be the following Officers of the University:

- i) The Vice-Chancellor
- ii) The Pro-Vice Chancellors
- iii) The Deans
- iv) The Registrars
- v) The Controller of Finance
- vi) Such other officers as may be declared by the Statutes to be the Officers of the University

3. The Government of NCT of Delhi vide Notification dated 04.11.2008 had notified AUD first statutes reproduced as:

**“Statute 10 Librarian and Other Officers**

*The Librarian shall be whole-time salaried officers appointed by the Board of Management on the recommendation of a Selection Committee constituted for the purpose, and shall possess such*

*qualifications and exercise such powers and perform such duties, as may be determined by the Board of Management.*

*The manner of appointment, qualification, powers and duties of other officers shall be as may be determined by the Board of Management.”*

4. The University in its 13<sup>th</sup> meeting of the Board of Management held on 11.02.2013 vide agenda item No 29, the Board resolved to approve conversion of 5 year tenurial appointments to regular appointments for the Post of Director (IT Services) and Librarian. It was later in the year 2017 one post of University Librarian was advertised accordingly, and then in 2017, 2018 2019 the other posts of Deputy Librarian and Assistant Director of Physical Education & Sports were advertised and appointments made as per the provisions contained in the AUD Act, Statutes, Regulations and UGC Regulations (in respect of Eligibility Qualifications) notified from time to time.

5. The UGC vide notification dated 24.12.1998 (**Appendix-11**) notified the UGC Notification on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards, 1998 wherein para 16.2.0 of the said regulations states that *the age of retirement of Registrars, Librarians, Physical Education Personnel, Controller of Examination, Finance Officers and such other employees who are treated at par with the teachers and whose age of superannuation was 60 years, would be 62 years.*

6. The UGC vide its letter No.F.3-1(94)/PS-7 dated 19.10.2006 (**Appendix-12**) and 31.3.2007 (**Appendix-13**) had issued guidelines in regard to the enhancement of the superannuation age in respect of Assistant Librarians, Deputy Librarian and Assistant Director of Physical Education from 60 yrs to 62 years.

7. The MHRD vide letter dated 31.12.2008 had enhanced the age of superannuation in respect of Registrar/Finance Officer/Controller of Examination from 60 years to 62 years (**Appendix-14**).

In light of the MHRD letter dated 31.12.2008, UGC Regulations, 2010 and other guidelines issued from time to time, the University placed the proposal in the 7<sup>th</sup> Meeting of the Board of Management held on 31.05.2010 vide agenda No 5.5, for considering enhancement of age of retirement of Teachers to 65 years and Registrars to 62 years. The Board of Management in the 7<sup>th</sup> meeting resolved to approve the following:

- i) *Enhancement of the age of superannuation for the teachers to 65 years;*
- ii) *The reemployment beyond the age of superannuation to 70 years, subject to fulfilling criteria laid down through due process to be approved by BOM.*
- iii) *The age of superannuation for the Registrars as 62 years;*



- iv) *To authorize the Vice-Chancellor to take follow up action with regard to making necessary amendments in the existing Statutes with regard to the age of retirement of Deans and Registrars.*

The copy of the resolution as resolved and approved is placed as **(Appendix-15)**.

In accordance with resolution of the Board of Management, the proposal related to the amendment of the Statutes 7(2) in respect of Deans and Statute 8(3) in respect of Registrar was placed before the Hon'ble Chancellor for approval, and which was accorded as approved by Hon'ble Chancellor on 22.10.2010 **(Appendix-16)**. After the approval of the then Hon'ble Chancellor, the University made the amendments in the relevant Statutes.

Later, the University had also placed the proposal of enhancing the superannuation age in respect of Controller of Finance from 60 to 62 years in light of the MHRD letter dated 31.12.2008, before the BoM in its 15<sup>th</sup> meeting held on 21.10.2014 where the BoM resolved to approve the proposed amendment in the Clause 9(3) of Dr.B.R. Ambedkar University Delhi First Statute of 2008 regarding enhancement of age of superannuation of Controller of Finance from 60 years to 62 years in light of the MHRD letter dated 31.12.2008. However, as per records, approval of the Hon'ble Chancellor seems to have not been accorded on the same.

It is pertinent to mention that though the UGC/ MHRD vide their regulations 1998, letter dated 19.10.2006, 31.3.2007 and 31.12.2008 enhanced the age of Librarians from 60 to 62 years, but the proposal regarding enhancement of retirement age of Librarian was not placed before the Board of Management, due to which the age of superannuation of Other Academic Staff comprising Librarian, Deputy Librarian, Assistant Librarian, University Director of Physical Education & Sports and Deputy Director of Physical Education & Sports and Assistant Director of Physical Education & Sports has not been amended and the same is being regulated as per Statute No.22 of the AUD Act, 2007, which states as under:-

*"Until the University is able to make specific Statutes/Ordinances/Regulations on a subject, the general provisions of the Government of NCT of Delhi will apply for those subjects"*

As per the guidelines issued by the GNCT of Delhi, the age of superannuation for officers/officials is 60 yrs.

8. As mentioned in the aforesaid facts, it is apparent that the service conditions and the age of superannuation in respect of Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical

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Education & Sports and University Director of Physical Education & Sports in Dr.B.R. Ambedkar University Delhi were never precisely mentioned in relevant statute of AUD and therefore needs to be incorporated in the AUD Statutes mentioning the age of superannuation in respect of Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports, as done earlier in the case of Registrar, Deans and Controller of Finance in light of the UGC Regulations notified by the Commission from time to time.

**Point of Consideration:**

In view of the above facts and guidelines, the matter is placed before the Board of Management for

- a. deliberations and determining the age of superannuation as 62 years in respect of the Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports, in Dr. B. R. Ambedkar University Delhi in light of the UGC Regulations/ Notifications notified by the Commission from time to time.
- b. authorization to take follow up actions with regard to making necessary amendments in the existing statutes or additional statute of Dr. B. R. Ambedkar University Delhi with regard to the Terms and condition of services with age of superannuation in respect of the Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports.

The Board was apprised during the deliberations on the above matter that the present Librarian has completed 60 years of age in 2020 and is still on rolls of the University.

**Decision : The Board of Management after detailed deliberations considered and recommended the following:**

- (i) **Age of superannuation in respect of Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports in Dr. B. R. Ambedkar University Delhi is recommended herewith to be 62 years.**
- (ii) **As stipulated in the provisions of the University Act & Statute, the proposal as recommended by Board of**

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Management be submitted to the Hon'ble Chancellor for approval.

- (iii) The same if approved by Hon'ble Chancellor be applied prospectively not retrospectively.
- (iv) The present Librarian working at AUD be superannuated on the date of completion of 60 years of age. The tenure of the Librarian after his retirement date be considered as Consultant (Librarian). The Board further authorized the Vice Chancellor to consider this matter.

**Matters for Information:**

**Agenda 31.9 : To report the joining of 01 Deputy Registrar on deputation basis**

It was submitted to the Board of Management that the University Vide Advertisement No.02/HR/2020 dated 06.11.2020 invited application for the post of Deputy Registrar & Assistant Registrar on deputation basis. As per the recommendation of statutory selection committee, offer of appointment for the post of Deputy Registrar on deputation was issued to Shri Kishor Kumar.

Shri Kishor Kumar, joined AUD on deputation basis on the post of Deputy Registrar (Level – 12) w.e.f. 19.02.2021 from University Grants Commission (UGC), where he was working as Education Officer (**Appendix-17**).

**The Board of Management noted the information.**

**Agenda 31.10 : To report the engagement of staff against vacant post of Section Officer on Contractual basis for period of three months**

It was submitted to the Board of Management that the engagement of following persons against vacant post of Section Officer on Contractual basis for period of three month:

- 1) Shri Pankaj Kumar has been engaged against vacant post of Section Officer on Contractual basis for a period of three months w.e.f. 09.03.2021.
- 2) Shri Gaurav Saxena has been engaged against vacant post of Section Officer on Contractual basis for a period of three months w.e.f. 10.03.2021 to look after the work of Campus Development Project.

**The Board of Management noted the information.**

**Agenda 31.11 : To report the relieving of Shri Ashok Mallick, Consultant**

It was submitted to the Board of Management that Shri Ashok Mallick, Consultant (Administration Division), AUD has been relieved from the contractual services of AUD w.e.f. 04.02.2021(AN).

**The Board of Management noted the information.**

**Agenda 31.12 : To report the Probation Clearance/ Confirmation**

It was submitted to the Board of Management that the Probation Clearance/ Confirmation have been approved by the Competent Authority in respect of the following officers as per details given against their name:

Sl. No.	Name & Designation	Date of joining in the cadre	Completion of Probation period w.e.f.
1.	Sh. Bipul Kumar Srivastav Deputy Registrar	06.12.2018	05.12.2019
2.	Sh. Manoj Rana Deputy Registrar	01.01.2019	31.03.2020
3.	Sh. Sachit Sharma Assistant Registrar	06.12.2019	05.12.2020

**The Board of Management noted the information.**

**Agenda 31.13 : To report the relieving of Shri Manoj Kumar, IAS (Retd.), from the post of Consultant/ Advisor (Administrative Reforms)**

It was submitted to the Board of Management that on the request of Shri Manoj Kumar, IAS (Retd.), Consultant/ Advisor (Administrative Reforms), he has been relieved from the contractual services of AUD w.e.f.19.04.2021.

**The Board of Management noted the information.**

**Agenda 31.14 : To report the re-engagement of retired officers/ staff from Autonomous Body/ Government Organizations as Consultant/ Junior Consultant/ Storekeeper/ Security Supervisor/ Caretaker on Contractual basis for a period of three months against vacant non-teaching positions**

It was submitted to the Board of Management that the following retired officer/ staff from Government Organization has been re-engaged as Consultant on contractual basis for a period of three months against vacant non-teaching positions w.e.f. 11.05.2021:

Sl. No.	Name of the Employee	Designation	Against the post	Re-engaged after one day break w.e.f.
1.	Raju Solanki	Jr. Consultant	Sr. Assistant	11.05.2021
2.	Jagesh Kr. Tyagi	Storekeeper	Sr. Assistant	11.05.2021
3.	Shiv Kant Awasthi	Storekeeper	Sr. Assistant	11.05.2021
4.	Surender Singh	Jr. Consultant	Sr. Assistant	11.05.2021
5.	Shiv Kumar	Jr. Consultant	Sr. Assistant	11.05.2021
6.	Dhiraj Singh	Jr. Consultant	Sr. Assistant	11.05.2021
7.	Satish Kumar	Jr. Consultant	Sr. Assistant	11.05.2021
8.	Dharmender Kumar	Security supervisor	Security supervisor	11.05.2021
9.	Sandeep Kumar	Caretaker	Assistant	11.05.2021
10.	Hirendra Singh Chahar	Caretaker	Assistant	11.05.2021

**The Board of Management noted the information.**

**Agenda 31.15 : To report the discontinuation of practice of designating Faculty as OSDs for respective campuses**

It was submitted to the Board of Management that due to shortage of Senior Level Officers in administration, the administrative work of the campuses had been assigned and managed by the designated OSDs to look after the additional duties related to the administration besides academic and research works.

Involvement of Faculty members by designating them as OSDs of the campuses has overburdened them with administrative work, affecting their academic and research work. Since a good number of Officers at the rank of Deputy Registrars / Assistant Registrars have joined the University, the administrative work, which was presently being managed by the OSDs, has been taken up by these administrative officers.

Thus, the administrative work of all the campuses is being looked after & routed through designated officers i.e. Deputy Registrar(s) / Assistant Registrar(s), as the case may be, who report to the Registrar.

In order to reduce the additional work load of Faculty as OSD, the practice of giving administrative work to Faculty as OSDs of respective campuses has been discontinued. The notification is attached as **Appendix-18**.

**Decision : The Board of Management noted the information.**

**The Board recommended that AUD being a multi-campus university with future expansion and growth a policy/rule be formulated by the university for appointing Director in each campus apart from the main campus.**

*Neeraj*

**Agenda 31.16 : To report the Court Cases pending before the Hon'ble High Court of Delhi**

It was submitted to the Board of Management that the following Court Cases pending before the Hon'ble High Court of Delhi:

- (i) WP(C) No.1746/ 2021 titled as Mr. Yusuf Raza Naqvi & Ors. Vs Dr. B. R. Ambedkar University Delhi & another filed against the cancellation of regularization/ absorption of 39 employees of AUD under one-time absorption policy is pending before the Hon'ble High Court of Delhi. The case is listed for hearing on 22.07.2021.
- (ii) Writ Petition (C) tiled as Mr. Ravinder Rawat vs Dr. B. R. Ambedkar University Delhi filed against the cancellation of regularization/ absorption of the Mr. Ravinder Rawat, Junior Executive (Library) under one-time absorption policy is pending before the Hon'ble High Court of Delhi. The case is further listed for hearing on 28.07.2021.
- (iii) Writ Petition (C) tiled as Mr. Mukesh Singh Dangi vs Dr. B. R. Ambedkar University Delhi filed against the cancellation of regularization/ absorption of the Mr. Mukesh Singh Dangi, Technical Assistant, AUD under one-time absorption policy is pending before the Hon'ble High Court of Delhi. The case is further listed for hearing on 22.07.2021.

**The Board of Management noted the information.**

**Agenda 31.17 : To report the engagement of M/s. BECIL for 03 months for providing outsourcing staff**

It was submitted the Board of Management that an agreement had been executed between BECIL and AUD for hiring of manpower on outsourcing basis which was valid up to 30.04.2021. In view of the unprecedented circumstances culminating out of the spread of Covid-19 pandemic, BECIL has been engaged for a period of 03 Months i.e., from 01.05.2021 to 31.07.2021 on the similar terms and conditions of the previous "Agreement" which came to an end on 30.04.2021.

**The Board of Management noted the information.**

**Agenda 31.18 : To report the recruitment drive being carried out by the University**

It was submitted the Board of Management that the University has initiated recruitment drive for teaching and non-teaching positions. The positions being advertised is placed at **Appendix-19**. The recruitment drive was initiated after duly

preparing the reservation roster in accordance with the reservation policy and directives of the Government.

The University had invited on-line applications from suitable candidates for the vacant Teaching and Non-Teaching Positions on regular basis and the last date to apply on-line was 01.05.2021 (Extended up to 15.05.2021) and for receiving hard copies of the application form was 07.05.2021 (Extended up to 20.05.2021) The last date for applying on-line has been further extended up to 25.05.2021 (up to 23.59 hrs.) and for receiving hard copies has also been extended up to 30.05.2021 (up to 17.30 hrs.). The above is submitted for the information of the board.

**The Board of Management noted the information.**

**Matters for ratification:**

**Agenda 31.19 : To ratify the decision of the Vice Chancellor to approve the confirmation of the Assistant Director Physical Education & Sports, on completion of one year probation period**

It was submitted to the Board of Management that the decision of the Vice Chancellor to approve the confirmation of the Assistant Director Physical Education & Sports, on completion of one year probation period (**Appendix-20 and 21**).

Sl. No.	Name of the faculty members/ Other Academic Staff	Date of Joining	Date of Confirmation
1	Sh. Sunil Kumar Dahiya Assistant Director of Physical Education & Sports	03.01.2020	03.01.2021

**Decision : The Board of Management noted and ratified the above action of the University.**

**Agenda 31.20 : To ratify the decision of the Vice Chancellor to approve the relieving of Dr. Anirban Biswas, Assistant Professor, SLS**

It was submitted to the Board of Management that the decision of the Vice Chancellor to approve the relieving of Dr. Anirban Biswas, Assistant Professor, SLS with effect from 30.03.2021(AN) in order to join Indian Institute of Foreign Trade, as Assistant Professor, on lien for a period of one year subject to the guidelines issued by the DoPT, Govt of India and GNCT of Delhi from time to time (**Appendix-22**).

**Decision : The Board of Management noted and ratified the above action of the University.**

**Agenda 31.21 : To note the grant of long leave i.e., Extra-ordinary Leave (EoL)/ Sabbatical Leave to the faculty members**

It was submitted to the Board of Management that the grant of long leave i.e., Extra-ordinary Leave (EoL)/ Sabbatical Leave to the following faculty members:

- i) Dr Niharika Banerjea, Associate Professor, School of Liberal Studies has been sanctioned six months EoL from 01.03.2021 to 31.08.2021 to join an assignment as Research Scientist in the School of Geography at University College of Dublin (**Appendix-23**).
- ii) Professor Sumangala Damodaran, School of Development Studies has been sanctioned Sabbatical Leave for ten months from 01.03.2021 to 31.12.2021(**Appendix-24**).
- iii) Professor Sanjay Kumar Sharma, School of Liberal Studies has been sanctioned EoL for nine months from 01.09.2021 to 31.5.2022 to join the new assignment at School of Humanities, University of Dundee, UK (**Appendix-25**).

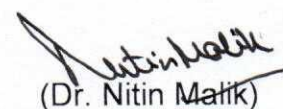
**The Board of Management noted the information.**

**Agenda 31.22 :** Before taking up next agenda 31.22 in the 31<sup>st</sup> meeting of Board of Management, pertaining to confirmation of the minutes and Action Taken report (ATR) on the confidential agenda 30.19, as placed and resolved in the 30<sup>th</sup> meeting of the Board of Management held on 03.02.2021 and minutes as circulated as confidential only for Members, all other present in this online meeting of 31<sup>st</sup> Board of Management except the BOM members and special invitees, were requested to delink and leave the meeting.

**The presentation on agenda item 31.22 was made by Registrar before the Board. The agenda along with resolution of Board of Management as minutes on agenda 31.22 is being enclosed separately and circulated as "Confidential only for Members".**

The Meeting ended with thanks to the Chair.

The minutes are issued with the approval of the Vice Chancellor and Chairperson, BoM.

  
(Dr. Nitin Malik)

Registrar and Secretary to  
Board of Management



## Resl. No. 3/BoM(31)/25.05.2021

Action Taken Report (ATR) on the Minutes of the 30<sup>th</sup> Meeting of the Board of Management held on February 03, 2021

Resol. No.	Decision	Action Taken
30.1	Opening remarks by the Vice Chancellor	Noted
30.2	Confirmation of the Minutes of 29 <sup>th</sup> meeting of the Board of Management held on 14.12.2020  The Board of Management took note of the observations/ comments received from three members of the Board on the resolution no. 29.10 and confirmed the minutes of the 29 <sup>th</sup> meeting of Board of Management as circulated.	Recorded
30.3	Action Taken Report (ATR) on the Minutes of the 29 <sup>th</sup> Meeting of the Board of Management held on December 14, 2020  Decision: The Board of Management took the action taken report on record.	Recorded
30.4	To consider the draft PhD Ordinance and Regulations as recommended by the Academic Council  Decisions: In exercise of the powers conferred under Section 31 Sub-Section (2) and Section 32 of the AUD Act 2007, (Delhi Act 9 of 2007), the Board of Management recommended that the PhD Ordinance be sent to the Chancellor and the Government of NCT of Delhi for approval.  The Board further resolved to authorize the Vice Chancellor to accept the changes recommended by the Board and approve the revised Regulations relating to the Award of Degree of Doctor of Philosophy.	The PhD Regulations have been notified vide notification F.No. AUD/26-2(2)/Gov./2021 dated March 3, 2021.
30.5	To consider the proposal for creation of one post of Matron and one post of Junior Assistant for newly established Girls Hostel at Karampura Campus as recommended by the Finance Committee  Decision: The Board of Management recommended the proposal for creation of one post of Matron and one post of Junior Assistant for newly established Girls Hostel at Karampura Campus to the Government of NCT of Delhi for its approval.	Recorded. The proposal for creation of one post of Matron and one post of Junior Assistant has been sent to the GNCTD for approval
30.6	To ratify the decision of the Vice Chancellor in approving the appointment of Deans/Directors in various Schools/Centres  Decision: The Board of Management noted and ratified the above action of the University.	Recorded
30.7	To note the extension of tenure/fresh appointment of the Contractual/ Visiting faculty in various Schools  Decision: The Board of Management noted and ratified the above action of the University.	Recorded

<b>Resol. No.</b>	<b>Decision</b>	<b>Action Taken</b>
30.8	To note the appointment of Programme Coordinators in various programmes of School/s The Board of Management noted the information.	Noted
30.9	To note the relieving of Professor Denys P. Leighton from AUD after he tendered his resignation The Board of Management noted the information.	Noted
30.10	To note the acceptance of Resignation in respect of Shri Bodapatla Mallesha, Assistant Registrar (on EOL) in SAU The Board of Management noted the information.	Noted
30.11	To note the notification of general holidays 2021 to be observed in AUD The Board of Management noted the information.	Noted
30.12	To note the acceptance of technical resignation in respect of Shri Puneet Goel, Assistant Registrar The Board of Management noted the information.	Noted
30.13	To note the recruitment for the post of 02 Deputy Registrar and 04 Assistant Registrar on deputation basis The Board of Management noted the information.	Noted
30.14	To note the recruitment for the post of Chief Executive Officer (CEO) and Incubation Manager for Atal Incubation Centre – AUD Foundation The Board of Management noted the information.	Noted
30.15	To note the relieving of Shri Upendra Nath Singh and Shri Harsh Kapoor from the post of Assistant Registrar to join Prasar Bharati on deputation basis The Board of Management noted the information.	Noted
30.16	To note the extension of the term of deputation of Dr. Nitin Malik to the post of Registrar, Dr. B. R. Ambedkar University Delhi. The Board of Management noted the information.	Noted
30.17	To note the engagement of Shri Umesh Chandra Mishra, retired officer from autonomous body/ government Organization as Consultant on Contract basis The Board of Management noted the information.	Noted
30.18	To note the engagement of Shri Pankaj Kumar and Shri Gaurav Saxena against vacant post of Section Officer on Contractual basis for period of three month The Board of Management noted the information.	Noted
30.19	After completing the discussion on the regular agenda, a Confidential agenda, as approved was placed before the members of Board of Management. Decision: The observations and resolution of the Board of Management on the confidential agenda are enclosed separately as “Confidential only for Members”.	Recorded and action initiated.

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### AMBEDKAR UNIVERSITY DELHI

#### School of Vocational Studies

#### Concept note for establishment of Skill Development Centre (SDC)

##### **1. Background**

Education plays an essential role in the overall development of a human being as well as the nation. It is a unique investment in the present and for the future. India, at present, is recognized as one of the youngest countries in the world, with over 50% population under 30 years. It is estimated that by 2025, the country will have 25% of the world's total workforce. To harness the full demographic dividend, India needs a high-quality educational system that is affordable, flexible, and relevant to society's individuals and needs as a whole. Today, the nation faces a demand–supply mismatch as the economy needs a more ‘skilled’ workforce and the managers and entrepreneurs than produced annually. Most contemporary institutions of higher learning remain almost disconnected from the workplace requirements. The higher education system has to incorporate various industries' needs innovatively and flexibly while producing a skilled workforce.

Ambedkar University Delhi (AUD) is guided by Dr. B. R. Ambedkar's vision for combining equality and justice with excellence. The University is committed to promoting higher education, research and extension work in liberal arts, humanities and the social sciences. It strives to analyze the forces contributing to social stability and social disequilibrium and to visualize how societal evolution can lead to a condition in which all sections of the people can achieve their full human potential. Keeping the above as its foundation, AUD strives for excellence in higher education in the social sciences, humanities and allied disciplines. AUD's primary goal is to create sustainable and effective linkages between access to and success in higher education, who are equally empowered to contribute effectively to the nation's socio-economic development.

Within this background, School of Vocational Studies, AUD, is proposing to establish a Skill Development Center (SDC) to bridge the skill gaps in the employable population across India, specifically when the demand and supply of talent are hugely high in the country (Ministry of Skill

and Entrepreneurship, 2020). Further, it has been articulated emphatically through the National Education Policy (2020) that the incubation or skill development centers (SDC) will be set up in higher education institutions in partnership with industries. An SDC will groom and train the workforce by offering short-term skill certificate courses and performing entrepreneurial activities to benefit all the stakeholders. The proposed center would take-up the vocational/skill education to new levels and offer courses beyond Diploma and B.Voc. Degree also and will get adequately aligned with the National Skill Qualification Framework (NSQF) levels. The Centre will also focus on developing entrepreneurship traits. All the courses will be in sync with the ‘Skills India Programme’ (<https://skillindia.nsdcindia.org/>) for imparting knowledge on vital job skills to the students and workforce, thus enabling them to acquire an additional certificate along with their Degree certificates. These add-on courses would supplement the core education practices and take the university benchmark for education to the next level. Students will be able to pursue these certificate programmes along with their regular degree programmes.

## **2. Skill Development: A Status**

### **2.1. Skill Development Scenario in Delhi:**

As of 2020, recent estimates of the economy of the urban area of Delhi have ranged from \$369 billion (PPP metro GDP), and it has \$210 billion as (GDP Nominal) ranking as either the most or second-most productive metro area of India. Delhi is one of the fastest-growing union territories of the country. Under its Department of Social Welfare, the Delhi government has formed the Delhi Skill Development Programme (DSDP) to provide employment-related skills to aspiring candidates.

In Delhi, skill training is imparted in innovative centers by certified training partners approved by the NSDC (National Skill Development Council). According to NSDC, 80% of the trained candidates will be offered employment through networking by the training partners. The skill development goals cover training, specializations and projects to employ its workforce and make aspiring professionals more employable. Delhi is listed among the top 10 cities with high employability among the candidates. Further, it is ranked first in the list of users who own a computer at home. Considering the most valuable communication technology, the internet is a hopeful indicator for India's most vibrant economic hubs. As a result, Delhi also features in the top

10 cities with a high computer literacy ranking, English language and critical thinking skills (Skill Gap Report, 2021).

## **2.2. India as a Skill Capital:**

India is paving the way towards becoming the Skill Capital of the world. With one of the youngest populations globally, India can realize its demographic dividend through a workforce trained in ‘employable’ skills and is industry-ready. With a young population (~65 percent below 35 years, share of working age (15-59 years) population set to grow from 62 percent currently to 68 percent by 2030), India has an opportunity that can be leveraged to create a high-quality skilled workforce for the rest of the world. Especially for countries and regions with ageing or declining national populations, such as Europe and Japan. Countries with mature migration systems like the US, Australia, Canada, Singapore also have an ageing population and have been engaging migrants into their workforce to boost their economy. It is a win-win situation for the migrant population and the countries wherein such a workforce gets migrated.

## **2.3. Skill Gaps Identified during Covid-19 pandemic**

The recent Covid-19 pandemic has opened up opportunities for a skilled workforce in certain areas. The maximum skill gap that emerged during the Covid-19 pandemic was in the areas of data sciences, artificial intelligence, and natural language processing. These are the emerging areas that require a constant push to seal India’s position in the global market as a significant player in shaping the future.

Skills and knowledge are the driving forces of any economic growth and social development of a country. The economy becomes more productive, innovative and competitive through the existence of more skilled human potential. The level of employment, composition, and growth in employment opportunities are critical indicators of development in any economy. Countries with higher and better-skilled human resources adjust more effectively to the challenges and opportunities of globalization.

According to the data estimates, the youth employability stood at 45.9%, consisting of highly employable resources. This is significantly lower than the previous year. The emergence of a skill gap is why youth employability reduced to 45.9% from last year’s 46.2%. The skill gap that emerged

with the COVID-19 pandemic has given rise to computer courses, language classes, and online skill assessments. Local businesses have emerged with online stores and numerous social organizations aimed at connecting businesses with technology. The International Labour Organization (ILO) also emphasizes developing a robust system to recognize the skilled workforce outside the formal training set-ups by giving adequate recognition to prior learning. Through this, the formal system's dropouts will be reintegrated by aligning their practical experience with the framework's appropriate level. The credit-based framework will also facilitate mobility across 'general' and vocational education, developing a certification mechanism through Recognition of Prior Learning (RPL).

## **2.4 Reskilling India's workforce**

According to a Future of Jobs Report (2018), more than 50% of India's workforce will need to be reskilled to meet the evolving employability landscape demands by 2022. The fourth industrial revolution requires hands to carry the vision of a fast-growing economy forward. The report also found that talent availability is the determinant of job locations for international businesses in India. In hubs like Bangalore, Delhi, Hyderabad and Mumbai, the increased foreign investment is cheap labour and qualified resources. An estimated 67% of businesses are expected to outsource their core functions by 2022 (National Skill Development Corporation (NSDC), 2019).

Recognizing this fact, the National Policy on Education (2020) emphasizes integrating vocational education and skill training in the educational offerings of ITIs, polytechnics, local industry, etc., including the schools, colleges and universities in a broader spectrum. Emphasis has also been made for setting-skill labs in the educational institutions, such as- schools, colleges and universities, in a hub and spoke model, which may lead to more collaborations and co-operation. It has also been strongly recommended that higher education institutions offer vocational education and skill development courses either on their own or in partnership with industries and NGOs.

## **2.5. Generating skilled workforce in the higher education system: Vision of the National Policy on Education (2020)**

### **2.5.1. High percentage of young population in India**

The 12th Five-Year Plan (2012–2017) estimated that only a tiny percentage of the Indian workforce in the age group of 19–24 (less than 5%) received formal vocational education. Whereas in countries such as the USA the number is 52%, in Germany 75%, and in South Korea as high as 96%. These numbers only underline the urgency of the need to hasten the spread of vocational education in India.

### **2.5.1. Integration of Vocational Education for bridging the skill gap in India**

The NEP-2020 recognizes vocational education and skill development programmes into mainstream education in all education institutions have become essential. It recommends that beginning with vocational exposure at early ages in middle and secondary school, quality vocational education needs to be integrated smoothly into higher education. It will ensure that every child learns at least one vocation and is exposed to several more in subsequent years based on NSQF levels.

### **2.5.3. Skill Exposure to Learners**

The NEP-2020 advocates that by 2025, at least 50% of learners through the school and higher education system shall have vocational education exposure. A clear action plan with targets and timelines needs to be developed. This aligns with Sustainable Development Goal 4.4 and will help realize the full potential of India's demographic dividend.

## **2.6. Skill Gap Analysis in Delhi**

The Skill Gap Report (2021), gives an overview of skill gaps in India in general and Delhi. Following graphic presentation and tables is testimony to such skill gaps as identified by different organizations.

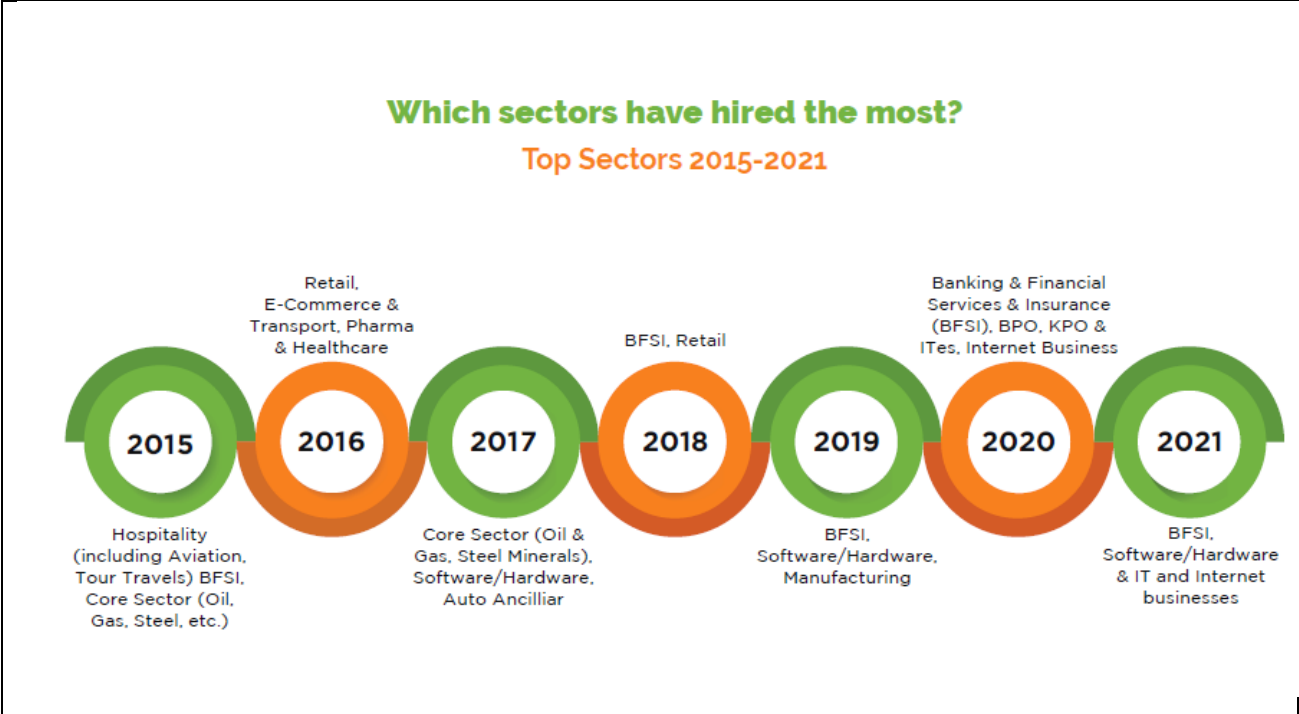


Figure-1

Source: Skill Gap report,2021

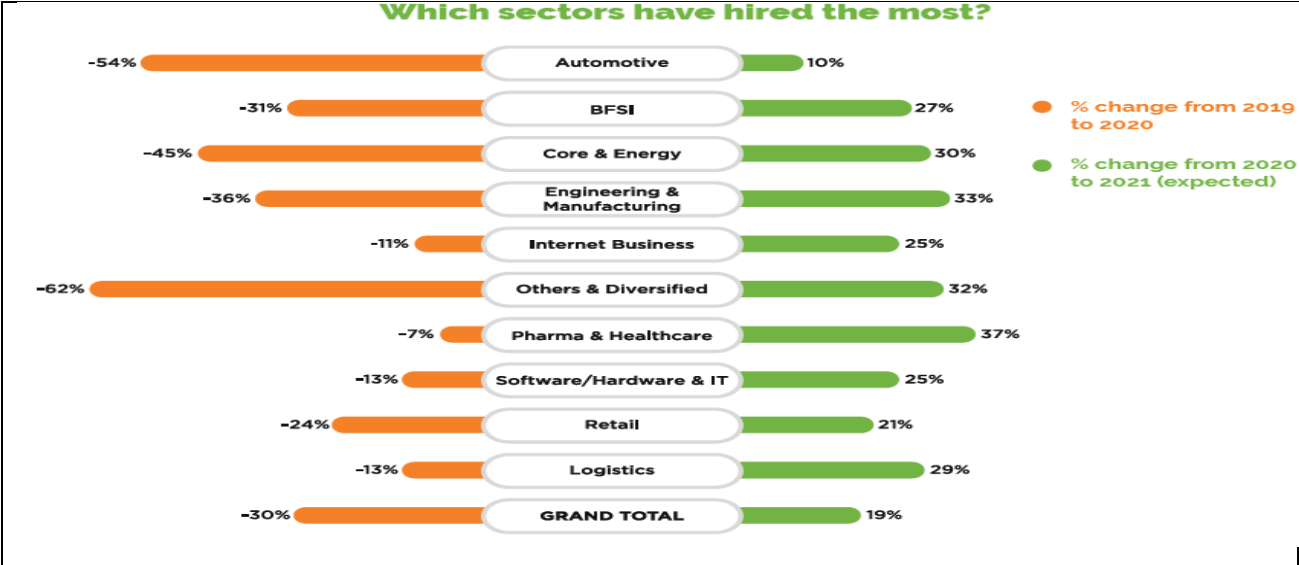


Figure-2

Source: Skill Gap Report,2021



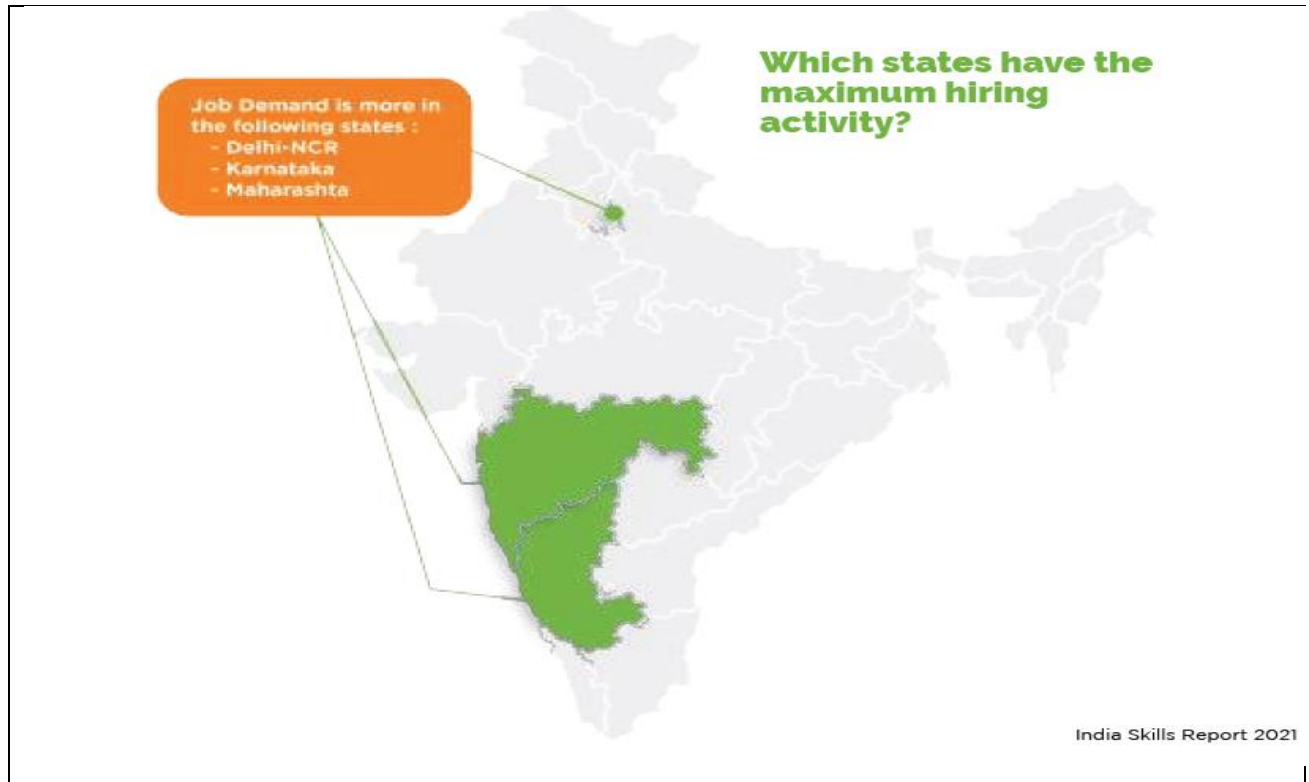


Figure-3

Source: India Skills Repoer,2021

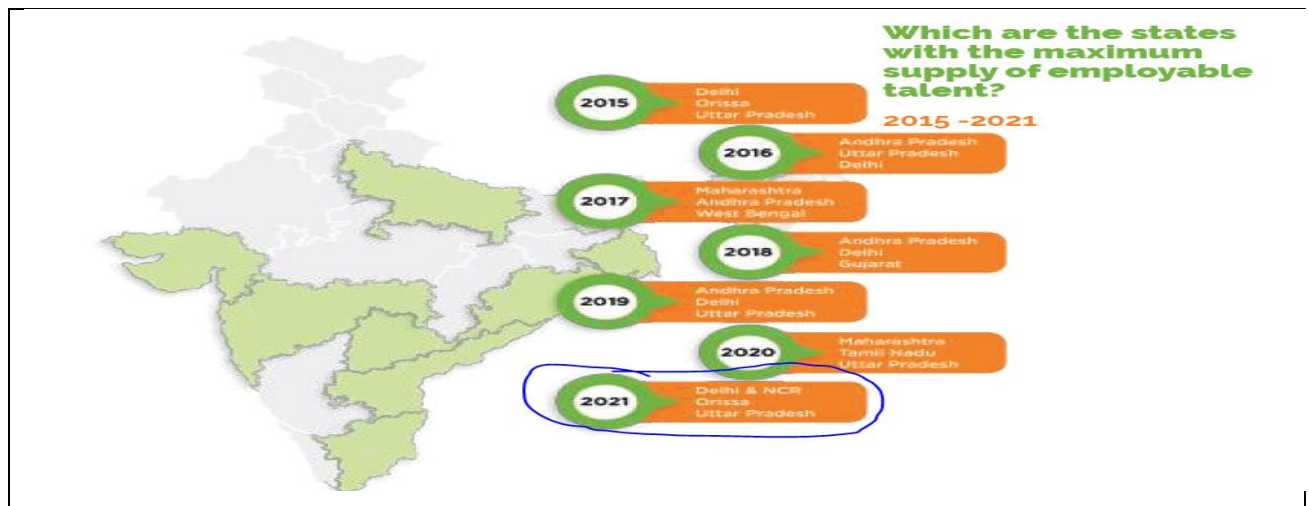


Figure-4

Source: Annual Report, NITI Ayog,2020

<b>Top 10 States with Available Skills in Numerical</b>	Maharashtra Madhya Pradesh Tamil Nadu Karnataka Andhra Pradesh Uttar Pradesh Rajasthan Telangana Kerala Gujrat
<b>Top 10 States with Available Skills in Critical Thinking</b>	Rajasthan Madhya Pradesh Karnataka Telangana Maharashtra Kerala Uttar Pradesh Tamil Nadu Delhi Gujarat
<b>Top 10 States with Available Skills in Computer Skills</b>	Rajasthan West Bengal Kerala Delhi Maharashtra Uttar Pradesh Karnataka Tamil Nadu Telangana Madhya Pradesh

Figure-5



Figure-6

Source: National Policy for Skill Development and Entrepreneurship.

**Break Up of Incremental Human Resource Requirement across 24 Sectors (Ministry of Skill and Entrepreneurship:**

**(Estimates in millions)**

Sl. No	Sector	Human Resource Requirement Estimates		Incremental Human Resource Requirement (2017-2022)
		2017	2022	
1	Agriculture	229	215.5	-13.5
2	Building Construction & Real Estate	60.4	91	30.6
3	Retail	45.3	56	10.7
4	Logistics, Transportation & Warehousing	23	31.2	8.2
5	Textile & Clothing	18.3	25	6.7
6	Education & Skill Development	14.8	18.1	3.3
7	Handloom & Handicraft	14.1	18.8	4.7
8	Auto & Auto Components	12.8	15	2.2
9	Construction Material & Building Hardware	9.7	12.4	2.7
10	Private Security Services	8.9	12	3.1
11	Food Processing	8.8	11.6	2.8
12	Tourism, Hospitality & Travel	9.7	14.6	4.9
13	Domestic Help	7.8	11.1	3.3
14	Gems & Jewellery	6.1	9.4	3.3
15	Electronics & IT Hardware	6.2	9.6	3.4
16	Beauty and Wellness	7.4	15.6	8.2
17	Furniture & Furnishing	6.5	12.2	5.7
18	Healthcare	4.6	7.4	2.8
19	Leather & Leather Goods	4.4	7.1	2.7
20	IT & ITeS	3.8	5.3	1.5
21	Banking, Financial Services & Insurance	3.2	4.4	1.2
22	Telecommunication	2.9	5.7	2.8
23	Pharmaceuticals	2.6	4	1.4
24	Media and Entertainment	0.7	1.3	0.6
	<b>Total</b>	<b>510.8</b>	<b>614.2</b>	<b>103.4</b>

**Table-1**

**Incremental Training Need across 34 Sectors (2017 to 2022) (in lakhs)**

Sl. No.	Sector	Incremental Human Resource Requirement and Training Need
1	Agriculture	24.5
2	Animal Husbandry	18
3	Fertilizer	1
4	Textile Handloom and Handicraft	60
5	Automotive, Auto Components & Capital Goods	41*
6	Gems & Jewelry	35
7	Food Processing	33.7
8	Leather	25
9	Pharmaceuticals	14
10	Chemicals & Petrochemicals	12
11	Steel	7.5 (by 2025)
12	Rubber Manufacturing	6.7
13	Road Transport & Highways	62.2**
14	Ports & Maritime	25
15	Aviation & Aerospace	14.2
16	Railways	0.12 (by 2018)
17	Power	15.2
18	Oil & Gas	7.3
19	Renewable Energy	6
20	Coal & Mining	2.6
21	Construction	320**
22	Furniture & Fittings	52.6
23	Paints & Coatings	9
24	Electronics and IT-ITeS	69 #
25	Telecom	38.6
26	Retail	107**
27	Beauty & Wellness	82
28	Media & Entertainment	13
29	Tourism & Hospitality	49
30	Banking, Financial Services and Insurance (BFSI)	12
31	Logistics	42.9**
32	Healthcare	32 (by 2025)
33	Security	31
34	Media & Entertainment	13

**Table-2**

### Human Resource Requirement at State level

Sl.No.	State	Incremental HR Requirements
1	Andhra Pradesh	108.71
2	Arunachal Pradesh	1.47
3	Assam	12.34
4	Chhattisgarh	30.43
5	Delhi	63.41
6	Goa	2.27
7	Gujarat	57.57
8	Haryana	34.84
9	Haryana	0.93
10	Himachal	12.06
11	Jammu and Kashmir	11.22
12	Jharkhand	44.52
13	Karnataka	84.77
14	Kerala	29.57
15	Madhya Pradesh	78.16
16	Maharashtra	155.22
17	Manipur	2.33
18	Meghalaya	2.49
19	Mizoram	1.40

### 3. Skill Development Centre in AUD:

In recognition of these factual positions, it has been proposed to establish a Skill Development Centre (SDC) within the broader framework of the AUD under **Statute 12 B** of the University. The detail about the SDC is presented as below:

#### 3.1 Mission:

The mission of the AUD SDC is to train and empower students of AUD and other stakeholders with the required skill set for meaningful employment as per demands of the industries and to become entrepreneurs in generating job opportunities.

### **3.2 Objectives:**

The proposed centre will have the following objectives:

- Undertake skill gap analyses across identified sectors and prioritize them for skill training of the students of AUD and other stakeholders as per the requirement of industries.
- Development of training curriculum, content and learning materials for skill development in various sectors linking NSQF levels.
- Undertake skill training programmes to upgrade intellectual and skills capabilities of AUD students and workforce engaged in different industries.
- Set-up institutional laboratories within AUD as well as collaborate with industries and NGOs for skill training.
- Undertake placement of activities of students of the AUD and trainees after successful completion of skill training.
- Organize third-party assessment of students and other stakeholders for certification on skill training.
- Assess workers engaged in informal sectors under the Recognition of Prior Learning (RPL) framework and certify them based on NSQF levels.
- Undertake extension activities related to skill training in NCT of Delhi, including programmes related to entrepreneurship development.
- Undertake research in the areas related to skill development strategies, entrepreneurship, employability, labour market and current trends etc.
- Disseminating best practices in the field of skill training and entrepreneurship development programme.
- Networking and collaborating with various skill development organizations (both public and private), including industries.

### **3.3. Suggested areas of academic programmes by the Centres:**

As per the latest skill gap report (2021), emphasis has been given on the industries which required skilled workforce. These are:

- Logistics
- Agriculture
- IT & ITeS

- Retail
- Tourism
- Hospitality
- Mobile Technology
- Financial Services
- Food Processing

Furthermore, three areas have been identified during the pandemic phase that requires skilled workforce. These are:

- Data Science
- Artificial Intelligence
- Natural Language Processing

**Note:** All these sectors have already been identified by the skills recognized by the DDU Kaushal Kendra Scheme and the Community colleges scheme by University Grants Commission.

**3.3.1. Target Groups:** The target group for the skill training under the SDC will be 18-45 years. Preference will be given to the AUD students.

**3.3.2. Short-term training programmes:** The SDC will plan, design, develop and implement Short-Term Training programmes based on the local industries located in Delhi across different social groups. The skill training programme will be organized based on the Qualification Packs (QPs) as defined under the National Occupational Standards (NOSs) by the industry bodies such as different Sector Skill Councils (SSCs). The SDC will develop a special skill training programme in a project mode that is not defined under the available Qualification Packs (QPs) / National Occupational Standards (NOSs). The programme duration could vary from 15 days to six months. While organizing the training programme apprenticeship model could also be used, including industry internships for the trainees based on the nature of the QPs. The short-term training shall have provision for both fresh skilling for trainees, who are first-time learners and re-skilling for the existing workforce, who have already undergone formal/informal skilling and need additional skill sets.

Besides providing training according to the National Skills Qualification Framework (NSQF), additional training shall also be imparted in English, Employability & Entrepreneurship (EEE) modules. This will enhance the potential for international employment of the youths as well. The duration of the training shall vary as per the job role.

**3.3.3. Executive training programmes:** The SDC will organize such skill training programmes in the self-financing model to promote fee-based skill training courses to the working groups engaged in different industries/ corporates as per NSQF level 3 and above. The SDC will identify such areas and design skill training courses by introducing such fees in popular terms with higher industry demand and average wages. The SDC will review from time to time while introducing such executive training programmes based on the industry/corporate needs. The SDC will coordinate with the NSDC and SSC to identify skill gap areas to determine the workforce requirements in the economy's various sectors and the skill-sets required for the respective job roles.

**3.3.4 Certification through Recognition of Prior Learning (RPL):** Recognition of Prior Learning (RPL) is a platform to recognize informal learning to get equal acceptance as the formal levels of education. It aims to appreciate prior knowledge irrespective of the medium of achieving it. In short, RPL is a process of assessment of an individual's prior learning to give due importance to learning as an outcome rather than learning as a process. The proposed centre will follow the guidelines as per the National Skill Development Corporation in terms of Recognition of Prior Learning (RPL) which will help align the competencies of the un-recognized workers of the NCR region with the standardized NSQF framework to provide recognition and enhancing their career/employability opportunities.

**3.3.4. Researching Skill Development:** The proposed SDC will also be working on the research aspect of skill development in India. It will serve as a think tank for inputs on research related to skill development and evolve as a credible research centre in skill development. Its task will be to serve as an authentic, qualitative and accessible think tank for research related to India's skill development. The SDC will work in collaboration with National Skill Development Agency (NSDA), National Skill Development Council (NSDC), National



Council for Vocational Education and Training(NCVET), Delhi Skill Development Programme, Directorate of Skill Training Centre of GNCTD etc. to bring together policymakers, social partners, researchers and practitioners to share their ideas on ways to improve skill education and training policies.

**3.4. Skill Training Design:** The curriculum of these skill courses will be comprehensive and interdisciplinary in learning various skill sets and will be designed to support a wide range of career paths, especially involving 21st-century skills. A blended approach could be used on the delivery of the training programmes. The theory portion may be delivered through digital/online mode, and the practical part will be delivered at the SDC/ industry set-ups using the physical training infrastructure.

The SDC will follow the below-mentioned strategies while designing skill training programmes:

- i. Job Roles that have been approved by industry bodies and are compliant with NSQF.
- ii. Job Roles that are preferably NSQF level 2-5 are to be considered by the NSDC. Other NSQF level job roles may be regarded based on the industry requirement on a case to case basis.
- iii. Preference will be given to such Job Roles aligned with the identified skill gaps captured in the skill gap study.
- iv. Job Roles having the potential of employment.
- v. The training hours will be as per the approved hours of NCVET.
- vi. The model curriculum and content for the respective Qualification Packs (QPs) should be in place and preferably developed by awarding bodies (including SSCs).
- vii. Add-on bridge courses and language courses for making skill training compatible internationally so as to provide international employment opportunities to the youth.

**3.5. Training of Trainers:**

Skill training primarily is conceptualised to create scope and opportunities for the employee by developing his talent and enhancing his skills and know-how. The emphasis of skill training is to provide proper training that will support and guide the employees in their chosen field. Therefore training of master trainers is an essential component in any skill training programme. Training and development of master trainers is an instrument to meet the twin challenges of

continuous improvement and demands of change. There is an ever-emerging challenge of capacity-building of trainers. Thus, it is necessary to recognize the crucial role of the master trainer from being a provider to enabler, facilitator and change-agent where learner is in the focus. Training of master trainers programme is designed to provide opportunities to the master trainers for the development skills to facilitate, create and manage a learner based environment. The master training programme of SDC, therefore should focus on developing the skills in areas such as- technology skills, strong communication skills, organisational and adaptability skills, ability to assess stakeholders and organising research skills. For this, the training of master trainers has to provide advanced facilitation skills towards the end training as per the qualification pack for ‘Lead Trainer’. Therefore the SDC in collaboration with the NSDC could organise training and development of Master Trainers in the skill eco-system through its programme designed in collaboration with Management Sector Skill Council (MEPSC), especially on enhancing training delivery skills.

**3.6. Assessment and Certification:** AUD follows a continuous assessment system that includes assessing the students throughout their learning cycle. Certifications will be done in alignment with the relevant guidelines of the sector skill council. The assessment and certification process will conform with the industry bodies and NCVET. Apart from the SDC undertaking assessment of learners, the skill assessment will be the prime responsibility of the SSC / Awarding Bodies and will be conducted by a third-party organization called Assessment Agency (AA). It is also proposed that an online assessment system and proctored assessment will be prioritized for theoretical and practical evaluation (wherever possible). The trainees will be given a 2nd chance to unsuccessful candidates who have > 70% attendance. The 3rd party assessment will be conducted for the certifications in collaboration with the relevant sector skill council to assess the student based on the various NSQF levels.

#### **4. Organisational Structure of SDC**

##### **4.1. Advisory Committee (AC) of the SDC:**

The Advisory Committee of SDC will consist of:

- |  |             |
|--|-------------|
| 1. Vice-Chancellor/ Pro-Vice-Chancellor, AUD                   | Chairperson |
| 2. Dean School of Vocational Studies (ex-officio)              | Member      |
| 3. One Dean of the School of studies to be nominated by the VC | Members     |

4. One Director of the Centres of AUD to be nominated by the VC	Member
5. Not less than two experts in skill development sector from Academic institutions outside the AUD to be nominated by the VC	Members
6. Two industry experts to be nominated by the VC	Member
7. Two CEOs from Sector Skill Council on rotation basis to be Nominated by the VC	Members
8. Director of the SDC (ex-officio)	Convener

**Note:** The nominated members will have membership for the Advisory Committee for a period of three years and all nominations are to be approved by the BOM of the University.

The Advisory Committee will meet at least two times in a financial year.

#### **4.2. Programme Implementation Committee at the SDC**

i. Director SDC	Chairperson
ii. One Professor/Associate Professor from SVS (to be nominated by the VC)	Member
iii. One Professor/ Associate Professor from one of the Schools outside SVS	Members
iv. Two members of the AC of SDC (to be nominated by the EB)	Members
v. All faculties associated with the SDC	Members
vi. Asstt. Professor (Programme Planning)	Convenor

#### **4.3. Staffing of the SDC**

Proposed staffing will be from the regular faculty of AUD having alignment and competencies related to the skill education and training. The Centre will have the following minimum staff deployment amongst the academic, trainers and staff. All academics and trainers deployed with the centre will ensure some teaching/skill training commitment in the schools of studies depending on their area of specialisations.

1. Director- (at the level of Professor)	01
2. Associate Professor, SDC	01
3. Assistant Professors, SDC (One each in Programme Planning, Curriculum Design and Assessment)	03

4. Training Instructors (one instructor as per the verticals activated)	04
5. Research Associate	01
6. Administrative Officer (at the level of Section Office)	01
7. Office Executive/Assistant	01
8. Multi-Tasking Staff	02

(All staff from serial no. 4-8 will be on contract basis. The Centre may engage Laboratory Assistants as per the need also on contract basis).

5. **Sources of Funding:** Seed money can be taken from the university initially. Later on, various agencies such as the Ministry of Skill and Entrepreneurship and UGC can be approached for the corpus funds. Furthermore, University may collaborate with multiple schemes such as the Pradhan Mantri Kaushal Kendra scheme under NSDC and PMKVY and Skill India Mission under the aegis of NSDC. In addition to above the SDC could explore to get funding support from DDUGKY, Project Roshini under MoRD, Ministry of Minority Development, Ministry of SC/ST Development Corporation etc. It can also raise funds from PSU and corporates under corporate social responsibility (CSR) programme for skill training.
6. **Collaborations:** The Centre will collaborate with different Schools of Studies and Centres within the AUD such as-SBPPSE, SoD, SCCE, SES, SHE, AIC, ACIIE, CECED, CCK, CELE etc. as well as outside the University system such as NSDA, NSDC Sector Skill Councils (SSCs), CII, FICCI, different ministries of government of India, skill training centres under government and private bodies, NGOs and professional bodies devoted for skill development both in government and private sectors. The collaboration will basically focus on planning, designing and implementation of skill development programmes, including research to be initiated by the SDC.

#### **7. Financial Implication for the SDC:**

It has been thought to run this proposed SDC in a self-finance model. However, at the initial stage following non-recurring and recurring cost for establishment of the SDC is proposed for the first three financial years (2021-22, 2022-23 and 2023-24)

**A. Non-Recurring (Capital )Expenses:**

- a. Civil work for setting up of Laboratories/Training Rooms: Rs.1,00,00,000.00
- b. Laboratory equipment (as per the verticals): Rs. 1,00,00,000.00

**B. Recurring Expenses (for first THREE years):**

- a. Salary of core staff: Rs. 1,00,00,000.00
  - b. Office expenses: Rs.50,00,000.00
  - c. Curriculum design and material development: Rs.50.00.000.00
  - d. Assessment of trainees (third party): Rs.25,00,000.00
  - e. Capacity building activities: Rrs.10,00,000.00
  - f. Misc. expenses: Rs.15,00,000.00
- Total Rs.4,50,00,000.00**

The Director and the faculty will be the regular employees of the University for which their salary component will come from the University. Since the SDC is conceptualised as self-financing centre, all expenses after three years will be raised by the Centre from the fees, corporate programmes, grants/donations for skill development programmes. The University need to grant decentralisation of power to the Centre Director for which a standard operating procedure (SOP) will be developed and provided by the University for the day-to-day functioning of the SDC.

**AMBEDKAR UNIVERSITY DELHI**  
**School of Vocational Studies**

**Minutes of the Consultative Meeting of the AUD Skill Development Centre (SDC) held on 13 April 2021 at 11AM through Zoom Meeting**

The Consultative Meeting for setting up of the AUD - Skill Development Centre (SDC) was organized by the School of Vocational Studies, Ambedkar University Delhi under the leadership of the Honourable Vice Chancellor on 13 April 2021 over online zoom meeting from 11AM to 2.00PM. The following industry experts and faculty members of AUD were present:

**AUD Faculty:**

1. Prof. Anu Singh Lather, Vice Chancellor, Ambedkar University Delhi
2. Prof. Sitansu S Jena, Dean, School of Vocational Studies
3. Dr. Nitin Malik, Registrar, Ambedkar University Delhi
4. Dr. Kartik Dave, Dean, School of Business Policy and Entrepreneurship, Ambedkar University, Delhi
5. Dr. Amol Padwad, Director, CELE, Ambedkar University Delhi
6. Mr. G. Srinivas, CEO, AIC, AUD
7. Dr. Dinesh Taneja, Director, IT Services, Ambedkar University Delhi
8. Mr. Nikhil Singh Charak, Assistant Professor, School of Vocational Studies
9. Mr. Ankush Rathor, Assistant Professor, School of Vocational Studies
10. Ms. Fariha Siddiqui, Assistant Professor, School of Vocational Studies

**External Experts:**

1. Prof. Sudhir K Jain, Former VC and Professor Emeritus, NSUT, Delhi
2. Prof. Rajesh Kambayat, Joint Director, PSSCIVE, Bhopal
3. Prof. Vinay Swarup Mehrotra, Professor, PSSCIVE, Bhopal
4. Ms. Sudha Chandra, Former General Manager, ITDC
5. Dr. RK Bhandari, Banarsidas Chandiwala Institute of Hotel Management & Catering Technology, New Delhi
6. Mr. Jan Ebben, Senior Head Apprenticeship Division, Consultant Industry Engagement, NSDC, New Delhi
7. Ms. Monica Bhel, CEO, Beauty & Wellness SSC, Gurgaon
8. Mr. Sunil Marwah, CEO, SSC, Food Processing
9. Ms. Anita Srivastava, Director (I/C), Ministry of Skill Development and Entrepreneurship, Govt of India
10. Mr. Lawrence Fernandes, Director, Retailers Association of India
11. Mr. Mohit Sharma, Head (Operations), Delhi Skills & Entrepreneurship University

12. Mr. Sudhir Kant, Chairman, ACIIE & Director, Forum Synergies Pvt Equity
13. Mr. Chiranjiv Guha, National Skill Development Corporation
14. Ms. Nika Gupta, RASCI, Mumbai
15. Mr. Sundeep Chhabra, THSC, New Delhi
16. Ms. Srijita Dutta, Manager- Education, SSC Food Processing, New Delhi
17. Capt. T.S. Ramanujam, CEO, SSC Logistics
18. Mr. Soumya Rajan, CEO BFSI SSC, Mumbai
19. Mr. Shwet Pandey, RAI, Mumbai

Ms. Simranjeet Kaur, Research Assistant, SVS provided academic assistance in organising the Meeting.

The meeting was chaired by Prof. Anu Singh Lather, Hon'ble Vice Chancellor, AUD.

The following were deliberated in the Consultative Meeting:

1. At the outset, Prof. Sitansu S Jena, Dean, SVS welcomed the Honourable Vice Chancellor Prof. Anu Singh Lather and the esteemed experts both from the industries and academic institutions. Each expert made brief introductory remark about themselves and the activities they have been associated with in the field of skill development and training.
2. The Honourable Vice Chancellor introduced the nomenclature of vocation using the terms '*hunar*', '*kaushal*' and '*kala*'. She emphasised that the Skill Development Centre should focus on developing '*hunar*' or talent of young population and facilitate for culminating same to '*Kaushal*' and further into '*kala*' which will make them a best human resource for the country. She also emphasised the importance of making the university graduates making them ready not only for industries but also develop such entrepreneurship skills for effectively contributing to the economy of the country, which has consistently been advocated through the National Education Policy (NEP), 2020.
3. Thereafter, Prof. Jena made a brief presentation emphasising on the need to have skill development centre highlighting the demographics structure as has been highlighted in India Skill Report, 2021 and the recommendations for skill development as highlighted in the National Education Policy (2020) under the higher education space in the country. He explained the vision, mission and objectives of the SDC and briefed the participants about the organisational structure, curriculum planning and design, skill training pedagogy , assessment and certification process, which are detailed out in the concept note.
4. Mr. Jan Ebben from NSDC while appreciating the AUD's initiative to set-up a SDC, made a brief presentation on 'NSDC's involvement with degree apprenticeship' programme, which has been rolled out by many higher education institutions in the country. He focussed his presentation into three areas- the first part describing the history of apprenticeship in India followed by a brief introduction into degree apprenticeship

program and the way forward which emphasised on the cooperation between universities and skill organisations. Following his presentation, Prof. Lather suggested that NSDC need to develop an action plan on having post- doctoral internship programme and researches commissioning to the Skill Development Centre, which happens to be a relatively new field in the country. She highlighted that the University will be looking forward to working along these lines in the near future as well.

5. Ms. Anita Srivastava from Ministry of Skill Development & Entrepreneurship (MSDE), Govt. of India lauded the University to take up such initiative and highlighted on a brief history of the Government's initiatives with regard to skill development and entrepreneurship programmes in India from the policy perspective. She explained the Ministry's vision with regard to skill development and the schemes envisioned by the Government. Building on Mr. Ebben's presentation, Ms. Srivastava urged that the SDC should take into account the model and recommendations of the apprenticeship scheme of the Government of India and translated into action by the UGC. She flagged off an important concern that the certification issued by the universities should be at par with that of national standard and as per the NSQF levels to ensure professional mobility in the later stages and acceptable by the industries. She concluded her presentation by extending her support to the AUD in possible way for carrying forward the task on skill development and training in the University.
6. Building further on Ms. Srivastava's presentation, Ms. Nika Gupta from RASCI highlighted on a three-year apprenticeship program that has already been rolled out by RASCI initially with 10 academic institutions, which was later scaled up in other universities across the country. She emphasised that the SDC can become a destination centre for drop-outs, professionals working in the informal sector and the youth to hone their skills for the professional market.
7. Mr. Chiranjiv Guha while congratulating the AUD to set-up a Skill Development Centre made suggestions to offer vertical mobility for the students from schools to university. This will provide an impetus for further growth of the centre. He also suggested that converting the centre of excellence into a incubation centre which can be done by taking help from the industry. Lastly, he emphasised on the training of the trainers at the SDC for which the NSDC has already rolled out a programme and the proposed AUD-SDC could take advantage of the same through NSDC.
8. Prof. Vinay S. Mehrotra from PSSCIVE, Bhopal presenting on the 'Training Design for SDC' highlighted the importance of interdisciplinary approach in providing training through SDC and that should include aspects from fields of psychology, critical thinking, logical thinking, discovery learning, problem solving and high order thinking skills etc. The proposed SDC should also work for developing soft skills of the graduates of AUD through its short-term credit based programmes, so that they could effectively be placed in the industries after their course work. He also placed threshold on development 360 degree evaluation and feedback system. He appreciated the blended

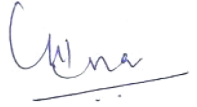


approach which has been visualised at the SDC and suggested that web classes need to plan for which host of learning resources are to be prepared for the trainees. He also emphasised on developing 'Hub and Spoke Model' and fostering the initiation for developing e-portfolios for students which can be accessed by the trainer remotely.

9. Prof. Rajesh P Khambayat, Jt. Director, PSSCIVE, Bhopal congratulated the University for such initiative and highlighted that there cannot be one standalone approach for skill development initiative as students may follow different professional routes like-entrepreneurs, wage employment as possible trajectories after graduating from the program. He also stated that few courses may also have a shorter run than others. Hence, program evaluation should be a regular featured at the SDC. Further, teacher training and technology enabled learning can bring about positive changes in the overall working of the SDC.
10. Mr. Sudhir Kant while making brief presentation on 'Financing Skill Development Centre' focused on possible mobilisation of financial resources for the SDC, which is very critical for sustainability of the centre, can be either drawn from the Government or the Industry which can be in the form of sponsorship, donation, or even as CSR activities for skill training. However, in order to get funding, it is important to understand the industry demands and supplementing to their human resource interests. He suggested on planning programs in a way that they are profitable and self-sustaining. For this to happen, we need to incorporate the 'ASK' approach in curriculum design which includes development of attitude, skills and knowledge of the stakeholders.
11. In the open session, Ms. Srijita Dutta from SSC, Food Processing highlighted on the opportunities in the food processing industry, particularly in place like Delhi. She also extended her support in setting up programs in this area at the SDC. Ms. Sudha Chandra advocated that there are about 17 ministries in Govt. of India who have been engaged with skill development activities though their different programmes and they will be very much willing to provide financial support in project mode for the skill training by the proposed SDC.
12. Prof. Lather sought suggestions regarding the Industry's inclination towards Skill Development Centres in a university space like AUD which is primarily devoted to social sciences and liberal arts. Ms. Monica Behl CEO of SSC Beauty and Wellness suggested that the University should reach out through its different advocacy programmes regarding importance of skill development of graduates in priority sectors, including organising regular counselling for parents as well as students as a step in this direction.
13. The Vice Chancellor in her concluding remark informed that though the University will make its best effort to place minimum seed money for the centre at initial stage, but the SDC has to function in a self-sustained mode. She also proposed to initiate action to start the apprenticeship degree programme as suggested by the NSDC through the SVS.

14. The group unanimously resolved to support the university's action to set-up a Skill Development Centre within the University's space and to translate the action as recommended under the NEP 2020 and committed to extend all possible help to the University for this Cause. It was also appraised to the experts that the University will make all its effort to operationalise the SDC during the next academic session.

The meeting ended with a vote of thanks to the Chair & Experts.



**(Sitansu S. Jena)**  
**Dean, SVS**

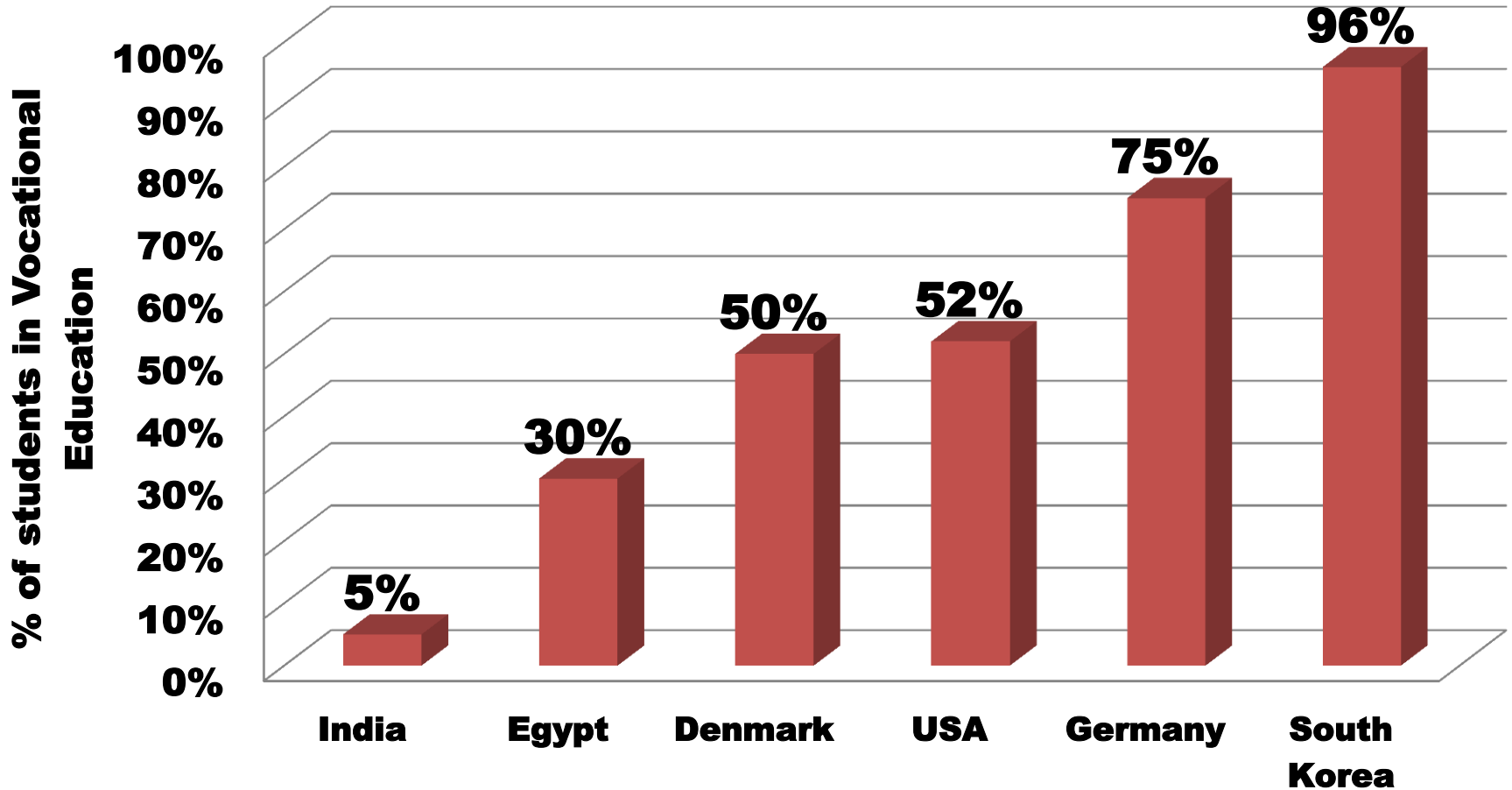


# Skill Development Centre (SDC) Ambedkar University Delhi 31<sup>st</sup> Meeting of the BOM

25<sup>th</sup> May 2021



# Global Scenario of Students in Vocational Education Sector



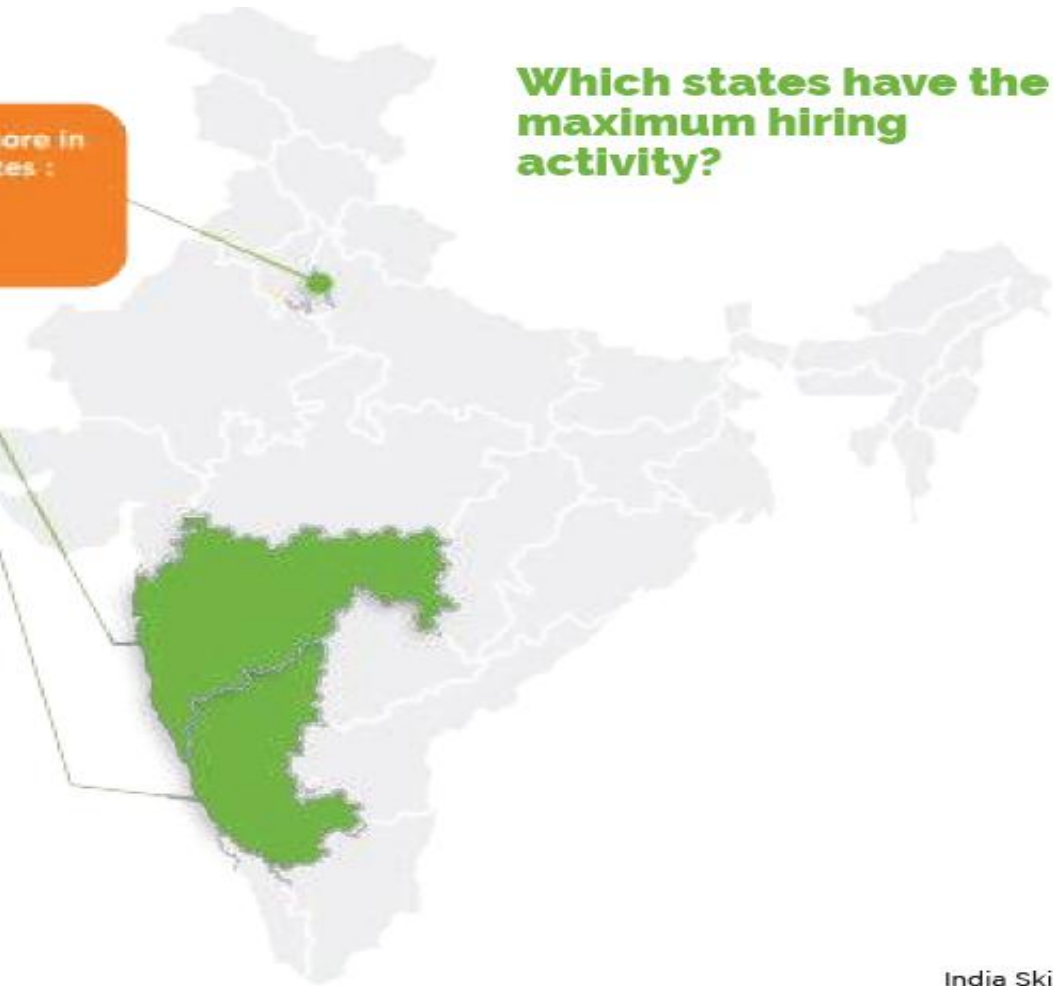
# Job Demand is High in Delhi & NCR



Job Demand is more in the following states :

- Delhi-NCR
- Karnataka
- Maharashtra

**Which states have the maximum hiring activity?**

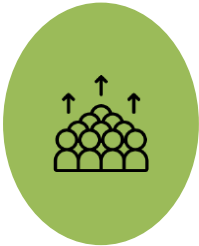




# Rationale



The **National Education Policy (2020)** has emphatically recommended for setting up **skill development centre (SDC)** in higher education institutions in partnership with industries.



India, at present, is recognized as one of the youngest countries in the world, with over **50% population under 30 years**. It is estimated that by 2025, the country will have **25% of the world's total workforce (NEP,2020)**.



Today, the nation faces a demand–supply mismatch as the economy needs more **'skilled' workforce, managers and entrepreneurs than what is produced annually (Ministry SDE, 2020)**.



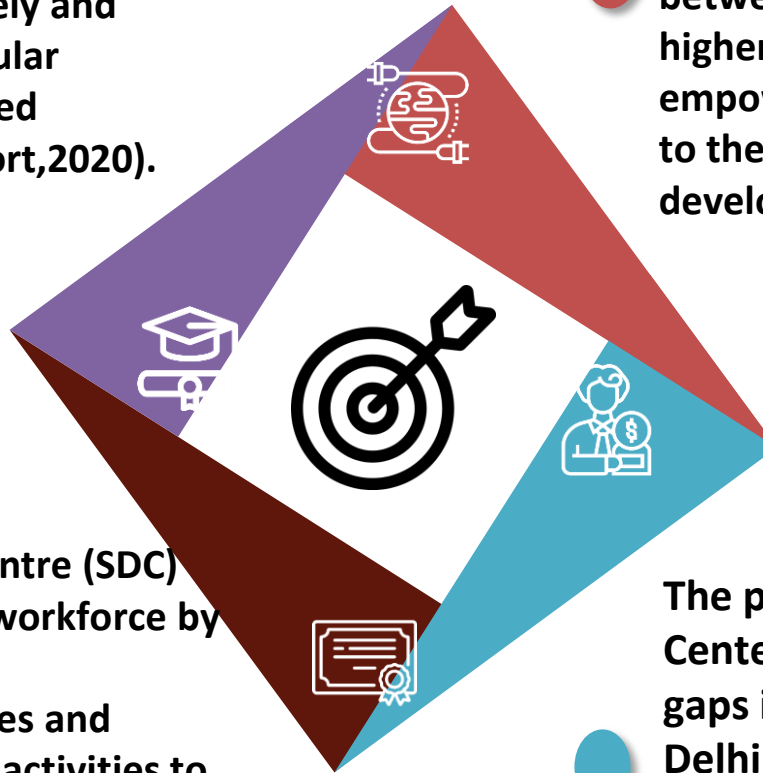
The proposed Skill Development Centre (SDC) being set up under **Statute 12 B** of the University to work on this direction and to comply the recommendations of NEP, 2020.

# Focus of AUD-SDC



The higher education system has to develop strategies in collaboration with industries innovatively and flexibly through its curricular programmes to train skilled workforce (Skill Gap Report,2020).

AUD's primary goal is to create sustainable and effective linkages between access to and success in higher education, who are equally empowered to contribute effectively to the nation's socio-economic development.



The Skill Development Centre (SDC) will groom and train the workforce by offering short-term skill certificate/diploma courses and promote entrepreneurial activities to benefit all stakeholders, including those pursuing their degree programmes in the university system.

The proposed Skill Development Center (SDC) is to bridge the skill gaps in employable population in Delhi & NCR, especially when the demand and supply of talent are hugely high in this region & else where.

# Mission of AUD-SDC



**The mission of the proposed Skill Development Centre is :**

- ★ **To train and empower different stakeholders with the required skill set for meaningful employment as per demands of the industries.**
- ★ **Facilitate to become trained entrepreneurs generating job opportunities for others.**







1

Undertake **skill gap analyses** across identified sectors and prioritize them for skill training of the students of AUD and other stakeholders in commensurate with industry needs.

2

Plan, Design and Develop training curriculum for skill development in various sectors linking NSQF levels.

3

Execute **skill training programmes** to upgrade knowledge and skills of different stakeholders, including students of AUD as per the industry needs.

4

**Set-up institutional laboratories** within AUD as well as collaborate with training partners including industries for skill training.

5

**Organize third-party assessment** on skill training including industry recognised certification process.

6

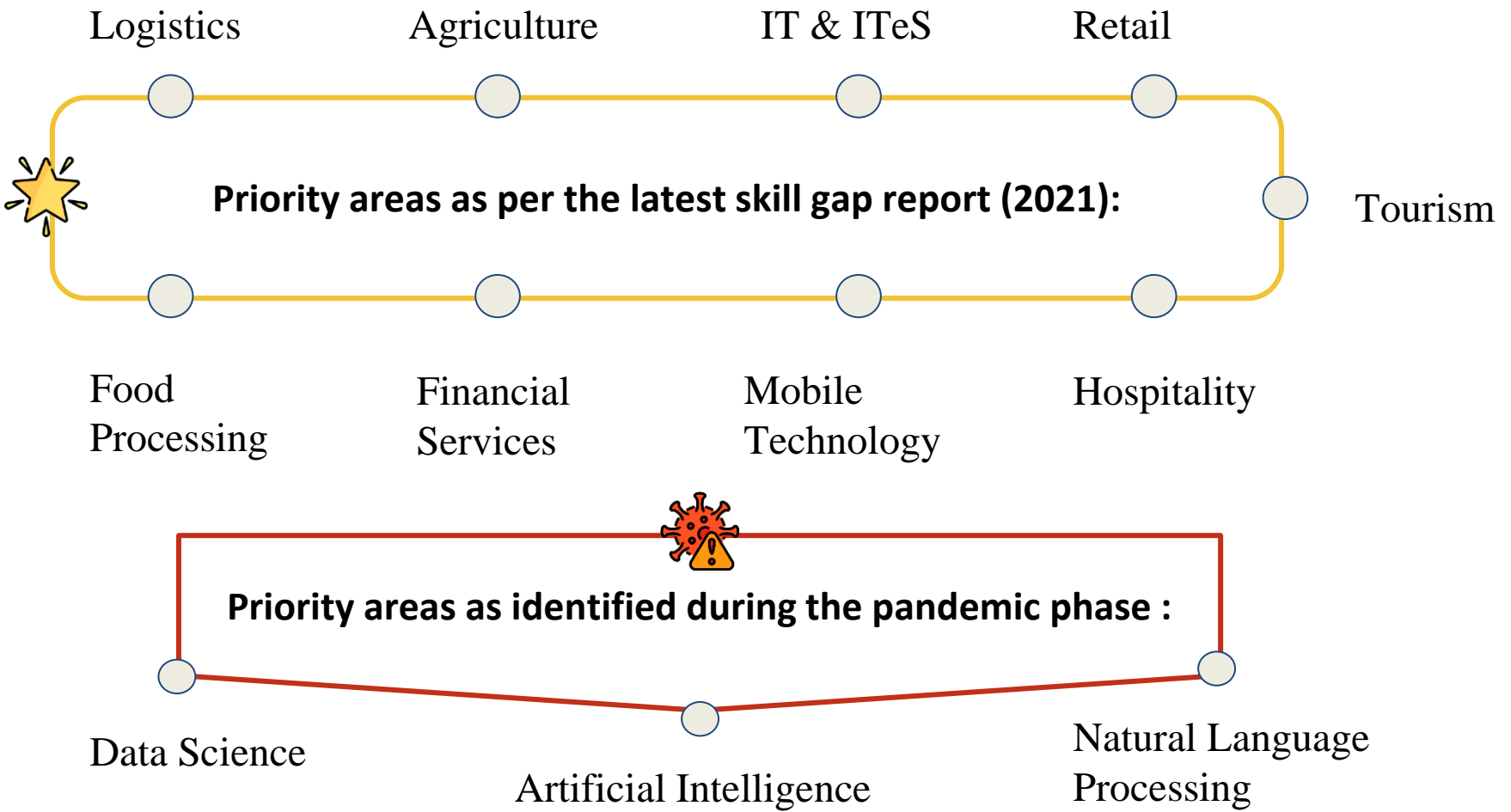
Undertake **placement activities** after successful completion of skill training.

7

Assess workers engaged in informal sectors under the **Recognition of Prior Learning (RPL)** framework and certify them based on NSQF levels.

8

**Undertake research** in the areas related to skill development strategies, entrepreneurship, employability, labour market and current skill trends, etc.



Note: All these sectors have already been identified by the skills recognized by the DDU Kaushal Kendra Scheme and the Community colleges scheme by the UGC.

# Target Groups



The target group for the skill training under the SDC (Skill Development Centre) will be 18-45 years. Preference will be given to the AUD students.



# Proposed Programmes



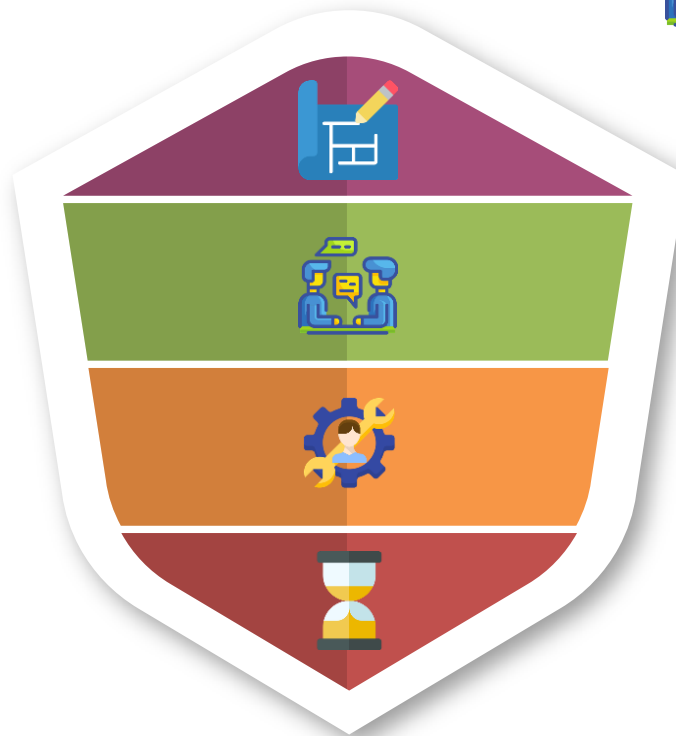
## A. Short-Term Training Programmes



The SDC will plan, design, develop and implement Short-Term Training programmes based on the needs of local industries located in Delhi across different social groups.



The SDC will develop a special skill training programme in a project mode that is not defined under the available Qualification Packs (QPs) / National Occupational Standards (NOSs).



The skill training programme will be organized based on the Qualification Packs (QPs) as defined under the National Occupational Standards (NOSs) by the industry bodies such as different Sector Skill Councils (SSCs).



The programme duration could vary from 15 days to six months/one year.



## B. Executive Training Programmes

The SDC will organize such skill training programmes in the self-financing model to promote fee-based skill training courses to the working groups engaged in different industries/ corporates as per NSQF level 3 and above.

## C. Certification through Recognition of Prior Learning (RPL)

The proposed centre will follow the guidelines as per the NSQF Framework in terms of Recognition of Prior Learning (RPL) which will help align the competencies of the workers from un-organized sectors of Delhi & NCR region to provide recognition to the skills already acquired and enhance skills for their career/employability opportunities.



## D. Researching in Skill Development

01

The proposed SDC will also be working on the research aspect of skill development in Delhi & NCR.

02

Assumes **roles of think tank for inputs on research related to skill development** and evolve as a credible research centre in skill development.

03

Collaboration with **Ministry of Skill Development & Entrepreneurship (MSDE), NSDC, National Council for Vocational Education and Training(NCVET), Directorate of Skill Training Centre of GNCTD**, local universities etc. to bring together policymakers, social partners, researchers and practitioners to share their ideas on ways to improve skill education and training policies.



# Skill Training Design

**1**

The curriculum of skill courses will be comprehensive and interdisciplinary in learning various skill sets and will be designed to support a wide range of career paths, especially focussing on 21st-century skills.

**2**

A blended approach could be used on the delivery of the training programmes. Whereas theory portion could be delivered through digital/online mode, and the practical part will be delivered at the SDC/ training partners/ industry set-ups using physical training infrastructure.

**3**

Organising Apprenticeship Training Programmes for workers building their capacity in a structured learning environment.



# Assessment and Certification

**Continuous Assessment of Trainees  
linking with Job Roles & QPs.**

**The assessment and certification process will confirm with the industry bodies and NCVET. Apart from the SDC undertaking assessment of learners, the skill assessment will be the prime responsibility of the SSC / Awarding Bodies and will be conducted by a third-party organization such as Assessment Agency (AA).**



**It is also proposed that an online assessment system and proctored assessment will be prioritized for theoretical and practical evaluation (wherever possible). The trainees will be given a 2nd chance to unsuccessful candidates who have > 70% attendance.**

**The 3rd party assessment will be conducted for the certifications in collaboration with the relevant sector skill council to assess the student aliened with various NSQF levels.**





# Organisational Structure of SDC

## Advisory Committee



Includes representatives from the Academia and Industry Experts

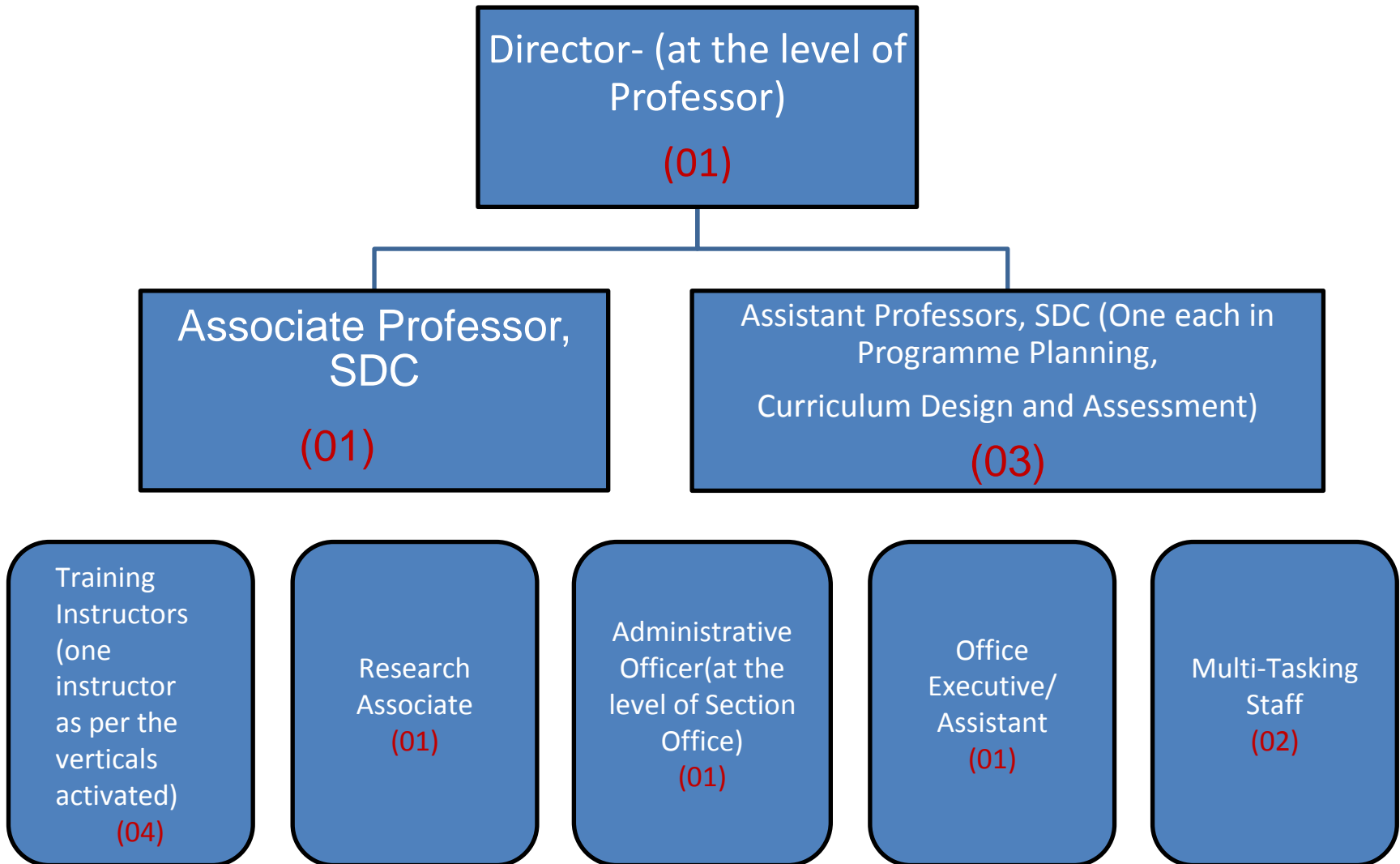
## Programme Implementation Committee

- Core Faculty of the SDC.
- Representatives from University Faculties.
- Nominee of Advisory Committee
- Nominated members from institutions devoted for vocational and skill training.





# Staffing for AUD-SDC



**( The faculties as proposed will be regular. The staff listed at bottom boxes will be on contract basis. The Centre may also engage Laboratory Assistants as per need on contract basis as well).**



# Proposed Budget

F/Y 2021-22 to 2023-24

## Non-Recurring (Capital) Expenses

Civil work for setting  
up of Laboratories/  
Training Rooms:  
**Rs.1 Cr**



Laboratory  
equipment (as per  
the verticals): **Rs. 1Cr**

## Recurring Expenses (for first THREE years)

- Salary of core staff: **Rs. 1 Cr**
- Office expenses: **Rs.50 Lakhs**
- Curriculum design and material development: **Rs.50 Lakhs**
- Assessment of trainees (third party): **Rs.25 Lakhs**
- Capacity building activities: **Rs.50Lakhs**
- Misc. expenses: **Rs.25 Lakhs**



## Total

**Rs. 5.0 Cr**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ADMINISTRATIVE DIVISION) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.  
I.P. ESTATE, NEW DELHI 110002  
CD:-012143160

No.F.12/3/2010-EC/dsfa/905

Dated 03/03/2021

ORDER

Administrative Secretaries of all departments  
Government of NCT of Delhi.

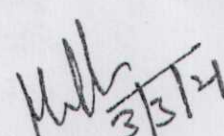
**Sub: Instructions and Guidelines regarding Expenditure Management in Autonomous Bodies/Grantee Institutions, etc.**

Sir/Madam,

I am directed to enclose herewith a copy of Order No. F.12/3/2010AC/dsfa/DS III/914-921 dated 18.07.2011 issued by Finance Department, GNCTD on the subject cited above.

2. The above order intends to set out an overall policy on Expenditure Management in respect of autonomous bodies/grantee institutions. While there are several instructions listed in the aforesaid order, it is requested that Administrative Secretaries may particularly ensure adherence to the following instructions: -
- (a) All the autonomous bodies/grantee institutions are required to observe the **economy instructions** issued by Government of India/Government of NCT of Delhi from time to time. Any relaxation will require prior concurrence of the Finance Department (**para 3**).
  - (b) All the autonomous bodies/grantee institutions having budgetary support of more than Rs.5 crore per annum from the government are required to enter into a **Memorandum of Understanding (MOU)** with the administrative department (**para 6**).
  - (c) **Pattern of Assistance**: All the administrative departments shall formulate a pattern of assistance in respect of the autonomous bodies/grantee institutions under their administrative control, in consultation with Finance Department (**para 7**).
  - (d) **Annual reports and Financial Statement**: All autonomous bodies/grantee institutions shall prepare Annual Reports along with audited statement of accounts. The said reports/statements will be submitted to the Administrative Department concerned for placing the same on the table of Delhi Legislative Assembly every year (**para 13**).

- (e) **Execution of Projects/Works:** Prior approval of competent authority as notified in Order No.PA/DSF/Misc./2010-11/DSIV/2505-2515, dated June 02, 2011, issued by FD shall be obtained by all grantee institutions/autonomous bodies in the matter of execution of projects/schemes keeping in view the estimated cost/value of the project **(para 18)**.
- (f) **Creation of Posts** in autonomous bodies/grantee institutions shall require prior concurrence of the Finance Department **[para 19(a)]**.
- (g) Autonomous bodies/grantee institutions receiving Grant-in-Aid of Rs.10 crore and above shall **create post of accounts functionaries** with prior approval of FD and these posts will be filled through the Accounts Cadre of GNCTD on deputation basis failing which on contract basis **[para 19(b)]**.
- (h) **Purchase of new vehicles** will require prior concurrence of Finance Department **(para 21)**.
- (i) Purchase of **furniture, air conditioners, photocopiers, fax machines, refrigerators etc.** may be made only after seeking relaxation of economy instructions from the Finance Department **(para 22)**.
- (j) **Concurrence of Finance Department:** Presence of the Principal Secretary (Finance) or his nominee in meetings of any of the committees/boards of autonomous bodies/grantee institutions does not amount to concurrence/approval of Finance Department. Hence autonomous bodies/grantee institutions shall seek the concurrence of Finance Department through their administrative department, wherever concurrence is required. **(para 25)**.
3. It is requested to kindly go through the above order dated 18.07.2011 in detail and ensure compliance of all the provisions of this order.

  
(Manoj Kumar)

Deputy Secretary (Finance)-IV

Encl: As above

No.F.12/3/2010-AC/dsfa/ DSM / 914-921

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT

'A' Wing, 4<sup>th</sup> Level,  
Delhi Secretariat,  
I.P. Estate, New Delhi.

Dated: 18.07.2011

Government Order

**Subject: Instructions and Guidelines regarding Expenditure Management in Autonomous Bodies/Grantee Institutions, etc. – regarding.**

Expenditure management by administrative departments, in respect of autonomous bodies/grantee institutions under their respective jurisdictions, leaves much to be desired. Without prejudice to the general applicability of 'economy instructions' issued, so far, for regulating expenditure, Government have decided to enforce financial discipline in autonomous bodies/grantee institutions in regard to incurring of expenditure out of grant-in-aid sanctioned by government through the following guidelines:-

- (1) Expenditure out of grant-in-aid: Expenditure out of grant-in-aid shall be incurred only on essentials and in public interest. Expenditure shall be incurred by the autonomous body/grantee institution only for purposes/schemes/projects for which it has been sanctioned.
- (2) Financial propriety: While incurring expenditure utmost prudence and financial propriety should be exercised by autonomous bodies/grantee institutions and no wasteful expenditure whatsoever should be incurred in any manner.
- (3) Adherence to economy instructions: All the autonomous bodies/grantee institutions shall observe the economy instructions issued by the Government of India/Government of NCT of Delhi, from time to time, in toto, to ensure financial discipline and expenditure management. Wherever any relaxation in respect of economy instructions is required, prior concurrence of Finance Department shall be obtained through the Administrative Department, concerned. However, post facto approval shall be an exception and should not be assumed as a norm.
- (4) Generation of revenue/internal resources: All the autonomous bodies/grantee institutions shall evolve suitable mechanisms to maximize generation of internal resources so as to attain self-sufficiency/self-sustainability to the maximum extent. Administrative Departments are in a position to encourage this through both advice and supervision.
- (5) Review of activities: The administrative departments shall review the working of autonomous organizations receiving grant-in-aid, periodically, depending on the scale and nature of activities/programmes/schemes being carried out by the grantee institutions so as to ensure that the objectives for which the organizations were set up have been or are being achieved or if there has been a substantial failure in achievement of objectives, remedial actions required to be taken.

- (6) Memorandum of Understanding: All the autonomous bodies/grantee institutions having budgetary support of more than Rupees Five crore per annum from the government are required to enter into a memorandum of understanding (MOU) with the administrative department, spelling out clearly the output targets in respect of the activities/programmes/schemes being carried out and qualitative improvements in output, along with commensurate input requirements. The output targets, prescribed in measurable units of performance, shall form the basis of budgetary support extended to these organizations.
- (7) Pattern of assistance: All the administrative departments shall formulate a pattern of assistance in respect of the autonomous bodies/grantee institutions under their administrative control, in consultation with Finance Department. All sanctions of grants-in-aid should conform to the pattern of assistance and rules governing such grants-in-aid. The administrative departments should ensure that the sanction/release of grants is considered only on the basis of viable and specific schemes drawn up in sufficient detail by the grantee institutions or organizations. The budget for such schemes should disclose, *inter alia*, the specific quantified and qualitative targets to be attained against the outlay.
- (8) Instalments of grants-in-aid: The administrative department shall prescribe conditions regarding quantum and periodicity for release of grants-in-aid in instalments in consultation with Finance Department. However, the release of last instalment of the annual grant must be conditional upon the grantee institutions providing satisfactory evidence of proper utilization of installments released earlier and achievement of targets assigned by the administrative departments, concerned.
- (9) Recurring and non-recurring grant: Every order sanctioning a grant shall indicate whether it is recurring or non-recurring and specify clearly the object for which it is being given and the general and special conditions, if any, attached to the grant.
- a. In the case of non-recurring grants for specified object, the order shall also specify the time-limit within which the grant, or each installment of it, is to be spent.
  - b. When recurring grant-in-aid is sanctioned to an institution or an organization for the same purpose, the unspent balance of the previous grant shall be taken into account in sanctioning the subsequent grant installments.
  - c. All grantee institutions/autonomous bodies which receive more than fifty percent of their recurring expenditure in the form of grants-in-aid, shall formulate terms and conditions of service of their employees which are, by and large, not higher than those applicable to similar categories of employees in Government.
  - (d) All grantee institutions/autonomous bodies shall avail the advantage of pension or gratuity schemes or insurance schemes or house building loans or vehicle loans schemes, etc., available in the market for their employees instead of undertaking liability on their own or government account.

- (10) Accounts of grantee institutions/autonomous bodies: All the institutions or organizations receiving grants-in-aid should, irrespective of the amount involved, maintain subsidiary accounts of the government grant and furnish to the Administrative Department a set of audited statement of accounts. The audited statement of accounts is required to be furnished after utilization of the grants-in-aid or whenever called for. The accounts of all grantee institutions or organizations shall be open to inspection by the sanctioning authority, Directorate of Audit and CAG.
- (11) Audit of accounts: All autonomous bodies/grantee institutions shall appoint chartered accountants for audit of their accounts and complete audit within three months after the close of the financial year. Thereafter, they shall inform the Directorate of Audit of Government of NCT of Delhi, so as to enable them to conduct the audit of the autonomous Bodies/grantee institutions.
- (12) Settlement of CAG paras/audit paras: All autonomous bodies/grantee institutions shall initiate necessary steps to settle the CAG audit paras as well as audit paras raised by the Directorate of Audit within the prescribed time-frame.
- (13) Annual reports and financial statement: All autonomous bodies/grantee institutions shall prepare Annual Reports along with audited statements of accounts. The said reports/statements will be submitted to the Administrative Department concerned for placing the same on the table of Delhi Legislative Assembly every year.
- (14) Achievement-cum-performance report: All autonomous bodies/grantee institutions shall prepare an Annual Action Plan indicating the physical targets for their various programmes/schemes with the approval of the administrative department concerned for each financial year in the month of April every year and submit a copy of the same to Planning/Finance/Audit Departments. All the autonomous bodies/grantee institutions shall submit performance-cum-achievement reports soon after the end of the financial year. The performance-cum-achievement reports shall be made available to the Directorate of Audit also. The Administrative Departments, concerned, shall insist upon submission of the said reports. Consequent upon submission of said reports, the administrative departments shall examine the same and issue appropriate directions to the grantee institutions wherever required for taking corrective measures.
- (15) Utilization certificates: All the autonomous bodies/grantee institutions shall submit a certificate of actual utilization of the grants received for the purpose for which it was sanctioned as laid down in Rule-212 of GFR, 2005.
- (16) Register of grants: Administrative departments/sanctioning authorities shall maintain a Register of Grants in the format given in Form GFR-39.

(contd.....P/4)



- (17) Procurement of various items: Autonomous bodies/grantee institutions shall follow the procedure as laid down in GFR, 2005, Circulars/O.Ms issued by Finance Department/Central Vigilance Commission from time to time, in toto, in respect of all cases of procurement of goods, general store items, laboratory equipments, research/training equipments, etc., as well as in the matter of outsourcing of services, appointment of consultants and execution of works.
- (18) Execution of projects/works: Prior approval of competent authority as notified in Order No.PA/DSF/Misc./2010-11/DSIV/2505-2515, dated June 02, 2011, issued by FD shall be obtained by all grantee institutions/autonomous bodies in the matter of execution of projects/schemes keeping in view the estimated cost/value of the project.
- (19) Creation of posts:
- (a) In view of functional requirement, if any post is to be created, the autonomous bodies/grantee institutions shall submit a consolidated proposal for seeking the prior concurrence of FD through their administrative department with full justification before obtaining the approval of the competent authority for creation. However, the terms and conditions of service, i.e., pay scales, allowances, etc., shall not be higher than those applicable to similar categories of employees in this government.
- (b) Further, autonomous bodies/grantee institutions receiving grant-in-aid of Rupees 10 crore and above shall initiate action to create posts of accounts functionaries with an appropriate designation (i.e., as equal in terms of pay scale as well as duties and responsibilities to the post of Deputy Controller of Accounts and Accounts Officer of Government of NCT of Delhi) with prior approval of FD, so as to ensure stringent control over expenditure and proper financial management. The said posts will be filled from the accounts cadre of the Government of NCT of Delhi on deputation basis failing which on contract basis.
- (20) Appointment of officers of All India Services/DANICS/Accounts Cadre in autonomous bodies/grantee institutions on deputation basis: The grantee institutions/autonomous bodies shall ensure that the officers who join the autonomous bodies/grantee institutions on deputation basis draw their salary either in their own pay scale *plus* Deputation Allowance or in the pay scale one step higher than their own pay scale in the parent cadre without deputation allowance.
- (21) Purchase of new vehicles: There will be a complete ban on purchase of new vehicles including purchase against condemned vehicles. However, if for functional requirement of the grantee institution, it is essential to purchase a vehicle then prior concurrence of Finance Department must be obtained through the administrative department concerned.

- (22) Purchase of furniture, air-conditioners, fax machines, photocopiers and refrigerators, etc. : Purchase of furniture, air-conditioners, photocopiers, fax machines, refrigerators, etc. may be made, only if it is necessary and in public interest to do so, after seeking relaxation of economy instructions from Finance Department. Proper assessment of the actual requirement may be carried out before seeking relaxation of economy instructions and before undertaking the tendering process. The prior approval of the Technical Evaluation Committee (TEC) of IT Department, GNCTD, shall be obtained for the purchase of IT related hardware and software.
- (23) Official lunches and dinners: Official lunches and dinners should be rare and the guest list should as far as possible not exceed 20 (twenty). The rate of working lunches/dinners should not exceed the rate approved by the government.
- (24) Diversion of funds: Funds received as grant-in-aid under plan/non-plan shall not be diverted to any other scheme or purpose without the prior concurrence of Planning Department (in respect of plan funds) and Finance Department.
- (25) Concurrence of Finance Department: Presence of the Principal Secretary (Finance) or his nominee in meetings of any of the committees/boards of autonomous bodies/grantee institutions does not amount to concurrence/approval of Finance Department. Hence, autonomous bodies/grantee institutions shall seek the concurrence of Finance Department through their administrative department, wherever concurrence is required.
- (26) Release of Grant-in-aid: Henceforth grant-in-aid in respect of aided institutions shall be released only if the administrative department after satisfying itself in the light of aforesaid instructions recommends that the grant-in-aid be released.

The aforesaid instructions intend to set out an overall policy on expenditure management with special emphasis on economy and avoidance of wasteful expenditure. The autonomous bodies/grantee institutions will have to take steps to become self-reliant and should exercise stringent control over expenditure and ensure that utmost prudence and diligence is exercised in incurring expenditure out of grants-in-aid. Release of grants or sanction of financial assistance by this government to autonomous bodies/grantee institutions shall henceforth be linked to their compliance with these instructions.

(contd.....P/6)

Cases of clarification/interpretation/relaxation of the aforesaid instructions, if any, may be referred to the Finance Department through the administrative department, concerned. The 'Executive Head' of the autonomous body/grantee institution shall be held personally responsible for any deviations from the above guidelines without the prior approval of Finance Department.

This issues with the prior approval of Hon' Finance Minister.

*M Sharma*  
18.7.2011  
(B.L. Sharma),

Spl. Secretary (Finance).

DELHI SACHIVALAYA  
GAD/R&I BRANCH  
19 JUL 2011  
Govt. of NCT of Delhi  
Delhi Sachivalaya  
I.P. Estate, New Delhi

1. All Pr. Secretaries/Secretaries/HODs with the request to ensure that these instructions are strictly followed by the autonomous bodies/grantee institutions functioning under their control.
2. Heads of all autonomous bodies/grantee institutions of Government of NCT of Delhi.  
Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.  
Controller of Accounts, Directorate of Audit, Delhi Secretariat, I.P. Estate, New Delhi.

Copy forwarded to the following for information and further necessary action:-

1. Addl. Secy. (Fin.)/DSF(I)/DSF(II)/DSF(III)/DSF(IV)/USF(B)/USF(A/Cs)/all Desk Officers of Finance Department.
2. Website of Finance Department.



# AMBEDKAR UNIVERSITY, DELHI

## DELEGATION OF FINANCIAL POWERS

(Approved by the Board of Management in its 12<sup>th</sup> Meeting  
held on 31.7.2012)

**Finance Division**  
**Lothian Road, Kashmere Gate**  
**Delhi 110 006**

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## **DELEGATION OF FINANCIAL POWERS To Various Officers in the University**

The Board of Management is empowered vide Statute 11(2)(g) of AUD Act to delegate any of its powers to the Vice-Chancellor, Deans, Registrars, and Controller of Finance or any other Officer, employee or Authority of the University, or to a Committee appointed by it.

The Finance Committee of the University had approved the delegation of financial powers in its third meeting held on 29<sup>th</sup> April 2010 and the same was ratified by the Board of Management.

In view of the substantial increase in the educational/administrative and developmental activities it is essential to bring those activities under consideration for further Delegation of Financial Powers.

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority.

1. A budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred and approval of the competent authority to be obtained.
2. No expenditure on a 'New Item' can be sanctioned without prior approval of the competent authority
3. All purchases exceeding Rs.1.00 lakh shall be made through Registrar except in the cases in which the Divisions are specifically authorized to make purchases or stores exclusively required by them with prior approval.

All purchase proposals would be processed as per the procedure prescribed in the GFR/Purchase Procedures. The Deans of Schools and Heads of Divisions concerned will submit the proposals to the Vice-Chancellor/Registrar for administrative approval.

For cases other than Works: All cases of expenditure upto Rs.2.00 lakh shall be concurred by AR (Finance), cases exceeding Rs.2.00 lakhs and upto 10.00 lakhs shall be concurred by DR (Finance)/COF when and if DR is not available and cases exceeding 10 lakhs shall be concurred by Controller of Finance.

All cases of expenditure bills upto Rs.5.00 lakh shall be passed by AR (Finance) cases exceeding Rs.5.00 lakhs and upto 15.00 lakhs shall be passed by DR (Finance)/COF when DR is not available and cases exceeding 15 lakhs shall be passed by Controller of Finance.

For Works: All cases sanctioned by VC will be concurred by the Controller Finance and the same will be applicable for passing of bills.

A formal sanction for creation of posts or incurring of expenditure shall be communicated to all concerned indicating reference to the financial concurrence and existence of budget provision.

Notwithstanding these delegations, in cases, where adequate competition does not exist or emergent purchases are to be made expenditure is to be incurred in relaxation of the prescribed procedure, approval of the Vice-Chancellor with the concurrence of Controller of Finance will be necessary.

Contingent or other expenditure of an unusual character or involving departure from any general or special rule or order made by the BOM shall not be incurred nor any liability be undertaken in connection therewith without the prior sanction of the BOM.

The Heads of Divisions/Deans of Schools specified in the Schedules and the Drawing Officers in relation thereto will be as follows:

Sl. No.	Expenditure relating to	Drawing Officer
1.	Administrative Expenses	Registrar (Admn.)
2.	Student Services Division	Dean
3.	IT Services Division	Director
4.	Academic Services Division	Dean
5.	Library	Librarian
6.	Planning Division	Dean/Advisor Planning
7.	Finance Division	Controller of Finance
8.	Schools	Dean
9.	Projects sponsored by Govt. of India or any other funding agency	Project Director
10.	Any other Division/Centre/ School be notified from time to time	Head of the Division/Director/ Dean

#### **Powers to write-off Losses shall vest in the Vice-Chancellor**

##### **Note:**

- (i) Vice Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
- (ii) Powers to sanction expenditure in respect of items not specified above, shall rest with the Vice-Chancellor
- (iii) Powers to sanction expenditure beyond the limits specified above shall rest with the Vice-Chancellor
- (iv) Powers to release all salary related payments shall rest with the Asstt. Registrar (Finance).

## SCHEDULE I

## POWER TO CREATE SEASONAL/ CASUAL POSTS

Sl.No.	Nature of Posts	Powers of Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Research Assistants/ Academic Fellows Seasonal/Casual posts of Assistant level and Clerical and other staff for seasonal/emergent work	Upto six months	-	-	The appointment shall be against the posts at the prevailing rates & Guidelines
2.	Seasonal/Casual Group 'D' staff	-	Upto 6 Months	-	-do-

## SCHEDULE II

## CONTINGENT &amp; MISC. EXPENDITURE

(General Powers not specified in any other Schedule)

Sl. No.	Authority	Extent of Power	
		Recurring	Non-Recurring
1.	Vice-Chancellor	Upto Rs.2,00,000 per annum in each case	Upto Rs.5,00,000 in each case
2.	Registrar	Upto Rs.25,000/- per annum in each case	Upto Rs.1,00,000 in each case



## SCHEDULE-III

**ADMINISTRATIVE EXPENSES  
(COMMON TO ALL DIVISIONS)**

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Purchase of Infrastructural Fixed Assets Ex. Land/Building; and Construction of new Buildings	Full powers	-----	-----	With approval of BOM (on the recommendation of the Steering Committee)
2.	Purchase of office equipment including telephone instruments, calculators and photocopiers	Full powers	Upto Rs.5 lakh in each occasion	Upto Rs.25000 p.a. Rs. 5000 in each occasion	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
3.	Fixtures and furniture purchase	Full powers	Rs 5 lakh on each Occasion within the norms approved by the VC.	-	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
4.	Freight/Demurrage/wharf age charges	Full powers	Upto Rs.50,000 in each case	-	With prior approval of VC
5.	Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Full powers	-	-	Subject to availability of funds, completion of codal formalities as per laid down procedure approved by the BOM
6.	Advertisement & Publicity charges	Full powers	Upto Rs.1 lakh in each case	-	The expenditure is subject to guidelines issued.
7.	Hostel Expenses	-		Full powers ( Dean Student Services)	Subject to completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
8.	Electricity & Water charges	-	Full powers	-	

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
9.	Insurance	-	Full powers	-	Subject to Insurance cover being taken from a nationalised General Insurance Company and annual premium approved by VC and guidelines issued available
10.	Legal Charges	Full Powers	Upto Rs.50,000/- in each case	-	
11.	Audit Charges	Full Powers	Upto Rs.50,000/- in each case		
12.	Other Professional (Administrative) Charges	Full Powers	Upto Rs.50,000/- in each case		
13.	Transportation				Subject to available guidelines and fund availability
	(a) Purchase of Motor vehicle	Full powers	-	-	
	(b) Maintenance and repairs of staff cars/Machinery	-	Full Powers	-	Subject to reasonableness of the rates being determined by call of Tenders/ Quotations
	(c) Hiring of Vehicles for official purpose		Full Powers		Subject to reasonableness of the rates being determined by call of
	(d) Pollution charges	-	Full Powers	-	
14.	Municipal rates and taxes	-	Full powers	-	
15.	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	-	Full Powers	Rs.5000 p.a.	
16.	(a) Publications of the University/Printing & Binding	Full powers		Full powers Dean/Advisor Planning	Subject to availability of Empanelled printers at rates prescribed with due approval of the competent authority.
	(b) Admission Brochure	Full Powers		Full Powers Dean (SS)	

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
17.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Up to Rs.1 lakh p.a.	-	Upto Rs.20,000 p.a. for Controller of Finance.
18.	Security Expenses payment of Wages of Security Staff	-	Full Powers	-	As per GFR.
19.	(a) Stationery Store including computer stationary and other consumables	-	Full powers after call of open tender and on the recommendation of a Purchase Committee	Rs.25000 p.a. Rs. 5000 per occasion	Purchase procedure as prescribed in GFR may be followed.
	(b) Office Equipment including electronic or manual, intercom Equipment, Photocopies Franking machine, (excluding computers)	Full powers	Upto Rs.5 lakhs in each case on the recommendation of a Purchase Committee following the purchase procedure as per GFR	-	Purchase procedure as prescribed in GFR to be followed.
20.	Purchase of ACs, Desert Coolers, Heat Convectors, etc.	Full Powers	Upto Rs.2 lakh on each occasion	-	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
21.	Wages in respect of outsourced contractual staff Expenses	-	Full Powers	-	Subject to the approval of VC for deployment of manpower
22.	Remuneration (including conveyance charges to staff for attending duty on holidays and late hours).	-	Full Powers	Rs. 5000 p.a.	
23.	Horticulture	-	Full powers	-	Subject to approval of the competent authority
24.	Sanitation	-	Full powers	-	Subject to approval of the competent authority
25.	(a) EPABX	-	Full Powers	-	
	(b) Official Telephones	-	Full Powers	-	Subject to the ceilings approved

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
	(c) Residential Telephone	-	Full Powers	-	-do-
	(d) Telex, Fax charges	-	Full Powers	-	-do-
	(e) Telephone Bills received after due date	-	Full Powers	-	Payment of surcharge/late fee after due date will be made with the approval of Registrar (Admn.)
	f) Internet	-	Full Powers	-	
	g) Repairs and maintenance of Telephones, Telex and Fax Machines, Batteries etc.	-	Full Powers in case of agreement approved by the VC	-	
26.	Repair and Maintenance of office equipments furniture etc.	-	Full Powers	-	Full powers where maintenance is entrusted to the same party who originally installed/ supplied the equipment. In other cases subject to invitation of tenders and recommendation of a committee constituted for the purpose.
27.	General Common Services (i) Inaugural functions  (ii) Conferences and Seminars/workshops/ Guest Lectures	Full powers  Full powers	Upto Rs.2.00 lakhs p.a  -----	-----  Upto Rs.2 lakhs p.a.	Subject to general instructions and availability of funds.
28.	Expenses at official meetings, functions, Consultative Meetings, Board of Schools, Expert Fee etc.	-	Full powers	Upto Rs.50,000 p.a	Subject to prescribed rates approved by competent authority, per head as per entitlement
29.	Bills of University guests accommodated at Guest Houses etc.	-	Full powers	-	1. Sanction of VC is required to declare any person as University Guest.  2. Subject to prescribed rates and limits
30.	(a) Sports/Games/ Cultural Expenses	-		Dean (SS) Full Powers	Subject to prescribed rates and limits and approval of

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
	(b)Creche Expenses		Full powers		competent authority
31.	Signing of Annual Maintenance Contracts	-	Full powers	-	To sign all AMCs on behalf of the University after the Terms and Conditions are approved by the competent authority.
32.	Engagement of Visiting Faculty/Adjunct faculty/Guest Faculty	Full powers	-	Rs. 25,000 per occasion subject to Rs. 1 Lak p.a	Subject to the approval of the Vice-Chancellor and payment is made approved norms
33.	Payment to Members of Statutory Board, Assessment Committee Expert Committees, Sub-committee	-	Full powers	Full powers in respect of Board/Committees in which Dean is Member/Member Secretary Convenor	
34.	Consultative/Course/ Curricular	-	Full Powers	Upto Rs.1 lakh	Subject to the constitution of the committee thru due process
35.	Earn while you Learn Scheme	Full powers	Upto Rs.5,000/- p.a.	Upto Rs.25,000/- p.a. only for Dean (Student Services)	Subject to approval of the rates by the competent authority
36.	Conveyance/TA Reimbursement		Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	All HODs will have full powers within the prescribed norms for the staff working under their control
37.	Miscellaneous jobs/unforeseen expenses	Full powers	Rs.10,000/- in each case	-	From office contingency fund Sr Warden Rs. 10,000 each occasion only for Hostel Purposed
38.	Selection Committees			Dean (AS) Full Powers	Subject to the constitution of the committee thru due process
39.	Repairs and Renovation of Buildings	Full powers	Upto Rs.20 lakhs per annum	-	Subject to concurrence of Finance Division

## IT SERVICES DIVISION

Sl. No.	Item of Expenditure	Powers of the Vice-Chancellor	Registrar	Powers of the Director, IT Services Division	Remarks
1.	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	Full powers	Upto Rs.10 lakhs per annum	-	Subject to due process through IT Procurement Committee on the justification provided by the IT User Committee, general instructions and as per GFR
2	Maintenance of Computers and peripherals (AMC/contingency)	-	Full powers for award of AMC on the recommendation of a committee	Upto Rs.50,000/- in each case (Upto Rs. 1 lakh on the recommendation of a committee where AMC doesn't exist)	Subject to availability of funds, and completion of codal formalities. Purchase above Rs.10,000 will be made with concurrence of Finance
3	IT Consumables (small peripherals)	Full powers	-	Full powers	Subject to approval of Rate Contract/ Norms approved by VC

## (B) Library

Sl. No.	Item of Expenditure	Powers of the Vice-Chancellor	Librarian	Dean	Remarks
1.	Purchase of books and journals/ e-resources/ periodicals/Audio/Video etc.	Full powers	Upto Rs.5 lakhs on each occasion	-	Chairman, Library Committee also vested with full powers
2.	Material for packing, binding indexing library cards special registers etc.	-	Full powers subject to call of the tenders and on recommendation of Purchase Committee	-	Purchase above Rs.50,000 will be made with concurrence of Finance.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	Up to Rs. 1 lakh p.a.	5000 p.a (Subject to approval of the Vice-Chancellor)	Library Committee will have full powers. Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.

**(C) Student Services**

Sl. No.	Item of Expenditure	Powers of the VC	Registrar	Dean (SS)	Remarks
1	Educational Tours/Field based learning	Full Powers	-	Upto Rs. 1 lakh p.a.	Subject to Budgetary allocation
2.	Refund of Fee	-	-	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
3.	(a)Examination Expenses (b) Admission Expenses	-	-	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
4.	Convocation	Full Powers	Upto Rs. 5 lakhs p.a.		

**SCHEDULE IV****DEPARTMENTAL ADVANCES**

Sl.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Imprest	VC in the first instance	Full powers	
2.	Temporary Advances	Vice-Chancellor Registrar/Deans/HODs	Full powers Upto Rs.1 lakh p.a	To be Settled within one month with finance concurrence
3.	Advances in connection with conduct of examinations/ Admission Tests	Vice-Chancellor Dean (SS)	Full Powers Upto Rs.50,000 in each case	

**SCHEDULE-V****STUDENT FEES, SECURITY DEPOSIT ETC.**

<b>Sl.No</b>	<b>Nature of Power</b>	<b>Authority to whom Delegated</b>	<b>Extent of delegation</b>	<b>Remarks</b>
1.	Extension in date of payment of fees, Remission of Readmission Fees	Dean (SS)	Full powers	Subject to the guidelines
2.	Grant of freeship to students	Dean(SS)	Within the percentage prescribed	On the recommendation of the Committee set up for the purpose.
3.	Refund of Security Deposits/EMD	Controller of Finance	Full powers	Subject to approval of VC
4.	Refund of Fees	Controller of Finance Dean (SS)	Full powers	Subject to approval of the Vice-Chancellor

**SCHEDULE-VI****Re-appropriation of Funds**

<b>Sl. No.</b>	<b>Nature of Power</b>	<b>Authority to whom Delegated</b>	<b>Extent of delegation</b>	<b>Remarks</b>
1.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	Vice-Chancellor	Full Powers	
2.	Re-appropriation from one major head of account to another major head of account of Revenue Expenditure	Vice-Chancellor	Full powers	Subject approval of Finance Committee



## SCHEDULE-VII

## Signing of Contracts and Documents

Sl. No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Collaboration with external agencies/ Institutions/ Signing of MoUs	Registrar	Full Powers	Subject to approval of the collaboration with Internal Organisations by VC and Foreign Organisations with the prior approval of the Government
2.	Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances	Registrar	Full Powers	Subject to the terms and conditions and form of documents having been approved by the Board of Management
3.	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the University.	Registrar	Full Powers	Subject to provisions of the Act and Statute.
4.	Signing of Receipts for moneys received on account of the University	Controller of Finance	Full Powers	Powers can be delegated to the officers in the Finance Division

## SCHEDULE-VIII

## (A) Miscellaneous

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Vice-Chancellor	Full Powers	Subject to the rates and conditions prescribed in the Rules approved by the Board of Management.
2.	Power to alter and correct date of birth in case of bonafide clerical error In case of staff	Registrar	Full Powers	
3.	Sanction for leasing out shops, premises etc. in University campus	Vice-Chancellor	Full Powers	Subject to available guidelines
4.	Acceptance of outside work and remuneration by teachers	Vice-Chancellor	Full Powers	As per the prescribed norms
5.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research	Dean / Heads of Centers	Full powers for research staff & School related activities within India	Subject to availability of Funds. Project Director will have full powers for projects within India. <b>For visits abroad only Vice-Chancellor will have full powers</b>

**Note: The provision to Statute 9(5)(b) for powers of the Controller of Finance for incurring expenditure and making investment upto Rupees three lakhs.**

**(B) Reimbursement of Medical Expenses Etc.**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Medical Advance	Registrar	Full Powers within normal limits approved in the medical rules	Within normal limits and subject to production of estimate from an approved hospital and fulfillment of preconditions for outdoor bills.
2.	Outdoor Medical Claims	Asstt. Registrar Dy. Registrar Registrar	Upto Rs.5000/- Upto Rs. 8000/- Above Rs.8000/-	
3.	Indoor Medical Bills	Asstt. Registrar Dy. Registrar Registrar	Upto Rs.20,000/- Upto Rs. 50,000/- Above Rs.50,000/-	

**(C) Reimbursement of Tuition Fee/Education Allowance**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Children Edn. Allowance/Tuition Fee	Dy. Registrar (Admn.)	Full Powers	Subject to limits prescribed by Govt.

**(D) Group Insurance Payment**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Monthly Premium	Registrar	Full Powers	-
2.	Final Payment	-do-	-do-	-

**(E) Membership Fee Payment**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Foreign Institutions	Registrar	Full Powers	Subject to VC's approval initially to become a member
2.	Inland Institutions	Registrar	Full powers	Subject to VC's approval initially to become a member

**(F) CPF/GPF Advance/Part Withdrawals**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Advances	Asstt. Registrar (Admn.) Dy. Registrar (Admn.) Registrar	Upto Rs.50,000/- Rs.50,001/- to Rs.1 lakh Above Rs.1,00,001	
2.	Withdrawals/Final Payment	Registrar	Within the prescribed limit in terms of the rules	

## SCHEDULE IX

## APPROVAL OF TOURS/ACADEMIC VISITS

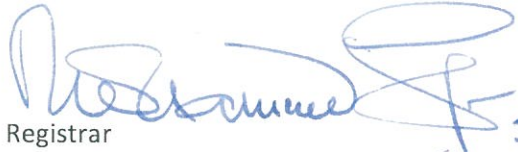
Sl.No.	Official seeking approval for Tour/Academic Visits	Approving Authority	Extent of Powers	Remarks
1.	Head of Division/All Deans/Directors of Centres	VC	Full Powers	
2.	Professor /Associate Professor/Assistant Professor/other Teaching or Academic staff & equivalent status	Dean of School/HOCs Vice- Chancellor	Upto 10 days of total absence More than 10 days of total absence Full Powers	Subject to apportionment of budget approved by the competent authority. Some reserve will be under VC's Jurisdiction.
3.	Registrar and Equivalent	VC	Full Powers	
4.	Dy. Registrar and equivalent and all other Group 'A' employees below the rank of Dy. Registrar or equivalent	Head of Division/Director of School	Upto 10 days of total absence	
		VC	More than 10 days of total absence	On the recommendation of Dean of School/Head of Division/Centre
5.	All Group B&C employees	Head of Division/Dean/Director	Upto 10 days of total absence	
		VC	More than 10 days of total absence	On the recommendation of Head of Division/Dean of School
6.	Group 'D' employees	DR/AR of the respective Division/School/Centre	Upto 10 days of total absence	
		Registrar/Head of Division/Dean/Director	More than 10 days of total absence	On the recommendation of DR/AR concerned



**TO WHOMSOEVER IT MAY CONCERN**

This is to declare that Ambedkar University Delhi as a host institute will contribute/generate the following funds on yearly basis for meeting the operational/recurring expenses of the established AIC - Ambedkar University Delhi Foundation as is presented in the proposed budget plan submitted to the AIM team.

Year 1	Year 2	Year 3	Year 4	Year 5
INR 13.4 lakh	INR 57.5 lakh	INR 99.1 lakh	INR 143.5 lakh	INR 181.5 lakh

  
 Registrar  
 M.S. Farooqi  
 30.9.2019


 कुलसचिव / Registrar  
 डॉ. बी. आर. अम्बेडकर विश्वविद्यालय दिल्ली  
 Dr. B. R. Ambedkar University Delhi  
 Ambedkar University Delhi-110006  
 Lothian Road, Kashmere Gate, Delhi-110006  
 वेबसाइट / website : www.aud.ac.in

# INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7 filed and verified electronically]

Assessment Year  
**2019-20**

PERSONAL INFORMATION AND THE ACKNOWLEDGEMENT NUMBER	Name			PAN		
	BHARAT RATNA DR B R AMBEDKAR UNIVERSITY			AAAGB0017R		
	Flat/Door/Block No	Name Of Premises/Building/Village		Form Number.	ITR-7	
	PLOT NO 13					
	Road/Street/Post Office	Area/Locality		Status AOP/BOI		
	INTEGRATED INSTITUTE OF TECHNOLOGY	SECTOR-9, DWARKA		Filed u/s		
	Town/City/District	State	Pin/ZipCode	139(1)-On or before due date		
	NEW DELHI	DELHI	110077			
Assessing Officer Details (Ward/Circle)			GOVERNMENT ORG			
e-filing Acknowledgement Number			178115941260919			
COMPUTATION OF INCOME AND TAX THEREON	1	Gross total income			1	0
	2	Total Deductions under Chapter-VI-A			2	0
	3	Total Income			3	0
	3a	Deemed Total Income under AMT/MAT			3a	0
	3b	Current Year loss, if any			3b	0
	4	Net tax payable			4	0
	5	Interest and Fee Payable			5	1000
	6	Total tax, interest and Fee payable			6	1000
	7	Taxes Paid	a	Advance Tax	7a	0
			b	TDS	7b	63291
			c	TCS	7c	0
d			Self Assessment Tax	7d	0	
e Total Taxes Paid (7a+7b+7c +7d)			7e	63291		
8	Tax Payable (6-7e)			8	0	
9	Refund (7c-6)			9	62290	
10	Exempt Income	Agriculture		10	637550365	
		Others				

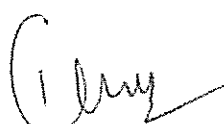
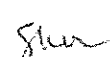
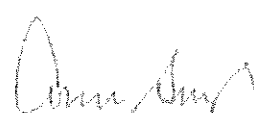
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 DSC details: 15559186CN=e-Mudhra Sub CA for Class 2 Individual 2014,OU=Certifying Authority,O=eMudhra Consumer Services Limited,C=IN

**DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU**

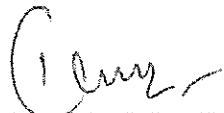

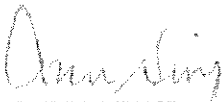
**AMBEDKAR UNIVERSITY DELHI**

**BALANCE SHEET AS AT 31st MARCH, 2019**

(Amount in Rs.)

SOURCES OF FUNDS	Schedule	2018-19	2017-18
CORPUS/CAPITAL FUND	1	1,58,98,31,090	1,72,65,68,718
DESIGNATED/EARMARKED/ENDOWMENT FUNDS	2	38,32,78,237	30,48,69,828
CURRENT LIABILITIES & PROVISIONS	3	1,11,92,80,980	69,38,00,598
<b>Total</b>		<b>3,09,23,90,307</b>	<b>2,72,52,39,144</b>
APPLICATION OF FUNDS	Schedule	2018-19	2017-18
FIXED ASSETS	4		
- Tangible Assets		1,65,03,41,274	1,58,58,85,257
- Intangible Assets		2,75,00,065	1,12,47,805
- Capital Work In Progress		2,13,33,920	10,38,94,508
INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS	5		
- Long term			
- Short term		18,76,34,195	18,76,34,195
INVESTMENTS-OTHERS	6		
- Corpus Fund			
- Others			
CURRENT ASSETS	7	85,72,33,891	49,94,30,526
LOANS, ADVANCES AND DEPOSITS	8	31,53,46,961	33,71,46,853
<b>Total</b>		<b>3,09,23,90,307</b>	<b>2,72,52,39,144</b>
SIGNIFICANT ACCOUNTING POLICIES	23		
CONTINGENT LIABILITIES AND NOTES TO ACCOUNTS	24		
 CONTROLLER OF FINANCE	 PRO-VICE CHANCELLOR	 VICE-CHANCELLOR	



AMBEDKAR UNIVERSITY DELHI			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31/03/2019			
(Amount in Rs.)			
Particulars	Schedule	2018-19	2017-18
<b>INCOME</b>			
Academic Receipts	9	7,40,62,871	5,22,08,236
Grants/Subsidies	10	55,06,72,940	46,18,27,893
Income from Investments	11		10,09,136
Interest Earned	12	92,50,403	18,82,993
Other Income	13	5,77,148	8,82,292
Prior Period Incomes	14	12,000	
<b>TOTAL (A)</b>		<b>65,75,50,365</b>	<b>51,78,10,520</b>
<b>EXPENDITURE</b>			
Staff Payments & Benefits ( Establishment Expenses )	15	41,61,26,736	31,53,92,454
Academic Expenses	16	5,32,79,100	1,32,77,473
Administrative & General Expenses	17	12,08,04,264	7,06,39,033
Transportation Expenses	18	73,20,573	77,26,868
Repair & Maintenance	19	3,22,88,689	3,13,11,148
Finance Cost	20	61,833	87,888.00
Depreciation	1	5,57,91,113	3,82,57,625
Other Expenses	21		
Prior Period Expenses	22	7,69,00,884	82,56,676
<b>Total (B)</b>		<b>75,25,63,618</b>	<b>51,54,49,365</b>
<b>Balance Being Excess Of Income Over Expenditure ( A - B )</b>		<b>(11,50,13,253)</b>	<b>23,61,155</b>
Transfer to/from Designated Funds			-
<b>Balance Being Surplus / ( Deficit ) Carried To Corpus / Capital Fund</b>		<b>(11,50,13,253)</b>	<b>23,61,155</b>
SIGNIFICANT ACCOUNTING POLICIES	23		
CONTINGENT LIABILITIES AND NOTES TO ACCOUNTS	24		
			
CONTROLLER OF FINANCE	PRO-VICE CHANCELLOR	VICE-CHANCELLOR	



**INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT**

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7 transmitted electronically with digital signature]

Assessment Year  
**2017-18**

PERSONAL INFORMATION AND THE DATE OF ELECTRONIC TRANSMISSION	Name			PAN		
	BHARAT RATNA DR B R AMBEDKAR UNIVERSITY			AAAGB0017R		
	Flat/Door/Block No		Name Of Premises/Building/Village		Form No. which has been electronically transmitted	
	PLOT NO 13, INTEGRATED INSTITUTE OF T					
	Road/Street/Post Office		Area/Locality		Status	
	DWARKA SECTOR 9		DWARKA			
	Town/City/District		State	Pin/Zip Code	Aadhaar Number/Enrollment ID	
	DELHI		DELHI	110077		
	Designation of AO(Ward/Circle)			Original or Revised		
	GOVERNMENT ORG			REVISED		
E-filing Acknowledgement Number			Date(DD/MM/YYYY)			
321461481041018			04-10-2018			
COMPUTATION OF INCOME AND TAX THEREON	1	Gross total income			1	0
	2	Deductions under Chapter-VI-A			2	0
	3	Total Income			3	0
	3a	Current Year loss, if any			3a	0
	4	Net tax payable			4	0
	5	Interest payable			5	0
	6	Total tax and interest payable			6	0
	7	Taxes Paid	a	Advance Tax	7a	0
			b	TDS	7b	307110
			c	TCS	7c	0
d			Self Assessment Tax	7d	0	
e			Total Taxes Paid (7a+7b+7c +7d)	7e	307110	
8	Tax Payable (6-7e)			8	0	
9	Refund (7e-6)			9	307110	
10	Exempt Income	Agriculture		10	408938378	
		Others				
					0	
					408938378	

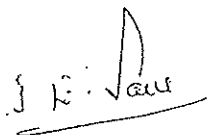
This return has been digitally signed by SUMAR PAL in the capacity of AUTHORIZED REPRESENTATIVEhaving PAN ADTPP6275A from IP Address 122.161.21.143 on 04-10-2018 14: at DELHIDsc SI No & issuer 15559186CN=e-Mudhra Sub CA for Class 2 Individual 2014,OU=Certifying Authority,O=eMudhra Consumer Services Limited,C=IN**DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU**

AMBEDKAR UNIVERSITY DELHI

BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2017

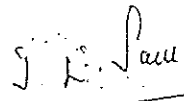
(Amount in Rs.)

SOURCES OF FUNDS	Schedule	2016-17	2015-16
CORPUS/CAPITAL FUND	1	161,64,08,744	45,36,73,937
DESIGNATED/ EARMARKED / ENDOWMENT FUNDS	2	37,13,64,353	30,99,62,848
CURRENT LIABILITIES & PROVISIONS	3	49,51,97,548	24,83,92,868
TOTAL		248,29,70,645	101,20,29,653
APPLICATION OF FUNDS			
FIXED ASSETS	4		
Tangible Assets		154,65,44,841	40,56,90,148
Intangible Assets		96,59,238	7,349
Capital Works-In-Progress		0	0
INVESTMENTS FROM EARMARKED / ENDOWMENT FUNDS	5		
Long Term		0	0
Short Term		24,21,34,194	2,01,37,671
INVESTMENTS - OTHERS	6	4,29,78,548	32,11,29,307
CURRENT ASSETS	7	37,16,13,568	6,73,45,959
LOANS, ADVANCES & DEPOSITS	8	27,00,40,256	19,77,19,219
TOTAL		248,29,70,645	101,20,29,653
PRINCIPLE ACCOUNTING POLICIES	23		
NOTES TO ACCOUNTS	24		

  
 वित्त नियंत्रक / Controller of Finance  
 अम्बेडकर विश्वविद्यालय, दिल्ली  
 Ambedkar University, Delhi  
 लोधीयान रोड, कश्मीरी गेट, दिल्ली-110006  
 hian Road, Kashmere Gate, Delhi-110006  
 ईमेल/वेबसाइट : www.aud.ac.in

AMBEDKAR UNIVERSITY DELHI  
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31<sup>st</sup> MARCH 2017  
(Amount in Rs.)

Particulars	Schedule	2016-17	2015-16
<b>INCOME</b>			
Academic Receipts	9	3,24,26,179	0
Grants / Subsidies	10	34,72,00,520	22,75,72,744
Income from Investments	11	1,77,48,680	0
Interest earned	12	46,10,457	0
Other Income	13	23,82,908	3,68,352
Prior Period Income - Capitalisation of Books	14	✓ 45,69,634	0
<b>Total (A)</b>		<b>40,89,38,378</b>	<b>22,79,41,096</b>
<b>EXPENDITURE</b>			
Staff Payments & Benefits (Establishment Expenses)	15	25,32,86,520	21,97,10,916
Academic Expenses	16	✓ 3,16,63,674	2,99,64,616
Administrative and General Expenses	17	✓ 4,65,34,443	3,98,40,784
Transportation Expenses	18	✓ 40,94,603	26,74,155
Repairs & Maintenance	19	✓ 1,15,54,509	1,40,92,131
Finance Costs	20	✓ 66,771	19,463
Depreciation	4	2,55,71,896	1,92,82,065
Other Expenses	21	0	0
Prior Period Expenses	22	0	0
<b>Total (B)</b>		<b>37,27,72,416</b>	<b>32,55,84,130</b>
Balance being excess of Income over Expenditure (A-B)		3,61,65,962	-9,76,43,034
Transfer to / from Designated Fund		0	0
Building fund		0	0
Others (specify)		0	0
Balance Being Surplus / (Deficit) carried to Corpus Capital Fund		3,61,65,962	-9,76,43,034
Principle Accounting Policies	23		
Notes to Accounts	24		

  
 वित्त निबंधक / Controller of Finance  
 अम्बेडकर विश्वविद्यालय दिल्ली  
 Ambedkar University, Delhi  
 लोथियान रोड, कश्मीर गेट, दिल्ली-110006  
 Lothian Road, Kashmir Gate, Delhi-110006  
 ईमेल/वेबसाइट : www.aud.ac.in

# INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT

[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7 transmitted electronically with digital signature]

Assessment Year  
**2018-19**

PERSONAL INFORMATION AND THE DATE OF ELECTRONIC TRANSMISSION	Name			PAN		
	BHARAT RATNA DR B R AMBEDKAR UNIVERSITY			AAAGB0017R		
	Flat/Door/Block No	Name Of Premises/Building/Village		Form No. which has been electronically transmitted	ITR-7	
	PLOT NO 13,	INTEGRATED INSTITUTE OF TECHNOLOGY				
	Road/Street/Post Office	Area/Locality		Status AOP/BOI		
	DWARKA SECTOR 9	DWARKA				
	Town/City/District	State	Pin/ZipCode	Aadhaar Number/Enrollment ID		
	DELHI	DELHI	110077			
	Designation of AO(Ward/Circle)			Original or Revised		
	DCIT,CIRCLE 2(1), BHUBANE			ORIGINAL		
E-filing Acknowledgement Number			Date(DD/MM/YYYY)			
322079441041018			04-10-2018			
COMPUTATION OF INCOME AND TAX THEREON	1	Gross total income			1	0
	2	Deductions under Chapter-VI-A			2	0
	3	Total Income			3	0
	3a	Current Year loss, if any			3a	0
	4	Net tax payable			4	0
	5	Interest and Fee Payable			5	1000
	6	Total tax, interest and Fee payable			6	1000
	7	Taxes Paid	a	Advance Tax	7a	0
			b	TDS	7b	50360
			c	TCS	7c	0
d			Self Assessment Tax	7d	0	
e			Total Taxes Paid (7a+7b+7c +7d)	7e	50360	
8	Tax Payable (6-7e)			8	0	
9	Refund (7e-6)			9	49360	
10	Exempt Income	Agriculture		10	517810520	
		Others				

This return has been digitally signed by SUMAR PAL in the capacity of AUTHORIZED REPRESENTATIVE  
 having PAN ADTPP6275A from IP Address 122.161.21.143 on 04-10-2018 19: at DELHI

Dsc SI No & issuer 15559186CN=e-Mudhra Sub CA for Class 2 Individual 2014,OU=Certifying Authority,O=eMudhra Consumer Services Limited,C=IN

**DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU**

Ambedkar University Delhi  
BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2018

(Amount in Rs.)

SOURCES OF FUNDS	Schedule	2017-18	2016-17
CORPUS/CAPITAL FUND	1	1,72,65,68,718	1,61,64,08,744
DESIGNATED/ EARMARKED / ENDOWMENT FUNDS	2	30,48,69,828	37,13,64,353
CURRENT LIABILITIES & PROVISIONS	3	69,38,00,598	49,51,97,548
TOTAL		2,72,52,39,144	2,48,29,70,645
APPLICATION OF FUNDS			
FIXED ASSETS	4		
Tangible Assets		1,58,59,69,395	1,54,65,44,841
Intangible Assets		1,11,63,667	96,59,238
Capital Works-In-Progress		10,38,94,508	-
INVESTMENTS FROM EARMARKED / ENDOWMENT FUNDS	5		
Long Term		18,75,34,195	24,21,34,194
Short Term		-	4,29,78,548
INVESTMENTS - OTHERS	6		
CURRENT ASSETS	7	49,72,10,240	37,16,13,568
LOANS, ADVANCES & DEPOSITS	8	33,94,67,139	27,00,40,256
TOTAL		2,72,52,39,144	2,48,29,70,645
PRINCIPLE ACCOUNTING POLICIES	23		
NOTES TO ACCOUNTS	24		

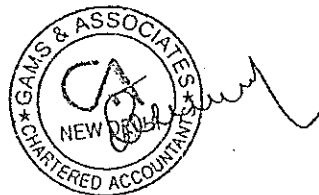
*[Signature]*

Controller of Finance

*[Signature]*  
Pro-Vice Chancellor

*[Signature]*  
Vice Chancellor

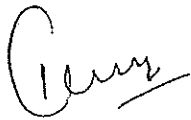
New Delhi  
5.07.2018



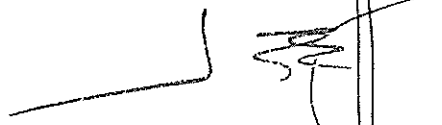
Ambedkar University Delhi  
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31<sup>ST</sup> MARCH 2018

(Amount in Rs.)

Particulars	Schedule	2017-18	2016-17
<b>INCOME</b>			
Academic Receipts	9	5,22,08,236	3,24,26,179
Grants / Subsidies	10	46,18,27,863	34,72,00,520
Income from Investments	11	10,09,136	1,77,48,680
Interest earned	12	18,82,993	46,10,457
Other Income	13	8,82,292	23,82,908
Prior Period Income -	14	-	45,69,634
<b>TOTAL (A)</b>		<b>51,78,10,520</b>	<b>40,89,38,378</b>
<b>EXPENDITURE</b>			
Staff Payments & Benefits (Establishment Expenses)	15	31,49,57,304	25,32,86,520
Academic Expenses	16	3,27,69,997	3,16,63,674
Administrative and General Expenses	17	7,94,56,728	4,36,52,615
Transportation Expenses	18	1,03,51,699	69,76,431
Repairs & Maintenance	19	3,13,11,448	1,15,54,509
Finance Costs	20	87,888	66,771
Depreciation	4	3,82,57,625	2,55,71,896
Other Expenses	21	0	0
Prior Period Expenses	22	82,56,676	0
<b>TOTAL (B)</b>		<b>51,54,49,365</b>	<b>37,27,72,416</b>
<b>Balance being excess of Income over Expenditure (A-B)</b>		<b>23,61,155</b>	<b>3,61,65,962</b>
Transfer to / from Designated Fund		0	0
Building fund		0	0
Others (specify)		0	0
<b>Balance Being Surplus / (Deficit) carried to Corpus Capital Fund</b>		<b>23,61,155</b>	<b>3,61,65,962</b>



Controller of Finance



Pro- Vice Chancellor



Vice Chancellor

New Delhi  
5.07.2018





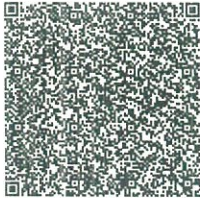
सत्यमेव जयते

## INDIA NON JUDICIAL

## Government of National Capital Territory of Delhi

## e-Stamp

Certificate No.	: IN-DL32788498281255R
Certificate Issued Date	: 02-Aug-2019 03:23 PM
Account Reference	: IMPACC (IV)/ dl723603/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL72360371686290905533R
Purchased by	: DR B R AMBEDKAR UNIVERSITY DELHI AND SPV
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: DR B R AMBEDKAR UNIVERSITY DELHI AND SPV
Second Party	: NITI AAYOG
Stamp Duty Paid By	: DR B R AMBEDKAR UNIVERSITY DELHI AND SPV
Stamp Duty Amount(Rs.)	: 20 (Twenty only)



Please write or type below this line.....

For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION

DIRECTOR



कुलसचिव / Registrar  
डॉ. बी. आर. अम्बेडकर विश्वविद्यालय दिल्ली  
Dr. B. R. Ambedkar University Delhi  
लोथियान रोड, कश्मीरो गेट, दिल्ली-110006  
Lothian Road, Kashmere Gate, Delhi-110006  
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## Memorandum of Agreement

This MEMORANDUM OF AGREEMENT ("MoA") is entered on this **Seventh day of August, 2019** by and between:

- i. **Dr. B. R Ambedkar University Delhi (AUD)**, established and existing under the laws of India with its registered address at Lothian Road, Kashmere Gate, Delhi - 110006 (here in after referred to as "the Promoter / Host Institution") together with **AIC - AMBEDKAR UNIVERSITY DELHI FOUNDATION** (hereinafter referred to as "the SPV"), established as per the Companies Act with its registered office at **WS 3 - 1st Floor , Ambedkar University Delhi, Kashmere Gate, Delhi-110006** (hereinafter referred to as the first parties) for setting up and operation of the Atal Incubation Centre (AIC).

AND

- ii. The think tank of Government of India, NITI Aayog (hereinafter referred to as "NITI AAYOG", Sansad Marg, New Delhi - 110001 (hereinafter referred to as the second party) WHEREAS NITI Aayog, Government of India under the Atal Innovation Mission (hereinafter referred to as AIM), has taken up an initiative to provide financial support to selected academic and non-academic institutions for establishment of Atal Incubation Centres in India to support innovators and start-up businesses in their pursuit to become successful entrepreneurs/enterprises.

WHEREAS the Promoter / Host Institution has been selected by AIM, NITI Aayog for establishing the Atal Incubation Centre through a rigorous selection process, and the Promoter / Host Institution shall contribute towards the setting up of the Atal Incubation Centre, in kind in cash, matching the support provided by NITI Aayog.

The Promoter / Host Institution has setup the SPV for establishment of the Atal Incubation Centre (AIC) as per the conditions set out by NITI Aayog for this purpose. The Promoter/Host Institution jointly with the SPV and NITI Aayog, Government of India have decided to enter into this MoA setting out the working arrangement, that each party agrees, is necessary for achieving the objectives of this initiative of Government of India, as under:

### ARTICLE 1: Background and Purpose

#### 1.1 Background of Atal Innovation Mission

Government of India has established the Atal Innovation Mission (AIM), at NITI Aayog to promote a culture of innovation and entrepreneurship in the country. The mission subsumes Self-Employment and Talent Utilization (SETU) programme announced by the Government. The objective is to provide a platform for promotion of world-class Innovation Hubs, Grand Innovation Challenges, Start-up businesses and other self-employment activities, particularly in technology driven areas. The Atal Innovation Mission has two core functions:

- a. **Entrepreneurship promotion:** Wherein innovators would be supported and mentored to become successful entrepreneurs at Incubation Centres and Atal Tinkering Laboratories.
- b. **Innovation promotion:** to provide a platform where innovative ideas are generated and supported to develop innovative technological solutions.

For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION



कुलसचिव / Registrar  
डॉ. बी. आर. अम्बेडकर विश्वविद्यालय दिल्ली  
Dr. B. R. Ambedkar University Delhi  
लोथियान रोड, कश्मीरी गेट, दिल्ली-110006  
Lothian Road, Kashmere Gate, Delhi-110006  
वेबसाइट / website : www.aud.ac.in

## 1.2 Setting up of Atal Incubation Centres (AIC)

With a view to promote entrepreneurship and innovation in the country, NITI Aayog has taken up an initiative under Atal Innovation Mission (AIM), to establish Atal Incubation Centres. As a part of this initiative, NITI Aayog will provide financial support to selected academic and non-academic institutes and organizations to set up the Atal Incubation Centre (AIC) to support and encourage start-ups in specific subjects / sectors such as manufacturing, transport, energy, health, education, agriculture, water and sanitation etc. and would provide them with necessary infrastructure facilities and other value-added services.

## 1.3 Background of the Promoter / Host Institution

The Ambedkar University Delhi was established by the Government of the National Capital Territory of Delhi through an Act of Legislature in 2007 and was notified in July 2008. Mandated to focus on research and teaching in the social sciences and humanities and guided by Dr. Ambedkar's vision of bridging equality and social justice with excellence, AUD considers it to be its mission to create sustainable and effective linkages between access to and success in higher education. AUD is committed to creating an institutional culture characterized by humanism, non-hierarchical and collegial environment, teamwork and nurturance of creativity.

## 1.4 Background of the SPV

AIC – Ambedkar University Delhi Foundation is established by Ambedkar University Delhi (AUD) to promote innovation and entrepreneurship. The main objective of the incubation centre will be to create world class incubation facility, provide mentoring support, networking and guidance to startups solving problems thus creating for profit enterprises.

## 1.5 Purpose of the Grant-in-Aid

AIM, NITI Aayog shall provide the Grant-in-Aid to the SPV to set up the AIC that would provide high class incubation facilities with suitable infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for high quality mentoring to the start-ups in their early stages of growth.

The AIC set up by the SPV should have incubation facilities such as competent team members who understand the incubation and startup ecosystem and have the ability to successfully guide the incubatee startups; infrastructure such as incubation space, meeting rooms, conferencing space and facilities; tech support such as sector specific labs and workshops that have tools and equipment; seed funding support; other support services such as IPR, regulatory, legal, market research, etc.; and so on. The AIC should also conduct outreach initiatives, build a network of mentors, subject matter experts and investors, devise training programs and/or other incubation related events, building the entrepreneurship ecosystem, for incubatee startups.

For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION

  
DIRECTOR



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## ARTICLE 2: Areas of Collaboration

The Promoter / Host Institution together with the SPV and AIM, NITI Aayog are collaborating to set up the AIC with the objective of supporting a large number of innovative technology based startups that have an application and impact in core sectors such as agriculture, biotechnology, health, education, energy, manufacturing, housing, transport, etc.

## ARTICLE 3: Duration

This MoA shall be valid initially for a period of six years from the date of signing by all the parties.

## ARTICLE 4: TERMS

### 4.1 Responsibilities of The Promoter / Host Institution

The Promoter / Host Institution shall be responsible for the following:

- i. The Promoter / Host Institution shall be responsible for setting up a Special Purpose Vehicle (SPV) for the purpose of establishing the Atal Incubation Centre (AIC)
- ii. The Promoter / Host Institution shall be responsible for proper utilization of the funds provided by NITI Aayog for establishment of the AIC to support and encourage startups as well as provide them with necessary infrastructure facilities and other value-added services.
- iii. Provision of at least 10,000 sq. ft. of built up space (including land and building) to set up the AIC.
- iv. In case of renting of the required space for AIC, the lease period should be for a minimum of 15 years for academic / R&D institutions and 9 years for companies and individuals with the requisite lease deed registered as per law.
- v. The Promoter / Host Institution will ensure appointment of a dedicated full time CEO with the necessary domain and management expertise and other core team/supporting staff for successful operations of the AIC within 30 days of the date of release of the first tranche.
- vi. The Promoter / Host Institution will have full freedom to decide the compensation of the CEO as well as the management team.
- vii. The Promoter / Host Institution will provide proof of availability of matching contribution equivalent to the first tranche in the bank account of SPV (for nonacademic organizations)
- viii. The Promoter / Host Institution will provide proof of financial closure for the project cost to AIM, NITI Aayog within three calendar months of receiving the intimation of short-listing
- ix. It will be the responsibility of the Promoter/Host Institution to bridge the gap between the project cost and the Grant-in-aid from AIM, NITI Aayog to ensure that all the facilities as per the scope envisaged, are established in the AIC to make fully functional.

### 4.2 Responsibilities of SPV

The SPV shall be responsible for the following:

- 4.2.1 All funds to the SPV by the Host Institution & NITI Aayog shall be utilized only for the

For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION

  
DIRECTOR



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purposes of setting up and operating the AIC and will not be allowed to be diverted for any other purpose.

4.2.2 The SPV shall also be responsible for proper utilization of the funds provided by NITI Aayog for establishment of the AIC to support and encourage start-ups as well as provide them with necessary infrastructure facilities and other value-added services.

4.2.3 The SPV shall carry out all the activities in conformance with the laws of the land in an ethical manner with all the regulatory and statutory requirements being adhered to.

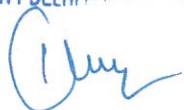
#### 4.2.4 Maintenance of Assets of the AIC

- i. The SPV is expected to undertake reasonable care and due maintenance of the assets of AIC (both from financial support from NITI Aayog and the counterpart support by the promoter/host institution).
- ii. The SPV should adequately insure these assets against any loss or damage caused due to accidents, terrorist attacks or natural calamities, to the extent possible. If possible, the assets should be reinstated through insurance.
- iii. All the assets of the AIC from the Grant-in-Aid, the promoter / Host Institution and/or other sources of funds if any, including those maintained and promoted from the grant shall be installed in the premises of the AIC and not in any other department/division of the Promoter / Host Institution.
- iv. All the assets acquired or created for the purpose of Atal Incubation Centre including the land and building brought in by the promoter/host institution shall not be allowed to be disposed of or encumbered or utilized for the purpose other than that of AIC without the prior written permission of the NITI Aayog. NITI Aayog reserves the right to terminate future grants and recover the assets created for AIC, if it is convinced that the SPV is not utilizing the assets for the objectives of AIC.

#### 4.2.5. Operational Responsibilities

- i. It is suggested that the AIC should be administered by a Governing Body/ Board chaired by the Head of the Promoter / Host Institution. The Governing Body of the AIC may meet quarterly to review progress of AIC and provide policy guidelines for the operations of the AIC. The Promoter / Host Institution should ensure that the operations of the AIC are in line with the sanctioned proposal and activities are tailored to attain projected milestones (to be submitted by the Promoter / Host Institution before the release of the first tranche). The Governing Body should ideally provide adequate autonomy and flexibility to the Chief Executive Officer (CEO) of the AIC for making speedy & transparent decisions.
- ii. The SPV shall identify and appoint adequate number of team members (technical) for the day to day operations and management of the AIC. The team should include a full-time CEO and other members who have the domain knowledge and the expertise required for supporting the startups through the grants-in-aid provided by NITI Aayog. The suggested team to incubate companies ratio is 1:5, which needs to be put in place progressively.
- iii. The SPV will ensure development of domain and management expertise of its core team/supporting staff through training/re-training, starting within six months from the date of release of the grant-in-aid.

For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION



- iv. The Manpower employed by the Promoter/Host Institution and the SPV will be the liability of the Promoter/Host Institution or the SPV as the case may be and NITI Aayog will not have any liability towards them.
- v. The SPV will develop the physical space for the AIC including but not limited to co-working space for the incubatee companies, sector specific laboratories, other relevant tools and equipment, meeting rooms, conferencing facilities, etc.
- vi. The SPV shall open two separate bank accounts – one for the exclusive operations of the AIC and other for the seed fund component of the Grant-in-Aid.
- vii. Within six months of receiving the grant, the AIC should be fully functional and operational. This shall include:
- CEO of the AIC and other technical team who can provide business mentoring support to incubatees, should be in place and stabilized.
  - The labs, if any, should be set up with the technical team required to operate the lab, hired.
  - The 10,000 sq. ft of space should be furnished and fully functional (ready to use). Proper branding of the AIC should be done (name board near the entrance).
  - The incubation program must be in place (i.e. the package that will be offered to incubatees describing the value-add to incubatees, duration, milestones for graduation, engagement model etc.)
  - The AIC should have already conducted at least two promotional / outreach events
  - The AIC must have rolled out its call for applications for admitting incubatees and must have enrolled incubatees AIM retains the unfettered right to require the AIC to ensure the above in total or any part thereof is fully operational to AIM's satisfaction, no later than 6 months from receiving the grant. If for any reason whatsoever, the above responsibilities of the AIC are not completed, it will be considered a material breach and AIM may, by giving sixty (60) days' notice for rectification of the material breach, terminate this MoA if said material breach is not rectified within the aforementioned sixty (60) days. Upon termination, the AIC will be required to return the entire grant amount without any deductions whatsoever including for the avoidance of doubt any utilized amounts of the grant in aid, and including the interest amount earned by the AIC from the grant.
- viii. The SPV will evolve a transparent system for selection of incubatees in line with the thematic area of specialization chosen. The incubatees would be admitted fulfilling the admission criteria and the AIC should execute appropriate incubation agreement with incubatees. The residency period and the exit policy may also be defined clearly in the agreement.
- ix. The SPV will provide the context-appropriate assistance and handholding to startups to help them become sustainable and scalable enterprises, including but not limited to, business and strategy advice; facilitating access to relevant laboratories and maker's spaces; legal, accounting and intellectual property services and/or support; networking with mentors, vendors, and investors; national and international linkages, etc.
- x. The amount of the Grant-in-Aid towards providing seed funding support to startups can be utilized only after the AIC raises a matching amount through nongovernment sources (nongovernment sources exclude central, state and local governments). The SPV shall support the start-ups to raise seed support and other investments.



- xi. The SPV will adequately promote itself through online and offline channels. The SPV shall have a website which should go live within 30 days of the date of release of the first tranche of the grant-in-aid. The website should describe all the facilities and offering that it has for aspiring and recent entrepreneurs. Eventually the incubatees should also be listed on the website.
- xii. The SPV is required to mention "Supported by Atal Innovation Mission, NITI Aayog" in all its communication/stationery and branding material, whether online or offline, as well as on the display board at the entry gate of the SPV.
- xiii. In case of any operational disputes or lack of clarity, the decision of the CEO, NITI Aayog shall be final and binding on the SPV and the Promoter/Host Institution.

#### 4.2.6 Monitoring responsibilities

- i. NITI Aayog will put in place a progress update and monitoring framework with key performance requirements for SPV/AIC. The SPV/AIC shall subscribe itself to the monitoring system and provide the updated information on a quarterly basis.
- ii. The monitoring framework will capture the Key Performance Indicators (KPIs) of the AIC and the SPV/AIC will be obligated to update these KPIs on a quarterly basis.
- iii. The SPV/AIC will be required to demonstrate the impact it has been able to make through the grant-in-aid. The SPV/AIC will be expected to deliver on the implementation plan as submitted by the SPV/AIC to NITI Aayog for every tranche of the grant-in-aid.
- iv. The operations and performance of the SPV/AIC may be reviewed yearly by AIM, NITI Aayog or by a professional third-party agency appointed by NITI Aayog. The SPV/AIC is expected to co-operate fully and provide all the information required for a fair and successful evaluation of the performance of the AIC. The SPV/AIC shall be informed about the third party appointed for the purpose and the outcome of evaluation in a timely manner.
- v. In the event the SPV fails to make adequate progress in the establishment of AIC and operations of the AIC, including implementing start-up incubations activities, or adhere to the responsibilities mentioned throughout this MoA, no further grant will be provided and the unspent amount along with interest earned thereon would be required to be refunded within a period of one month from the date of notice issued by NITI Aayog. It is clarified that this is without prejudice to AIM's right to terminate this MoA under the provisions of Clause 4.2.5.vii above.
- vi. The release of grant for every tranche will be based on satisfactory performance of the AIC as well as fulfilment of the financial requirements by the SPV/AIC.
- vii. Concerned officials of, AIM, NITI Aayog or its authorized representatives will have the right to visit the Atal Incubation Centre periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation.

#### 4.3 Other Obligations

- i. By accepting this grant-in-aid, the AIC becomes a part of the AIM program network and will collaborate with and support AIM, NITI Aayog on their various initiatives and programs relating to innovation, incubation and entrepreneurship. These initiatives may include (but not limited to) the Atal Tinkering Labs, The Atal Grand Challenges and other similar initiatives in the area of

innovation and startup ecosystem in India and the world. Such initiatives shall be communicated to the AIC from time to time.

- ii. AIM, NITI Aayog is also providing grant-in-aid to institutes for scaling up Established Incubation Centres (EICs) and Atal Tinkering Labs (ATLs). The AIC shall be expected to work with one or more EICs that shall be facilitated by AIM, NITI Aayog. The support from EICs may include transfer of knowledge and relevant standard operating procedures, help in building a network, training of the team, introduction to mentors and investors from the EIC network, co-organizing relevant events and / or any other support that the AIC may need from time to time.
- iii. The AIC shall be expected to support the ATLs on aspects such as mentoring of the students, organizing exposure visits and interaction sessions with innovators and entrepreneurs, and /or any other support that the ATLs may need from time to time.
- iv. AIM, NITI Aayog through its partners may also extend support to the AIC with tools, equipment, research collaborations and /or partnerships. The AIC should exploit such partnerships, if any are extended by AIM, NITI Aayog. The SPV/AIC is expected to attend all the workshops, events, meetings and conferences related to entrepreneurship, innovation, business incubation, training of team and other relevant topics, which may be organized / facilitated by NITI Aayog from time to time. The SPV/AIC shall be intimated in advance about the organization of any such events. Recusal from any such events, if required, should be requested from the AIM, NITI Aayog in writing.
- v. It is expected that the AIC shall become financially self-sustainable by the end of five years' time and no other grant-in-aid is requested from any government agency for its operations. The Promoter / Host Institution should ensure smooth continuation of activities and facilities after the end of the support from AIM, NITI Aayog

#### ARTICLE 5: Assignment

The Promoter / Host Institution / SPV shall not assign any part of this MOA to any other person/organization without prior written approval from NITI Aayog.

#### ARTICLE 6: Amendments

No alterations, additions or modification hereto shall be valid and binding unless the same are reduced to writing and signed by all the three parties.

#### ARTICLE 7: Non-Exclusive Discussions

The Promoter / Host Institution, the SPV and NITI Aayog acknowledge and agree that the discussions in relation to the Areas of Collaboration are being undertaken on a nonexclusive basis and either Party shall be free to enter into or consummate transactions similar to the Areas of Collaboration in India or elsewhere.

#### ARTICLE 8: Sanction and Disbursement of Grant-In-Aid

- i. NITI Aayog shall provide financial support in the form of grant-in-aid to the SPV in five or more annual tranches on the basis of the budget submitted by the Promoter / Host Institution and approved by AIM, NITI Aayog. In case of a non-academic institution, release of funds in every tranche will be subject to the SPV receiving matching contribution from the Promoter / Host Institution

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- ii. The amount disbursed in the tranches will depend on the proposed and agreed expenditure as per the budget plan submitted by the Promoter / Host Institution. Release of funds will also be dependent on the progress of the AIC and satisfactory compliance with the financial requirements.
- iii. Any unspent balance, out of the Grant-in-Aid disbursed by AIM, NITI Aayog, as well as the interest earned thereof, would be adjusted towards the Grants-in-Aid payable during the next tranche/year.
- iv. After six years from the date of the release of first instalment, any unspent balance out of the Grant-in-Aid received from NITI Aayog including the interest earned thereon should be refunded to NITI Aayog, Government of India within 30 days by means of an Account's Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.
- v. In case of sector specific AICs, the support for capital equipment for the use by incubatees will be taken into account at the time of release of funds by AIM, NITI Aayog in the first tranche of the grant-in-aid. In case of sector agnostic AICs addressing multiple sectors, it will be considered after 5 incubatee companies are in place or after the AIC has completed at least one year of operation. A provision of annual maintenance of the equipment may be built in the annual recurring costs after the expiry of warranty period of the equipment.
- vi. Administrative expenses for incorporating the SPV and operating it, such as board meeting, annual meeting charges, auditing charges, AIC registration charges, seed money for the bank accounts, and other similar startup expenses are not allowed from the grant-in-aid.
- vii. If the AIC is hosted within the campus/premises of an academic institute or in the buildings owned by the Promoter/Host Institution, then the rental value of the said premises shall not be considered as Promoter/Host Institution contribution and the same shall not be allowed as a part of the administrative costs.
- viii. Seed-fund, if any, provided under this sanction, is intended to create a pool of funds to achieve two objectives: (a) enable the SPV to buy equity in incubatee companies to create a self-sustaining fund that would help them to sustain after the AIM grants reach an end; (b) make growth funding easily accessible to incubated companies. The Seed Support grant can only be disbursed after completion of one year of operations of the AIC subject to the condition that AIC has adequate number of Startups which are ripe for seed fund support. Principles of seed funding support system are given at Annexure A to this document.

#### ARTICLE 9: Utilization of The Grant -In-Aid

- i. The grant-in-aid towards the Personnel Expenses would be used only for engaging new team members of the SPV and not towards the salaries/fees/remuneration of the existing team strength of the Promoter / Host Institution (as on the date of receiving the sanction of grant-in-aid from NITI Aayog)
- ii. The Grant in Aid funds shall not be utilized towards the funding international travel by the AIC team or the supported startups or any other person(s)
- iii. Any funds that the Promoter / Host Institution / SPV has sought for outsourcing services such as training of the Incubation Centre team, training of entrepreneurs, design and implementation of the AIC, selection of incubatee companies, best practices, or any other services for which any

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payment are to be made to an external agency/third party (national or international), then it needs to obtain prior written approval from AIM, NITI Aayog. The Promoter / Host Institution /SPV will be free to avail such services out of their own funding and the grant-in-aid from NITI Aayog should not be used for this purpose.

iv. Utilization of Seed Funding Component

- a) The amount of the grant-in-aid towards providing seed funding support to start-ups can be utilized only after the AIC raises a matching amount through non-government sources (non-government sources exclude central, state and local governments).
- b) The SPV is expected to maintain a separate bank account for seed support grant fund including the funds raised through non-government sources. Any funds invested in an incubatee startup should have an equal proportion of the grant-in-aid and the matching funds raised through other sources.

**ARTICLE 10: Maintenance and Submission of Financial Statements for A**

- i. The SPV shall maintain separate books of accounts for the grant-in-aid funds received from NITI Aayog. The grant-in-aid funds shall be kept in an interest-bearing bank account and the interest earned should be returned to the Consolidated Funds of India.
- ii. The SPV will be required to submit audited statement of accounts and the Utilization Certificates (UCs) of the grant (i) every six months from the time of receiving the grant, (ii) at the end of each financial year (iii) as well as at the time of seeking further instalments of the grant, if any. The SPV will also be required to submit a quarterly progress report to NITI Aayog. The proforma of the UC is attached as **Annexure V** to this document.
- iii. AIM, NITI Aayog will have the ongoing right to get a financial audit done for the SPV / applicant (as the case may be), if required, as frequently as it considers suitable.
- iv. The CAG, at its discretion, shall have the right to access the books of account for the grant received from the Government.

**ARTICLE 11: Termination**

- 11.1 NITI Aayog reserves the right to terminate the MOA at any stage, if it is convinced that the grant-in-aid is not being utilized properly or that appropriate progress is not being made. In such a situation, the SPV shall refund all unspent grant-in-aid amount to, NITI Aayog. NITI Aayog shall also withdraw the privilege of the SPV/AIC to mention "Supported by Atal Innovation Mission, NITI Aayog" in all its communication and branding material.
- 11.2 If this MoA is terminated by AIM under the provisions of Clause 4.2.5.vii or if at any time during the Term of this MoA the Promoter / Host Institution / SPV is found to have perpetuated any misappropriation of funds or acted with willful misconduct, then the SPV shall refund all the grant in aid received by it without any deductions including for the avoidance of doubt any utilized amounts from the grant in aid, and shall also return the interest amount it has earned from the grant in aid received. Further, NITI Aayog shall also withdraw the privilege of the SPV to mention "Supported by Atal Innovation Mission, NITI Aayog" in all its communication and branding material.

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- 11.3 The Promoter / Host Institution / SPV ("Indemnifying Parties") will indemnify, keep indemnified and hold AIM and NITI Aayog ("Indemnified Parties") and each of the Indemnified Parties' senior officials, officers, employees, agents and representatives harmless from and against all losses, liabilities, claims, damages, costs and expenses, and interest chargeable thereon, including reasonable legal fees and disbursements incurred or suffered by the Indemnified Party or Indemnified Parties, either jointly or severally as the case may be and each of its/their directors, officers, employees, agents and representatives in any manner relating to (i) breach of any representation or warranty of the Indemnifying Party set forth in this Agreement; and (ii) breach of the obligations and/or covenants of Indemnifying Party under this Agreement

## ARTICLE 12: Dispute Settlement

### 12.1 Governing Law and Jurisdiction

This MOA shall be governed by and construed in accordance with the laws of Republic of India. All disputes and differences arising out of or in connection with this MOA shall be at the first instance referred to arbitration by three (3) arbitrators, jointly appointed by Parties. The decision and award determined by such arbitration will be final and binding upon the Parties. The arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996, as may be in force from time to time. The arbitration proceedings will be conducted in English and the seat of arbitration will be New Delhi.

### 12.2 Notices

All communications hereunder shall be in writing and shall be deemed given if delivered personally or mailed by registered or certified mail (return receipt requested) to the Parties at the address specified below:

If to Dr. B. R Ambedkar University Delhi

Attention of : The Registrar  
Address : AUD Kashmere Gate Campus, Lothian Road, Kashmere Gate, Delhi  
110006  
Phone : 011- 23863740/43  
Email : sharique@aud.ac.in

If to AIC-Ambedkar University Delhi Foundation

Attention of : The Director  
Address : WS 3 – 1st Floor, Ambedkar University Delhi, Kashmere Gate, Delhi-  
110006  
Phone : 011- 23862293  
Email : kartik@aud.ac.in

If to the NITI AAYOG:

Attention of : Mission Director, Atal Innovation Mission  
Address : NITI AAYOG, Sansad Marg, 110001  
Phone : +911123042337  
Email : r.ramanan@gov.in





For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION

  
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For and on behalf of

The Promoter / Host Institution	The SPV	The NITI Aayog
By 	By 	By
Print Name: Prof. <b>M.S. Farooqui</b> / Registrar  डॉ. बी. आर. अम्बेडकर विश्वविद्यालय, दिल्ली Dr. B. R. Ambedkar University Delhi लोथियान रोड, कश्मीरी गेट, दिल्ली-110006 Lothian Road, Kashmir Gate, Delhi-110006 वेबसाइट / website : www.aud.ac.in	Print Name: Prof. Kartik Dava Dr. B. R. Ambedkar University Delhi लोथियान रोड, कश्मीरी गेट, दिल्ली-110006 Lothian Road, Kashmir Gate, Delhi-110006 वेबसाइट / website : www.aud.ac.in	Print Name: Mr. R Ramanan
Title: Registrar	Title: Director 	Title: Mission Director
Date: 7.8.2019	Date: 02.08.2019	Date:
Place: New Delhi	Place: New Delhi	Place: New Delhi

FOR THE BOARD OF INVESTIGATION

REPLY

## Mandatory Guidelines for Managing the Seed Support part of the Grant-in-Aid

- The Seed Support grant for SPV/AICs can only be disbursed after completion of one year of operations.
- The grant-in-aid can be utilized for seed support for incubatee startups up to a maximum of Rs. One crore
- The Seed Support would be managed by the SPV/AIC team, and not delegated or assigned to any external agency. The SPV/AIC may invite external advisors/mentors/investors to advise it on the management of the fund.
- The Seed Support is given as a grant to the SPV/AIC, and the same will be disbursed only to the deserving incubatees as debt, equity, or a combination of both.
- The upper limit of seed support to an incubatee start-up through the AIC will be Rs.25 lakhs.
- The SPV/AIC is required to raise seed support through non-government sources (Non-government sources exclude central, state and local governments.) matching the grant-in-aid for seed support. Any investment made in an incubatee startup should have an equal proportion of the grant-in-aid and the matching funds raised through other sources. For example, if Company XYZee is incubated at the AIC, it can be given a maximum of Rs.25 lakhs as seed fund out of which a maximum of Rs.12.5 lakhs may be given out of the grant-in-aid funds while an equal or more amount is required to come from the matching seed support that is raised by the SPV/AIC from non-government sources.
- The SPV is required to maintain a separate bank account and books of accounts for seed support including the matching funds raised through non-government sources.
- The SPV/AIC and its investee/incubatee companies will indemnify, defend and hold harmless AIM, NITI Aayog from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that may accrue to AIM, NITI Aayog as a result of any negligent or willful acts or omissions of the SPV/AIC and/or its investee / incubatee companies.

## **Indicative Guidelines for Managing the Seed Support Funds from the Grant-in-Aid**



### **Management of the Seed Support**

- This seed support would be used by AIC-incubated enterprises only, and would not be used by the SPV for facility creation.
- It is expected that the Seed Support would be managed by the SPV/AIC staff members, so as to build incubation and investment capacity within the team.
- The Seed Support is given as a grant to the SPV, and the AIC will disburse it to the deserving incubatees as debt, convertible debt, equity, or a combination thereof. It is expected that the SPV/AIC would manage the Seed Support component of the grant so as to make it a sustainable, revolving pool, run according to sound investment principles. The SPV/AIC should manage investments so as to gain profitable exits that help to keep the seed support pool of resources sustainable.
- The Seed Support would be disbursed to incubatees (physical or virtual incubatees within the AIC), which are registered units only on the recommendation of the Seed Support Investment Committee constituted by the SPV/AIC.
- The SPV/AIC should examine all cases of seed support and summarized in an investment memo before putting the matter up to the Seed Support Investment Committee for selection. After the seed support is recommended to an incubatee, the terms of agreement with the incubatee start up should be framed keeping in mind sound business and investment

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principles, including by linking progress with specific milestones, monitoring norms, and reasonable repayment and recovery provisions.

- The seed support would be disbursed to the deserving incubatees with proper due diligence by the SPV/AIC. It is necessary to ensure that there exist a proper, legally-vetted agreement between the incubatee and the SPV/AIC. This agreement should detail all the conditions and contingencies relating to the performance of the company. Terms regarding default in repayment must be defined clearly in the agreement.
- The seed support would generally cater to early stage financing for commercialization of core sector innovations and technologies. (Core sector here is defined as infrastructure and service delivery sectors, such as agriculture, housing, health, energy, water and sanitation, hygiene and waste management, education, health, or environmental protection).
- The seed support grant should be utilized fully by the SPV/AIC within a period of three years from the date of receipt of the first instalment of funds under the grant-in-aid for seed support. In case the SPV/AIC is not able fully utilize the seed support part of the grant within a period of three years, the AIC is required to intimate AIM, NITI Aayog and request for permission to extend the duration of the funds.

#### Eligibility Conditions for Incubatee Start Ups for seed support

- Incubatee should be a registered company with minimum of three months' affiliation with the AIC
- The investee company has to be an India-registered enterprise. This support is not meant for Indian Subsidiaries of MNCs/foreign companies. Persons holding Overseas Citizens of India (OCI), Persons of Indian Origin (PIO) status would be considered as Indian citizens for the purpose of this scheme. The shareholding of Indian Promoter / Host Institutions in the incubatee start up should be at least 51%.
- It is expected that SPV/AIC would make special efforts to discover and support enterprises that deploy technologies or business models to help solve India's infrastructure, public service delivery, or socio-economic challenges.
- Incubatee startups requiring seed support predominantly for capital equipment should not be encouraged. The start-ups would be supported primarily on the following grounds for the seed support
  - Prototyping and Product development
  - Testing and Trials
  - Test Marketing
  - Mentoring
  - Professional Consultancy (To attract professors/experts from institutions to work with start-ups.)
  - IPR issues
  - Manpower for day to day operations
  - Any other area as deemed necessary and recommended by the Seed Support Investment Committee of AIC

#### Quantum of Seed Support

- It is expected that the seed support of up to a maximum of Rs.1.00 crore, with a matching amount raised through non-government sources would be judiciously disbursed amongst the deserving incubatee start-ups.
- No startup will receive the seed support more than once.
- The upper limit of seed support to a start-up is Rs.25 lakhs. However, if the Seed Support Investment Committee with the best of its ability, wisdom and judgment recommends a higher amount of seed support for a very deserving applicant enterprise, the SPV/AIC should

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take prior approval from AIM, NITI Aayog for deviating from the limit of seed support and also present strong rationale behind such deviation. Any such exception or waiver would be provided at the sole discretion of the AIM, NITI Aayog. Any prior or standing exception would not constitute a precedent, and every case for request of waiver will be considered on its own merits.

### **Mechanism of Selection, Disbursement, Governance and Fund Management of the Seed Support**

- The SPV/AIC would constitute a committee called the Seed Support Investment Committee (SSIC) whose members would be experts who can evaluate the prospective incubatees under physical or virtual incubation requiring seed support. The SPV/AIC CEO would constitute the SSIC, in consultation with the AIM, NITI Aayog to incorporate AIC staff and external experts in the relevant fields. AIM reserves the right to nominate a member to the SSIC.
- Any non-government investor who contributes towards the matching seed fund may be encouraged to be a part of the SSIC.
- The SPV/AIC CEO would be responsible for its proper disbursement and management of the seed support.
- The SPV would take measures to enhance the capabilities and skill set of the AIC team to manage the seed fund. The investments would be done keeping sound business principles in mind.
- The SPV would compile the investment decisions made by its SSIC annually and share an analytical report with the AIM, NITI Aayog at the end of each fiscal year, along with the UC.
- The CEO of the SPV/AIC will keep AIM, NITI Aayog duly informed about the meetings and the investment decisions of the Investment Committee along with the rationale for taking such decisions.
- The SPV/AIC would have milestone based disbursement schedules of the Seed Support to the incubatees as defined in the agreement and the release of funds should be in 2-3 tranches. In case the incubatee company is unable to achieve the prescribed milestones, the future releases may be stopped and any unspent balances may be recovered from the incubatee company.

### **Repayment of Seed Support**

- To the extent possible, the equity model for seed support should be encouraged. The SPV/AIC team should be well conversed with the equity model and adequate efforts should be made to train the team on the equity model. However, if the seed support is sanctioned through convertible a convertible debt instrument or a soft loan, then efforts should be focused towards getting the repayment of the entire seed support money by the incubatee company within 5 years.
- In exceptional cases, the Seed Support Investment Committee would be empowered to relax schedules of repayment on a case-to-case basis for convincing and justifiable reasons, and these relaxations should be reported to the AIM, NITI Aayog.
- In case of imminent or declared default by an investee company of the Seed Support, the SPV/AIC CEO will make his/her best efforts to recover the investment, as per the prevailing business practices. The recovered assets shall be added to the seed support pool.
- The cases of default must be reported to the Seed Support Investment Committee. Such default cases must also be reported to AIM, NITI Aayog while submitting the Annual Report on seed support.

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## Accounting and Utilization of Seed Support Grant from AIM, NITI Aayog

- A separate bank account has to be opened for the seed support. The total seed support from AIM, NITI Aayog will be released in upto two installments based on predefined milestones achieved. SPV/AIC would be required to submit a detailed report on the status of utilization of grants along with the Utilization Certificate and Statement of Audited accounts for each F.Y. The SPV/AIC should report the seed support sanctioned and disbursed against each incubatee start up in the statement of audited accounts for the period (April 1 to March 31 of each F.Y) under report.
- Book of accounts for the disbursement of grant and for the seed support repayments may be kept separately. Interest on the unutilized seed support grant received from AIM, NITI Aayog must be reported in the Utilization Certificate (UC). The amount collected against repayments may be utilized as seed support for next round of incubatees and not for any other activity of the SPV/AIC, except for the condition described in the para on Management Fees.
- Interest earned by the SPV/AIC on the seed support funds should be mentioned separately in the UC, which would be adjusted against the subsequent releases to be made out of the total sanctioned grant of seed support.

## Management Fees for the Seed Support

AIM, NITI Aayog proposes to motivate and encourage SPV/AIC who show growth of the seed support fund through the inflow from the loan repayment/ royalty /realization of equity stake for funding future proposals. It is therefore proposed to give an incentive of 15% on the surplus generated at the end of each year, which could be retained by SPV/AIC for its incubation-related activities.

## Settlement of the Seed Fund in case of Closure or Discontinuation of SPV/AIC

In case of closure /discontinuation of the AIC, the total unutilized seed support amount available with the SPV/AIC at the time of closure has to be refunded to AIM, NITI Aayog along with the total repayments received from the seed supported incubatees before closure of the SPV/AIC. Efforts will be made to recover the investments made by the SPV/AIC through the Seed support component before the dissolution of the SPV/AIC. The SPV/AIC CEO will make good faith efforts to hand over the portfolio to another Atal Incubation Centre (AIC), or to any other government agency, in consultation with AIM, NITI Aayog, before leaving the job.

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## FORMAT OF THE PROPOSED BUDGET PLAN

S. no.	Items*	Amount (Rs. lakh)										Total	
		Year 1		Year 2		Year 3		Year 4		Year 5		AIM Grant	Other sources
		AIM Grant	Other sources	AIM Grant	Other sources	AIM Grant	Other sources	AIM Grant	Other sources	AIM Grant	Other sources		
<b>A.</b>		<b>Item-wise Capital expenditure</b>											
1	Office equipment (if any)	40	0	20	0	10	0	0	0	0	0	70	0
2	Sector specific / Area of focus related equipment (if any)	50	0	20	0	20	0	0	0	0	0	90	0
3	Makerspace / Fab Lab (if any)	30		10		10						50	0
4	Furnishing of space for the AIC (if any)	50	0	10	0	0	0	0	0	0	0	60	0
5	Library Books, Periodicals, CDs, Videos, Knowledge Resource Materials	3	0	2	0	2	0	2	0	2	0	11	0
6	AIC-AUD Website Building	6	0	0	0	0	0	0	0	0	0	6	0
7	Office Miscellaneous Facilities	13		0	0	0	0	0	0	0	0	13	0
	<b>Total A</b>	<b>192</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>300</b>	<b>0</b>
<b>B.</b>		<b>Operating/ Recurring expenditure</b>											
1	Personnel (HR)	61	0	74		46	33	30	55	14	78	225	166
2	Incubation programme expenses (such as technology, IPR legal, accounting, marketing, etc. support to startups)	16	0	25	5	30	10	20	20	10	30	101	65
3	Events											0	0
	Workshops & seminars	16	2	20	10	22	10	22	10	25	10	105	42
	Outreach programmes/Capacity Development	15	2	18	5	16	7	10	11	10	15	69	40
4	Domestic Travel	6		5	1	4	2	3	3	2	4	20	10
5	Utility and maintenance(Elect. Bill, Hospitality, internet)	2	9.4	2	9.5	2	10.1	2	10.5	2	10.5	10	50
6	Professional Expenses(Legal/CA/CS etc.)	3	0	3	1	2	2	0	3	0	3	8	9
6	Website and Software AMC	1	0	1	0	1	0	1.5	0	1.5	0	6	0
7	Administrative & Expenses	6	0	5	1	4	0	0	6	0	6	15	13
8	<b>Total B</b>	<b>126</b>	<b>13.4</b>	<b>153</b>	<b>32.5</b>	<b>127</b>	<b>74.1</b>	<b>88.5</b>	<b>118.5</b>	<b>64.5</b>	<b>156.5</b>	<b>559</b>	<b>395</b>
*9	SEED FUND (10 Lac)	0	0	25	25	25	25	25	25	25	25	100	100
10	Pilot & Prototype (2.5 L)												
11	Contingency Fund											0	0
12	Toatal	0	0	25	25	25	25	25	25	25	25	100	100
	<b>Total B (8+12)</b>	<b>126</b>	<b>13.4</b>	<b>178</b>	<b>57.5</b>	<b>152</b>	<b>99.1</b>	<b>113.5</b>	<b>143.5</b>	<b>89.5</b>	<b>181.5</b>	<b>659</b>	<b>495</b>
	<b>TOTAL A</b>	<b>192</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>300</b>	<b>0</b>
	<b>Total projected cost (A+B)</b>	<b>318</b>	<b>13.4</b>	<b>240</b>	<b>57.5</b>	<b>194</b>	<b>99.1</b>	<b>115.5</b>	<b>143.5</b>	<b>91.5</b>	<b>181.5</b>	<b>959</b>	<b>495</b>
<b>C.</b>		<b>Projected Income</b>											
1	Grant proposed from AIM	318	0	240	0	194	0	115.5	0	91.5	0	959	
2	Any other grants from government / other sources, if applicable (add a row for every grant) State Govt.		0		0		0		0		0		0
	CSR Fund or Grant from Pvt Org				15		20		25		30		90
3	Contribution from Applicant (AUD)		9.4		9.5		10.1		10.5		10.5		50
4	Contribution from Collaborators / Partners (W Shops/ Training/ Sponsorship/Events)		4		30		47		60		100		241
4	Investment/ Partnership				25		25		25		25		100
5	Income from Equity/ Share												
6	Projected revenues( from Co-working		6.5		19		30		30		36		121.5
7	Any other source of Income (add more rows as required)												
8	<b>Total Projected Income C</b>		<b>19.9</b>		<b>98.5</b>		<b>132.1</b>		<b>150.5</b>		<b>201.5</b>		<b>602.5</b>
D	<b>Projected Surplus / Deficit, if any</b>		<b>6.5</b>		<b>41</b>		<b>33</b>		<b>7</b>		<b>20</b>		<b>107.5</b>

For AIC-AMBEDKAR UNIVERSITY DELHI FOUNDATION

DIRECTOR

### **Shortlist of AICs/EICs from Round 2 of AIC/EIC Applications**

A total of **2676** applications were received end for scale up support of existing incubators (Existing Incubation Centres - EICs) and Green field incubators (Atal Incubation Centres – AICs) in Round-2 call for AIC/EIC Applications by the Atal Innovation Mission (AIM).

**We are pleased to announce that 10 EICs and 72 AICs have been shortlisted for Grant-in consideration in two consecutive phases.** The actual Grant-in support from AIM will be subject to the compliance of the shortlisted applicants with a set of mandatory requirements and AIC/EIC guidelines for grant-in aid, including an onsite due diligence for full readiness of the committed incubator space.

**Phase-1 comprises of a List-1 of 40 shortlisted applicants (5 EICs and 35 AICs). The first 31** of these **40** applicants who successfully comply with, **within 120 days** of date of announcement of the shortlist, all the mandatory compliances requirements for grant-in considerations including an onsite due diligence of readiness of the applicants facilities will be considered for **Tranche-1** of the Grant-in disbursements.

The remaining successfully compliant applicants of **List-1** will be considered for grant disbursements **only in Phase-2**.

**Phase-2 will commence after successful Phase-1 completion. Phase-2 comprises of a List-2 of 42 shortlisted applicants (5 EICs and 37 AICs).** These shortlisted applicants will be considered for **Tranche-1 grant-in** considerations subject to the applicants fulfilling the mandatory compliance needs / guidelines including the onsite due diligence of the readiness of the applicants facilities.

**AIM urges that all applicants of both Phase 1 and Phase 2 lists begin and ensure speedy full compliance with mandatory requirements** of grant-in disbursements including SPV formations and full Incubator space readiness as committed by them during their submissions / presentations / interactions - as any gaps in the ability of Phase-1 List applicants for the selection of the first 31 complying applicants within 120 days of the announcement, would be filled with consideration of others from Phase-2 who are fully compliant with the mandatory needs of grant-in disbursements

**List 1: EICs Shortlisted for Grant-in aid in Phase-1**

Sr. No	Name	State	City
1	SCIENCE AND TECHNOLOGY PARK PUNE	Maharashtra	Pune
2	Amity Technology Incubator	Uttar Pradesh	Gautam Buddha Nagar
3	Zaikenn Technologies	Tamil Nadu	Coimbatore
4	SIDBI INNOVATION AND INCUBATION CENTRE IIT KANPUR	Uttar Pradesh	Kanpur
5	ALEAP WE HUB	Telangana	Hyderabad

**List 1: AICs Shortlisted for Grant-in aid in Phase-1**

Sr. No.	Name	State	Incubator City
1	Gujarat Technological University	Gujarat	Ahmedabad
2	Andhra Pradesh MedTech Zone Ltd	Andhra Pradesh	Vishakapatnam
3	SELCO Foundation	Karnataka	Guwahati
4	Deshpande Foundation	Karnataka	Dharwad
5	ANNA UNIVRERSITY	Tamil Nadu	Chennai
6	AISECT UNIVERSITY	Madhya Pradesh	Raisen
7	Assam Agricultural University	Assam	Jorhat
8	Prestige Institute of Management and Research	Madhya Pradesh	Indore
9	Gujarat University	Gujarat	Ahmedabad
10	Gujarat Law Society	Gujarat	Ahmedabad
11	Jyothy Institute of Technology	Karnataka	Bangalore
12	NCORE	Karnataka	Bangalore
13	Rathinam Arumugam Research and Educational Foundation	Tamil Nadu	Coimbatore
14	International Institute of Information Technology	Telangana	Hyderabad
15	MIT ADT University Pune	Maharashtra	Pune
16	Manipal University Jaipur	Rajasthan	Jaipur
17	Pondicherry Engineering College	Puducherry	Pondicherry

Sr. No.	Name	State	Incubator City
18	Surat Smart City Development Limited	Gujarat	Surat
19	C V Raman College of Engineering	Odisha	Khordha
20	Pinnacle Industries Ltd	Maharashtra	Pune
21	Rambhau Mhalgi Prabodhini	Maharashtra	Thane
22	Bihar Entrepreneurs Association	Bihar	Patna
23	National Research Development Corporation	Delhi	Delhi
24	T Hub foundations	Telangana	Hyderabad
25	Central Coffee Research Institute Coffee Board	Karnataka	Bangalore
26	Alacrity India	Maharashtra	Pune
27	Makhanlal Chaturvedi national university of journalism and communication	Madhya Pradesh	Bhopal
28	Foundation for Innovation and Social Entrepreneurship	Karnataka	Delhi
29	Indrashil Institute of Science and Technology	Gujarat	Mehsana
30	Assam Don Bosco University	Assam	Kamrup Metropolitan
31	Southern Regional Station National Dairy Research Institute	Karnataka	Bangalore
32	Jammu and Kashmir Entrepreneurship Development Institute (JKEDI)	Jammu and Kashmir	Pulwama
33	Sikkim Manipal Institute of Technology	Sikkim	Sikkim
34	CODISSIA	Tamil Nadu	Coimbatore
35	Devang	Delhi	Gurgaon

**List 2: EICs Shortlisted for Grant-in Aid during Phase-2**

Sr. No	Name	State	City
1	Krishnapath Incubation Society TBI	Uttar Pradesh	Ghaziabad
2	SID	Karnataka	Bangalore
3	Periyar Technology Business Incubator	Tamil Nadu	Thanjavur
4	BITTBI	Tamil Nadu	Erode
5	BYST CII Youth Entrepreneurship Development Centre Pune	Telangana	Warangal

**List 2: AICs Shortlisted for Grant-in Aid during Phase-2**

Sr. No.	Name	State	Incubator City
1	R V College of Engineering	Karnataka	Bangalore
2	IIT Delhi	Delhi	Sonepat
3	Indian Institute of Foreign Trade	Delhi	Delhi
4	Dayanand Sagar University	Karnataka	Bangalore
5	GREAT LAKES INSTITUTE OF MANAGEMENT CHENNAI	Tamil Nadu	Chennai
6	EMPI Institutions	Delhi	Delhi
7	Grass Roots Research and Creation India P Ltd	Uttar Pradesh	Gautam Buddha Nagar
8	Blume Ventures	Karnataka	Bangalore
9	Jawaharlal Nehru University	Delhi	Delhi
10	Octo Spaces	Telangana	Hyderabad
11	JCBL Limited	Delhi	Chandigarh
12	STPI Bengaluru	Karnataka	Bangalore
13	National Centre For Cell Science	Maharashtra	Pune
14	Ambedkar University Delhi	Delhi	Delhi
15	Inst. of Mgmt. Studies Banaras Hindu University	Uttar Pradesh	Varanasi
16	WINJIT TECHNOLOGIES PRIVATE LIMITED	Maharashtra	Nashik
17	Catalyst	Tamil Nadu	Jaipur
18	Indian Inst. of Science Education and Research Pune	Maharashtra	Pune
19	Accurate Industrial Controls Pvt Ltd	Maharashtra	Pune
20	NOVA AGRITECH PVT LTD	Telangana	Hyderabad
21	Verve Consulting Private Limited	Odisha	Khordha
22	Brick Eagle	Maharashtra	Mumbai
23	Dr Babasaheb Ambedkar Marathwada University Aurangabad	Maharashtra	Aurangabad
24	JK Lakshimpat University	Rajasthan	Jaipur

Sr. No.	Name	State	Incubator City
25	Nalanda Institute of Technology	Jharkhand	Bhubaneswar
26	BIRLA INSTITUTE OF TECHNOLOGY	Jharkhand	Mesra
27	Agriculture Development Trust BARAMATI	Maharashtra	Pune
28	Ventureast	Telangana	Hyderabad
39	Indian Institute of Information Technology Kottayam	Kerala	Kottayam
30	National Institute of Technology Kurukshetra	Haryana	Kurukshetra
31	Bihar Vidyapith	Bihar	Patna
32	Shiksha Infotech Pvt Ltd	Karnataka	Bangalore
33	HAMASH INITIATIVE ON GLOBAL SOCIAL AND WELFARE ASSOCIATION	Kerala	Pallakad
34	CII WR	Delhi	Amravati/Vijaywada
35	HERBAL INCUBATION CENTER NAWA	Tamil Nadu	Nilgiris
36	KRIFY SOFTWARE TECHNOLOGIES PVT LTD	Karnataka	East Godavari
37	CitynCine Loyalty Program	Maharashtra	Mumbai

**UGC Notification on  
Revision of Pay Scales, minimum Qualification  
for Appointments of Teachers in Universities,  
Colleges & Other measures for the  
Maintenance of Standards, 1998**



**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002  
Website : [www.ugc.ac.in](http://www.ugc.ac.in)**



डॉ. जी. डी. शर्मा  
सचिव  
Dr. G. D. SHARMA  
SECRETARY



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

No.F.3-1/94 (PS)

24 December, 1998

To,

The Vice-Chancellors of all the Universities  
Education Secretaries of all the States/Union Territories.

**Sub : Minimum qualifications for the appointment of teachers in universities and colleges, and measures for the maintenance of standards.**

Sir/Madam,

Kindly find enclosed a copy of the UGC Notification, 1998, on the revision of pay scales, minimum qualifications for the appointment of teachers in the universities and colleges, and other measures for the maintenance of standards. These will be notified as Regulations shortly.

- 1.0 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the concerned University under Clause (f) of Section 2 of the University Grants Commission Act, 1956, and every institution Deemed to be a University under Section 3 of the said Act.
- 2.0 These shall come into force with immediate effect.
- 3.0 **Qualifications and other service conditions :**
- 3.1 No person shall be appointed to a teaching post in the university or in any institution including constituent or affiliated college recognized under Clause (f) of Section 2 of the University Grants Commission Act, 1956, or in an institution Deemed to be a university under Section 3 of the said Act, in a subject if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in the notification.
- 3.2 Provided that any relaxation in the prescribed qualifications can only be made by a University in regard to the posts under it, or any of the institutions including constituent or affiliated colleges recognized under Clause (f) of Section 2 of the aforesaid Act, or by an institution deemed to be a university under Section 3 of the said Act, with the prior approval of the University Grants Commission.

Contd..../-

**4.0 Consequences of failure of the Universities to comply with the recommendations of the Commission, as per provision of Section 14 of the University Grants Commission Act, 1956:**

If any University grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of that sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) or clause (g) of Sub-Section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission.

**5.0** The University Grants Commission expects that the entire scheme of revision of pay scales, together with all the conditions attached to it, would be implemented by the State Governments as a composite scheme without any modifications, except the date of implementation and the scales of pay as indicated in Government of India notification No.F.1-22/97-U.I. dated 27.7.98, 22.9.98 and 6.11.98. It shall be necessary for the Universities and the management of Colleges to make the necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate the provisions of this scheme.

**6.0** The UGC has sent the following schemes to the Ministry of Human Resource Development for consideration.

- 1) Scheme for providing incentives to lecturers for professional development.
- 2) Creation of posts of Professors in colleges
- 3) Scheme for rewarding meritorious teachers.
  - a. Super Time Scale to Professors.
  - b. Meritorious teachers who do not have M. Phil / Ph. D.

As soon as the required approval is received the schemes would be formally notified.

**7.0** The receipt of this letter may kindly be acknowledged.

Yours faithfully,

  
( G.D. SHARMA )

# **UGC NOTIFICATION ON REVISION OF PAY SCALES, MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS IN UNIVERSITIES & COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS, 1998.**

The scheme of revision of pay scales, minimum qualifications for appointment, other service conditions of University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities as a measure for the maintenance of standards in higher education.

## **1.0.0 COVERAGE**

1.1.0 The scheme applies to University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities (excluding Agricultural Universities), and Colleges (excluding Agricultural, Medical, and Veterinary Science Colleges) admitted to the privileges of the Universities unless they specifically exercise an option in writing to remain out of this scheme. However, the scheme will apply to the Teachers in the Faculty of Agriculture, Medicine and Veterinary Science in the Central Universities.

## **2.0.0 PAY SCALES**

- 2.1.0 The revised scales of pay, as decided by the Government of India, Ministry of Human Resource Development (Deptt. of Education) may be seen at Appendix-I.
- 2.2.0 Pay scales for academic staff of the Departments of Adult and Continuing Education, Women's Studies, Academic Staff Colleges and University Science Instrumentation Centre should be equivalent to those of the Teachers of the corresponding levels and they should have same designation and channel of promotion provided that they have equivalent qualifications.

## **3.0.0 RECRUITMENT AND QUALIFICATIONS**

3.1.0 The direct recruitment to the post of Lecturers, Readers and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees to be set up under the Statutes/Ordinances of the concerned university. Such Committees should have a minimum of three experts, the head of the concerned Department and the Principal of the concerned College (in case of selection of college teachers).

- 2.0 The minimum qualifications required for the post of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians, Assistant Registrars, Deputy Registrars and Registrars, will be those as prescribed by the University Grants Commission from time to time.
- 3.0 The minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the University to exempt Ph.D. holders from NET or to require NET, in their case, either as a desirable or essential qualification for appointment as Lecturers in the University Departments and Colleges. The minimum requirement of 55% should not be insisted upon for Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Directors of Physical Education, Deputy Directors of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.
- 3.4.0 A relaxation of 5% may be provided, from 55% to 50% of the marks, at the master's level for the SC/ST category.
- 3.5.0 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> Sept., 1991.
- 3.6.0 B in the 7 point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- 3.7.0 The Ph.D. should continue to be a compulsory requirement for the designation of Reader. However, for other categories, like those of Registrars, Librarians and Physical Education Directors, the Ph.D. should be a desirable and not an essential qualification.

#### **4.0.0 DIRECT RECRUITMENT**

##### **4.1.0 PROFESSOR**

An eminent scholar with published work of high quality, actively engaged in research, with

10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level.

**OR**

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

##### **4.2.1 PRINCIPAL (Professor's Grade)**

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.
2. Ph. D. or equivalent qualification.
3. Total experience of 15 years of teaching/Research in Universities/Colleges and other institutions of higher education.

##### **4.2.2 PRINCIPAL (Reader's Grade)**

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 10 years of teaching/Research in Universities/Colleges and other institutions of higher education.

#### 4.3.0 READER

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level.

Five years of experience of teaching and/or research **excluding** the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

#### 4.4.0 LECTURER

##### 4.4.1 *Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.*

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

##### 4.4.2 *Journalism and Mass Communication*

Good academic record with at least 55% of the marks, or, an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level in communication/mass communication, journalism, from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

**OR**

At least 55% of the marks, or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level in the Humanities, Social Sciences/Sciences/ with at least a second class Bachelor's Degree, or Post-graduate Diploma in communication/mass communication or journalism, from a recognized Indian University/National Institute.

Besides fulfilling the above qualification, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.

**4.4.3 Music**

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

**SEVEN POINT SCALE**

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'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
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

## **OR**

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

For professional subjects like education, social work and performing arts etc., a separate detailed regulation on qualifications would be issued. Till then, the Regulations, hitherto in force for direct recruitment to the post of Lecturer, Reader and Professor, will continue.

The minimum qualifications for the post of Librarians, Deputy Librarians, Assistant Librarians may be seen at Appendix-II.

The minimum qualifications for the post of Registrar, Deputy Registrar, Assistant Registrar may be seen at Appendix-III.

The minimum qualifications for the post of Director, Physical Education, Deputy Director, Physical Education and Assistant Director, Physical Education may be seen at Appendix-IV.

### **5.0.0 SELECTION COMMITTEES**

University Grants Commission has separate guidelines on constitution of Selection Committees which may be referred to by Universities/Colleges (copy enclosed as Appendix-V). A representative of the SC/ST, women and physically handicapped persons, should be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

It is optional for the University or College to utilise the Seminar or Colloquium as a method for the selection of Lecturer, Reader or Professor.

### **6.0.0 INCENTIVES FOR Ph.D./M.Phil.**

6.1.0 Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil degrees, respectively, at the time of recruitment as Lecturers. Candidates with D.Litt/D.Sc. should be given benefit on par with Ph.D. and M.Litt on par with M.Phil.

6.2.0 One increment will be admissible to those teachers with M.Phil who acquire Ph.D. within two years of recruitment.



- 6.3.0 A Lecturer with Ph.D. will be eligible for two advance increments when she/he moves into Selection Grade/Reader.
- 6.4.0 A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

#### 7.0.0 CAREER ADVANCEMENT

- 7.1.1 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- 7.1.2 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).
- 7.1.3 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- 7.1.4 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.
- 7.1.5 The existing scheme of Career Advancement for non academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

#### 7.2.0 LECTURER (SENIOR SCALE)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

### **7.3.0 LECTURER (SELECTION GRADE)**

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

### **7.4.0 READER (PROMOTION)**

**7.4.1** A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :

- (i)** Completed 5 years of service in the Senior Scale;
- (ii)** Obtained a Ph.D. degree or has equivalent published work;
- (iv)** Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- (v)** After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- (vi)** Possesses consistently good performance appraisal reports.

**7.4.2** Promotion to the Post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

### **7.5.0 PROFESSOR (Promotion)**

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

**7.6.0** The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

- a) Self-appraisal reports (required).
- b) Research contribution/books/articles published.
- c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- d) Seminars/Conferences attended.
- e) Contribution to teaching/academic environment/institutional corporate life.
- f) Extension and field outreach activities.

**7.7.0** The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). **Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.**

The requirement for completing these courses would be as follows :

- i) For Lecturer to Lecturer (Senior Scale) , one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).

- iii) **The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.**

7.8.0 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as, in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

#### 8.0.0 **COUNTING OF PAST SERVICE**

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/Selection Grade provided that :

- 8.1.0 The post was in an equivalent grade/scale of pay as the post of a Lecturer;
- 8.2.0 The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;
- 8.3.0 The candidates who apply for direct recruitment should apply through proper channels;
- 8.4.0 The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers;
- 8.5.0 The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/ Central Government/Institution's regulations;
- 8.6.0 The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad hoc service of more than one year duration can be counted provided –
- (a) the ad hoc service was of more than one year duration;
  - (b) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - (c) the incumbent was selected to the permanent post in continuation to the ad hoc service, without any break.

## **9.0.0 MERIT PROMOTION**

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 01.01.1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

## **10.0.0 REWARDING MERIT**

- 10.1.0 A supertime scale of Rs.22000-500-24500 will be given to such Professors of Eminence who will be directly recruited and have completed 28 years of service in accordance with the scheme to be approved by the Government of India.
- 10.2.0 Meritorious teachers, who may not have M.Phil. or Ph.D. but who have made outstanding contributions, would be rewarded and recognized as per the scheme to be approved by the Government of India.

## **11.0.0 PERIOD OF PROBATION AND CONFIRMATION**

- 11.1.0 Keeping in view the practice in some of the Universities, the minimum period of probation may continue to be 1 year, extendable by a maximum period of 1 more year in case of unsatisfactory performance. However, the Universities which are already having probation period of 2 years may continue to do so.
- 11.2.0 It is optional for the universities to introduce the provision that a teacher may offer herself/himself for assessment at any point of time for confirmation, within the period of two years, but the University may consider a minimum period after which such cases would be considered. At senior positions, it is optional for the university to decide on confirmation at any time from the time of appointment to the end of the statutory period of probation.
- 11.3.0 The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but, in any case, the orientation course should be completed within a period of the first two years.
- 11.4.0 Since the time required for Career Advancement has now been reduced, an extension may be provided till 31.12.2000 to all candidates for completing refresher courses.

**11.5.0** The University may devise a mechanism for ensuring that the Head of the University Department/College Principal sponsors the teacher for the required orientation and refresher course, and such opportunity is not denied to the teacher, except on sufficient grounds to be specified in writing to the university. The university should also bring to the attention of the UGC any complaints received from university or college teachers that they did not get admission to the courses for which they applied with details (name of teacher, name of institution where employed, course applied for, ASC or Department where applied, dates of course and reasons given for refusal).

### **12.0.0 PART-TIME TEACHERS**

The minimum qualifications for appointment of part-time teachers should be the same as that of regular teachers and selected by regularly constituted Selection Committees. The part-time teachers should be appointed only in exceptional circumstances when it is appropriate to the requirements of the institution in terms of subjects to be taught or workload. They can be appointed on a contract appointment if only for a short period or as permanent half-time/proportionate time employees against half/proportionate salary of the scale (and should include proportionate increments, dearness allowance and any other permissible benefits). Such permanent part-time teachers will also be entitled to the scheme of Career Advancement from Lecturer to Senior Scale Lecturer, Selection Grade Lecturer / Reader, and Professor. However, they will be entitled to half/proportionate amount of the basic of the scale and proportionate increments, dearness allowance and any other permissible benefits.

### **13.0.0 CREATION OF POST**

**13.1.0** UGC – recognized autonomous colleges may create posts of Professor on the basis of felt needs. In general, 1 post of Professor may be created if there are already at least 4 Readers and 12 Lecturers and it is felt that creation of a post of Professor is academically necessary. The procedure of selection of Professor will be through direct recruitment as in the university. Other colleges of similar standard will be identified by the UGC as per the scheme to be approved by the Government of India.

#### 14.0.0. TEACHING DAYS

The Universities/Colleges must observe at least 180 actual teaching days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days (e.g. for sports, college day, etc.), 8 weeks for vacation and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks with a 6 day week. The above is summarised as follows :

	<u>No. of weeks</u>	
	<u>University</u>	<u>College</u>
Teaching	30 (180 days)	30 (180 days)
Admissions/Examinations preparation for Examinations.	12	10
Vacation	8	10
Public Holidays (to increase & adjust teaching days accordingly)	2	2
<b>Total</b>	<b>52</b>	<b>52</b>

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

#### 15.0.0 WORK LOAD

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College.

The direct teaching hours should be as follows :

Lecturer/Sr.Lecturer/Lecturer(Sel. Grade)	16 hours
Readers & Professors	14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

#### **16.0.0 SUPERANNUATION AND RE-EMPLOYMENT OF TEACHERS**

16.1.0 Teachers will retire at the age of 62. However, it is open to a University or a college to re-employ a superannuated teacher according to the existing guidelines framed by the UGC up to the age of 65 years.

16.2.0 Age of retirement of Registrars, Librarians, Physical Education personnel, Controllers of Examinations, Finance Officers and such other university employees who are being treated at par with the teachers and whose age of superannuation was 60 years, would be 62 years. No re-employment facility is recommended for the Registrars, Librarians and Directors of Physical Education.

#### **17.0.0 SUPERANNUATION BENEFITS**

17.1.0 The benefit in service, up to a maximum of 3 years, should be provided for the teachers who have acquired Ph.D. degree at the time of entry, so that, almost all teachers get full retirement benefits which are available after 33 years of service, subject to the overall age of superannuation.

17.2.0 Other conditions with respect to Superannuation Benefits may be given as per Central/State Government Rules.

#### **18.0.0 LEAVE RULES**

The leave rules, as laid down by the University Grants Commission, may be followed for the University and College teachers (See Appendix-VI).

#### **19.0.0 SERVICE AGREEMENT**

At the time of recruitment in Universities and Colleges, service agreement should be signed between the University/College and the Teacher which should be lodged with the Registrar/Principal with a copy to the concerned teacher. The self-appraisal of performance should be a part of the service agreement.



## **20.0.00 CODE OF PROFESSIONAL ETHICS**

Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and should incorporate it in its Act, Statutes and Ordinances and it should be applicable to all teaching and non-teaching staff including administrators.

## **21.0.0 ACCOUNTABILITY**

The self-appraisal of performance should be adopted as a mandatory part of the Career Advancement scheme and should be implemented with the new pay scales within the time-frame of 1 year, if not already implemented. It would be optional for the institution to consider introducing student evaluation as a method of assessment of the teacher, particularly in small institutions, post-graduate departments, professional colleges and autonomous colleges.

## **22.0.0 ANOMALIES**

Anomalies, if any, may be brought to the notice of the UGC who would consider them with the help of a Committee constituted by University Grants Commission.

**Consolidated statement based on letters No.F.1-22/97-U.I. issued on 27<sup>th</sup> July, 1998, (Annexure I), 22<sup>nd</sup> September, 1998 (Annexure II) and 6<sup>th</sup> November, 1998 (Annexure III) by Ministry of Human Resource Development.**

**Subject:** Revision of pay scales of teachers in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of Fifth Central Pay Commission.

1.(i) Pay Scales

A statement showing the existing and revised scales of pay is attached.

The revised scales of Demonstrators/Tutors is for the existing incumbents only. No fresh recruitment shall be made to the cadre of Demonstrators/Tutors. (Annexure I)

(ii) Incentives for Ph.D./M.Phil. (Annexure I)

- (a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil degrees, respectively, at the time of recruitment as Lecturers.
- (b) One increment will be admissible to those teachers with M.Phil who acquire Ph.D. within two years of recruitment.
- (c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection grade as Reader.
- (d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

(iii) Career Advancement (Annexure I)

- (a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- (b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go up to the level of Lecturer (Selection Grade).
- (c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.

- (d) For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the UGC in consultation with the Government.
- (iv) Rewarding the Merit (Annexure I)
- (a) A supertime scale of Rs.22000-500-24500 will be given to such Professors of Eminence who are directly recruited and have completed 28 years of service. The eligibility criteria and the selection process will be determined by the UGC.
- (b) University Grants Commission would prepare a specific scheme in consultation with Government to reward and recognise meritorious teachers who may not have M.Phil or Ph.D. but who have made outstanding contributions in teaching and research.
- (v) Allowances, effective date and fitment formula (Annexure I)
- (a) The revised scale of pay as contained in the Annexure will be effective from 1.1.1996.(Annexure I,II,III)
- (b) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs.3700-125-4950-150-5700/- who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade)/Readers as on 1.1.1996, will be made in a manner that they get their pay fixed at the minimum of Rs.14940/- in the revised scale of Rs.12000-420-18300 as and when they complete five years in the grade.(Annexure III)
- (c) The pay of Readers and Professors who were in the pre-revised scales of Rs.3000-5000/- and Rs.4500-5700/- will be fixed at the appropriate stage of the revised scales of Rs.10000-325-15200 and Rs.16400-450-20900-500-22400/- respectively as on 1.1.1996. (Annexure III)
- (d) Pay with effect from 1.1.1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997, as applicable.
- (e) Pay in the Revised scales of pay as at Annexure of this letter shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In cases where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.
- (f) The payment of arrears will be made in one instalment.
- (g) Teachers in Central Universities will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, City Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Government employees.

(vi) Age of Superannuation (Annexure I)

The age of superannuation of university and college teachers, Registrars, Librarians, Physical Education personnel, Controller of examinations, Finance Officers and such other university employees who are being treated at par with the teachers and whose age of superannuation was 60 years, would be 62 years and thereafter no extension in service should be given. However, it will be open to a university or college to re-employ a superannuated teacher according to the existing guidelines framed by the UGC up to the age of 65 years. (Annexure I & III)

(vii) Professors for colleges (Annexure I)

Posts of Professor will be created in UGC recognized Autonomous Colleges in the ratio of 1:4:12 for Professors, Readers and Lecturers. The procedure of selection of Professor will be the same as that in the university. Other colleges of similar standard will be subsequently identified by the UGC as per the norms developed by the Commission in consultation with the Government.

(viii) Scheme for professional development incentives to Lecturers.

The UGC will formulate a Scheme, in consultation with the Government, for giving professional development incentives in the form of cash allowances or assistance in kind or both to those Lecturers who register for M.Phil/Ph.D and whose pursuit of research is considered satisfactory by their guides. (Annexure III)

(ix) Other terms & conditions of service of teachers. (Annexure I)

Other terms and conditions of service of teachers shall be notified by the UGC by way of Regulations incorporating the approved pay scales and other related conditions on the line of existing scheme(s) with the approval of Government.

**SCALE OF PAY OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES.**

Sl. No.	Category	Existing scales of pay	Revised scales of pay
	<b><u>University and College Teachers</u></b>		
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer (Sl. Grade)/Reader	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Principals of Colleges	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (Minimum to be fixed at 12840) (ii) 16400-450-20900-500-22400 (Minimum to be fixed at 17300)
6.	Pro-Vice Chancellor	5900-200-7300	18400-500-22400
7.	Vice Chancellor	7600 (fixed)	25000 (fixed)
	<b><u>For Universities</u></b>		
8.	Registrar/Librarian/Director of Physical Education/Controller of Examinations/Finance Officer	4500-150-5700-200-7300	16400-450-20900-500-22400
9.	Dy.Registrar/Dy.Librarian/ Dy. Director of Physical Education/ Dy. Controller of Examination/ Dy. Finance Officer	3700-125-4950-150-5700	12000-420-18300
10.	Asstt. Librarian/Asstt. Documentation Officer (Sr. Scale)/Asstt. Director of Physical Education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
11.	Asstt. Registrar/Asstt. Librarian/Asstt. Documentation Officer/Asstt. Director of Physical Education/ Asstt. Controller of Examination/ Asstt. Finance Officer	2200-75-2800-100-4000	8000-275-13500
	<b><u>For Colleges</u></b>		
12.	College Librarian (Sl. Grade)/ Director of Physical Education (Sl. Grade)	3700-125-4950-150-5700	12000-420-18300
13.	College Librarian (Sr. Scale)/ Director of Physical Education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
14.	College Librarian/Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
15.	Demonstrator/Tutors	1740-60-2700-EB-75-3000	5500-175-9000

0No.F.1-22/97-U.I  
Government of India  
Ministry of Human Resource Development  
(Department of Education)  
\*\*\*\*\*

New Delhi, the 27<sup>th</sup> July, 1998.

To,  
The Education Secretaries  
of all States/Union Territories.

Subject: Revision of pay scales of teachers in Universities and Colleges following the revision of pay scales of Central Government employees on the recommendations of Fifth Central Pay Commission.  
\*\*\*\*\*

Madam/Sir,

I am directed to say that in fulfillment of the constitutional responsibility for coordination, determination and maintenance of standards in higher education, the Central Government and the University Grants Commission (UGC) have taken, from time to time, several measures. As a part of these efforts, the Central Government has revised the pay scales of teachers in Central Universities and Colleges thereunder in order to attract and retain talent in the teaching profession. A copy of the letter addressed to the UGC giving details of the revised scales of pay and other provisions of the Scheme of revision of pay scales is enclosed.

2. In discharging its constitutional responsibility, the Central Government has decided to continue to provide financial assistance to the State Governments who wish to adopt and implement the Scheme of revision of pay scales subject to the following terms and conditions :-
  - (a) The Central Government will provide financial assistance to the State Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
  - (b) The State Governments will meet the remaining 20% of the expenditure from their own sources.
  - (d) The financial assistance, indicated above, would be provided for the period from 1.1.1996 to 31.3.2000.
  - (e) The entire liability on account of revision of pay scales, etc., of university and college teachers would be taken over by the State Governments w.e.f. 1.4.2000.
  - (f) The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up on 1.1.1996.

3 The State Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme, and may give effect to the revised scales of pay from January 1, 1996, or a later date. In such cases, the details of the modifications proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and, subject to the approval being accorded to the modifications, Central assistance on the same terms and conditions as indicated above will be available to the State Governments for implementation of the Scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.

4. The payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down in this regard by the UGC by way of Regulations, is implemented by the State Governments as a composite scheme without any modification except to the date of implementation and scales of pay as indicated above.

5. It shall be necessary for the Universities and Managements of Colleges to make necessary changes in their statutes, ordinances, rules, regulations, etc., to incorporate the provisions of this Scheme.

6. The detailed proposal for implementation of the Scheme on the lines indicated above, may kindly be formulated immediately and sent to the Department of Education in the Ministry of Human Resource Development for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay

7. Anomalies, if any, in the implementation of the Scheme may be brought to the notice of the Department of Education in the Ministry of Human Resource Development for clarification.

8. The Scheme applies to teachers in all Universities (including Agricultural Universities) and colleges (excluding Agricultural, Medical and Veterinary Science Colleges) admitted to the privileges of the Universities.

Yours faithfully,  
Sd/-  
[ LALMALSAWMA ]  
Director

Copy to:-

1. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
2. Registrars of all Universities.
3. Secretary, Indian Council for Agricultural Research, Krishi Bhawan, New Delhi.

Sd/-  
[ LALMALSAWMA ]  
Director

No.F.1-22/97-U.I.  
Government of India  
Ministry of Human Resource Development  
(Department of Education)  
\*\*\*\*\*

New Delhi, the 27<sup>th</sup> July, 1998.

To,  
The Secretary  
University Grants Commission  
Bahadur Shah Zafar Marg,  
New Delhi.

**Subject:** Revision of pay scales of teachers in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of Fifth Central Pay Commission.

Sir,

I am directed to say that the Government of India have, after taking into consideration the recommendations made by the University Grants Commission, decided to revise the pay scales of teachers in the Central Universities. The revision of pay scales of teachers will be subject to various provisions of the Scheme of revision of pay scales as contained in this letter, and the Regulations to be framed by the UGC in this behalf. The revised pay scales and other provisions of the Scheme are as under :

1.(i) Pay Scales

A statement showing the existing and revised scales of pay is attached as Annexure.

The revised scales of Demonstrators/Tutors is for the existing incumbents only. No fresh recruitment shall be made to the cadre of Demonstrators/Tutors.

(ii) Incentives for Ph.D./M.phil.

- (a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil degrees, respectively, at the time of recruitment as Lecturers.
- (b) One increment will be admissible to those teachers with M.Phil who acquire Ph.D. within two years of recruitment.
- (c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection grade as Reader.
- (d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.



(iii) Career Advancement

- (a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- (b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go up to the level of Lecturer (Selection Grade).
- (c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
- (d) For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the UGC in consultation with the Government.

(iv) Rewarding the Merit

- (a) A supertime scale of Rs.22000-500-24500 will be given to such Professors of Eminence who are directly recruited and have completed 28 years of service. The eligibility criteria and the selection process will be determined by the UGC.
- (b) University Grants Commission would prepare a specific scheme in consultation with Government to reward and recognise meritorious teachers who may not have M.Phil or Ph.D. but who have made outstanding contributions in teaching and research.

Allowances, effective date and fitment formula

- (a) The revised scale of pay as contained in the Annexure-I will be given prospective effect from the date of issue of this letter.
- (b) For the period from 1.1.96 to the day on which these decisions take effect, pay will be fixed in the replacement scales recommended by the UGC appointed Pay Review Committee as per Annexure-II (withdrawn later vide letter dated 6<sup>th</sup> November, 1998 of Ministry of Human Resource Development).
- (c) Pay with effect from 1.1.96 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997 as applicable.
- (d) Pay in the revised scales of pay as at Annexure-I of this letter shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In cases where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.

- (e) The payment of arrears will be made in one instalment.
- (f) Teachers in Central Universities will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, City Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Government employees.

(vi) Age of Superannuation

The age of superannuation of university and college teachers would be 62 years and thereafter no extension in service should be given. However, it will be open to a university or college to re-employ a superannuated teacher according to the existing guidelines framed by the UGC up to the age of 65 years.

(vii) Professors for colleges

Posts of Professor will be created in UGC recognized Autonomous Colleges in the ratio of 1:4:12 for Professors, Readers and Lecturers. The procedure of selection of Professor will be the same as that in the university. Other colleges of similar standard will be subsequently identified by the UGC as per the norms developed by the Commission in consultation with the Government.

(viii) Other terms & conditions of service of teachers.

Other terms and conditions of service of teachers shall be notified by the UGC by way of Regulations incorporating the approved pay scales and other related conditions on the line of existing scheme(s) with the approval of Government.

2. In the meantime, the revised scales of pay including arrears of salary may be given to teachers pending issue of the Regulations by the UGC.

3. The above scheme will be applicable to the teachers in all the Central Universities and Colleges thereunder and the Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in this letter as well as the Regulations to be framed by the UGC in this behalf. The Universities may be advised to amend their statutes and ordinances in line with the Regulations within three months from the date of issue of this letter.

4. These orders are subject to the conditions as contained in para 4 of Ministry of Finance O.M. No.7(34)/E.III-A/97 dated 2.12.1997 on pay revision of employees of quasi-Government/autonomous organisations, statutory bodies, etc., set up and funded by the Central Government.

5. It is requested that necessary action may please be taken to revise the pay scales of teachers in the Central Universities and other institutions as per the conditions laid down in the instant letter and the Regulations to be framed by the UGC.

6. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education, Ministry of Human Resource Development for clarification.

7. The receipt of this letter may kindly acknowledged.

Yours faithfully,

Sd/-

[ LALMALSAWMA ]  
Director

Copy to:

1. Vice-Chancellors of all Central Universities.
2. Member-Secretary, AICTE.
3. Secretary, Indian Council for Agricultural Research, Krishi Bhawan, New Delhi.

Sd/-

[ LALMALSAWMA ]  
Director

## SCALE OF PAY OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES.

Sl. No.	Category	Existing scales of pay	Revised scales of pay
	<b><u>University and College Teachers</u></b>		
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer (Sr.Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer (Sl.Grade)/Reader	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Principals of Colleges	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (Minimum to be fixed at 12840) (ii) 16400-450-20900-500-22400 (Minimum to be fixed at 17300)
6.	Pro-Vice Chancellor	5900-200-7300	18400-500-22400
7.	Vice Chancellor	7600 (fixed)	25000 (fixed)
	<b><u>For Universities</u></b>		
8.	Registrar/Librarian/Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
9.	Dy.Registrar/Dy.Librarian/ Dy.Director of Physical Education	3700-125-4950-150-5700	12000-420-18300
10.	Asstt.Librarian/Asstt.Documentation Officer(Sr.Scale)/Asstt. Director of Physical Education(Sr.Scale)	3000-100-3500-125-5000	10000-325-15200
11.	Asstt.Registrar/Asstt.Librarian/Asstt. Documentation Officer/Asstt. Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
	<b><u>For Colleges</u></b>		
12.	College Librarian (Sl.Grade)/ Director of Physical Education (Sl. Grade)	3700-125-4950-150-5700	12000-420-18300
13.	College Librarian (Sr.Scale)/ Director of Physical Education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
14.	College Librarian/Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
15.	Demonstrator/Tutors	1740-60-2700-EB-75-3000	5500-175-9000

No.F.1-22/97-U.I  
Government of India  
Ministry of Human Resource Development  
(Department of Education)  
\*\*\*\*\*

New Delhi, the 22<sup>nd</sup> Sept., 1998

To

The Secretary  
University Grants Commission  
Bahadur Shah Zafar Marg,  
New Delhi - 110 002.

Subject: Revision of pay scales of teachers in Central Universities following the revision of pay scales of Central Government employees on the recommendation of the Fifth Central Pay Commission.

Sir,

I am directed to invite attention to our letter of even number dated 27<sup>th</sup> July, 1998, on the above subject and to state that certain clarification in connection with the fixation of pay of certain categories of teachers have been sought from some quarters. It is hereby clarified that fixation of pay of such categories of teachers may be done in the following manner :-

1. Vice Chancellor

The revised pay scale of Vice-Chancellor will be Rs.25,000/- (fixed) w.e.f. 1.1.1996.

2. Pro-Vice-Chancellor

The replacement scale for the pay scale of Pro-Vice-Chancellor will be Rs.18,400-500-22,400 with effect from 1.1.1996.

3. Principal

Those Principals in the pre-revised scale of Rs.4500-7300 will be given the replacement scale of Rs.14300-450-22400 w.e.f. 1.1.1996 and the minimum basic pay will be fixed at Rs.15,200/- from that date. With effect from 27.7.98, the pay will be fixed in the pay scale of Rs.16400-450-20900-500-22400 starting with a basic pay of Rs.17,300/-. In the case of other Principals, the revised scale of Rs.12000-375-18000 will be given w.e.f. 1.1.96 and the minimum basic pay will be fixed at Rs.12,750/- from the date. With effect from 27.7.98, the pay will be fixed in the scale of Rs.12000-420-18300 starting with the basic pay of Rs.12,840/-.

4. Readers and Professors under Merit Promotion Scheme

The pay of a Professor under the Merit Promotion Scheme in the existing scale of Rs.4500-150-5700 will be fixed in the revised scale of Rs.14300-400-18300 w.e.f. 1.1.1996. The Commission may take a decision whether the Merit Promotion Scheme as it exists should continue or not after 27.7.1998.

5. Controller of Examinations/Finance Officer

The Controllers of Examinations and the Finance Officers in the Universities will be given the same pay scale as applicable to the Registrars.

6. Payment of arrears in respect of allowances other than Dearness Allowance contemplated under Paragraph 1.(v) (f) of the letter under reference will be admissible w.e.f. 1.8.1997. Payment of Dearness Allowance from 1.1.1996 will be from the dates and at the rates as applicable to Central Government employees.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-  
( LALMALSAWMA )  
DIRECTOR

Copy to:-

1. The Education Secretaries of all States.
2. Vice-Chancellor of all Central Universities.
3. Member-Secretary, AICTE.
4. Secretary, Indian Council for Agricultural Research, Krishi Bhawan, New Delhi.

Sd/-  
( LALMALSAWMA )  
DIRECTOR

No.F.1-22/97-U.I  
Government of India  
Ministry of Human Resource Development  
(Department of Education)  
\*\*\*\*\*

New Delhi, the 6<sup>th</sup> November, 1998

To  
The Secretary  
University Grants Commission  
Bahadur Shah Zafar Marg,  
New Delhi - 110 002.

Subject: Revision of pay scales of teachers in Central Universities following the revision of pay scales of Central Government employees on the recommendation of the Fifth Central Pay Commission.

\*\*\*\*\*

Sir,

In continuation of this Ministry's letter of even number dated 27.7.1998 and in supersession of the letter dated 22.9.1998 on the subject mentioned above, I am directed to say that the matter relating to revision of pay scales of University and College teachers was further considered by the Government and it has been decided to make certain modifications in the Scheme already notified by the Government vide our letter dated 27.7.1998. The modifications made in the existing Scheme are as under :-

1. Pay Scales

- i) The revised scales mentioned in Annexure-I of our letter dated 27.7.1998 shall be effective from 1.1.1996. Accordingly, the Annexure-II enclosed with the letter referred to may be treated as withdrawn.
- ii) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs.3700-125-4950-150-5700/- who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade)/Readers as on 1.1.1996, will be made in a manner that they get their pay fixed at the minimum of Rs.14940/- in the revised scale of Rs.12000-420-18300 as and when they complete five years in the grade.

2. Readers & Professors

The pay of Readers and Professors who were in the pre-revised scales of Rs.3000-5000/- and Rs.4500-5700/- will be fixed at the appropriate stage of the revised scales of Rs.10000-325-15200 and Rs.16400-450-20900-500-22400/- respectively as on 1.1.1996.

3. Pay scales of Controllers of Examination and Finance Officers

The Controllers of Examinations and the Finance Officers in the Universities will be given the same pay scale as applicable to the Registrars.

4. Age of Superannuation

The age of superannuation of 62 years indicated in para 1 (vi) of our letter under reference shall also be applicable to Registrars, Librarians, Physical Education Personnel, Controllers of Examinations, Finance Officers and such other university employees who are being treated at par with the teachers and whose age of superannuation was 60 years.

5. Scheme for professional development incentives to Lecturers

The UGC will formulate a Scheme, in consultation with the Government, for giving professional development incentives in the form of cash allowances or assistance in kind or both to those Lecturers who register for M.Phil/Ph.D and whose pursuit of research is considered satisfactory by their guides.

6. Other terms & conditions

The other terms and conditions mentioned in our letter dated 27.7.1998, except as modified above, will remain the same.

7. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-  
[ LALMALSAWMA ]  
DIRECTOR

Copy to:-

1. Education Secretary of all State Governments.
2. Vice-Chancellors of all Central Universities.
3. Member-Secretary, AICTE, IP Estate, New Delhi.
4. Secretary, ICAR, Krishi Bhavan, New Delhi.

Sd/-  
[ LALMALSAWMA ]  
DIRECTOR



**Minimum Qualifications for direct recruitment to the posts of Librarian, Dy. Librarian and Asstt. Librarian**

**(i) Librarian (University)**

- i. 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 consistently good academic record;
- 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 organisation of published work.

**Desirable**

M.Phil/Ph.D. degree in library science/information science/ documentation/archives and manuscript-keeping.

**(ii) Deputy Librarian**

- i. 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 services, published work and professional commitment, computerisation of library;

**Desirable**

M.Phil./Ph.D. degree in library science/information science/ documentation/archives and manuscript-keeping, computerisation of library.

**(iii) For the posts of Assistant University Librarian/College Librarian/Documentation Officer**

**Minimum Qualifications**

- i. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- ii. Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerisation of library.

**Minimum qualifications for the direct recruitment to the posts of Registrar, Dy. Registrar and Assistant Registrar**

**(i) Registrar and equivalent posts**

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale .
2. At least 15 years of experience as Lecturer(Sr. Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration.

**or**

Comparable experience in research establishment and/or other institutions of higher education

**or**

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

**(ii) Deputy Registrar and equivalent posts:**

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. Five years' of experience as a Lecturer in a college or a university with experience in educational administration.

**or**

Comparable experience in research establishment and/or other institutions of higher education.

**or**

Five years' of administrative experience as Assistant Registrar or in an equivalent post.

**(ii) Assistant Registrar and Equivalent Posts**

1. Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

**Minimum Qualifications for the posts of Director Physical Education, Dy. Director Physical Education and Assistant Director Physical Education**

- (a) **University: Assistant Director of Physical Education and Sports/ College DPEs (Lecturer-scale)**
- (i) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.
  - (ii) Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State in national championships.
  - (iii) Passed the physical fitness test.
  - (iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (b) **University: Assistant DPEs/College DPEs (Senior-scale)**
- (i) Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D. and one year for M.Phil. Degree holders.
  - (ii) Passed the physical fitness test.
  - (iii) Consistently good appraisal reports.
  - (iv) Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders).

**(c) University: Assistant DPEs/College DPEs (Selection-grade)**

- (i) Completed five years of service as University Assistant DPEs/college DPEs in the senior-scale.
- (ii) Has attended at least two refresher courses of about three-four weeks' duration with proper and well-defined evaluation procedure after placement in the scale of Rs.3000-5000.
- (iii) Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps of at least two weeks' duration.
- (iv) Passed the physical fitness test.
- (v) Consistently good appraisal reports.

**(d) University Deputy DPEs/College DPEs (Reader's scale)**

- (i) Ph.D. in physical education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.
- (ii) Five years' experience as University Assistant DPE/College DPE, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- (iii) Evidence of organising 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.
- (vi) Consistently good appraisal reports.

**(e) University DPEs**

- (i) Ph.D. in physical education.
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College DPEs (selection grade)
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organising 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.

NORMS FOR MEN			
12 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 Mtrs.	1500 Mtrs.	1200 Mtrs.	800 Mtrs.

NORMS FOR WOMEN			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Mtrs.	800 Mtrs.	600 Mtrs.	400 Mtrs.

However, before taking the test, a candidate shall produce a medical certificate, certifying that he/she is medically fit.

It was also decided that the above minimum qualifications be notified as regulations as per powers vested in UGC under Section 26 of UGC Act.

**Selection Committees Recommended by the  
UGC**

**Lecturer in a Private College**

1. Chairperson of the Governing Body of the college or his/her nominee to be the Chairperson of the Selection Committee.
2. The Principal of the concerned College.
3. One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.
4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice Chancellor.

For Government colleges, the State Public Service Commissions must invite three subject experts for which the State PSC will involve the University in the selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

**For the Post of University Lecturer.**

At the University level, all selections must be done within the system with the VC as the head of the Selection Committee.

1. The Vice Chancellor to be the Chairperson of the Selection Committee.



2. Three experts in the concerned subject, to be invited on the basis of the list recommended by the Vice Chancellor and approved by the Executive Council/Syndicate.
3. Dean of the concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Visitor/Chancellor.

The quorum should be four out of which at least two outside subject-experts must be present.

#### **For the Post of Reader**

The process of selection should involve inviting the biodata and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition:

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
4. Dean of the Faculty.
5. Head/Chairperson of the Department.

At least four members, including two outside experts, must constitute the quorum.

#### **For the Post of Professor**

The process of selection should involve inviting the biodata and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must

be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of a Reader.

It may be ensured that the process of selection in every case is transparent and credible.

In the case of posts of Readers and Professors in Colleges, besides the Chairperson Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of whom will be the Dean of College or equivalent position in the University, who will substitute the visitor's Nominee and the VC should be substituted by the VC's Nominee.

Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Registrars, Deputy Registrars, Assistant Registrars, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Reader and Lecturer respectively, except that the concerned expert in Physical Education or Administration or Library Science, as the case may be, shall be associated with the Selection Committee.

#### **For the Post of Principal**

1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice Chancellor's nominees, out of whom one should be an expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice Chancellor.

At least four members, including two experts, should constitute the quorum.

The process of selection should involve the following :

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyse and discuss.
- d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.

**Leave Rules Recommended by the UGC for Teachers of the Universities/Colleges**

**1. Leave admissible to permanent teachers:**

The following kinds of leave would be admissible to permanent teachers

- (i) Leave treated as duty, viz.;  
Casual leave;  
Special casual leave; and  
Duty leave
- (ii) Leave earned by duty, viz.;  
Earned leave;  
Half Pay leave; and  
Commutated leave
- (iii) Leave not earned by duty, viz.;  
Extraordinary leave; and  
Leave not due
- (iv) Leave not debited to leave account -
  - (a) Leave for academic pursuits, viz.;  
Study leave; and  
Sabbatical leave/Academic leave
  - (b) Leave on grounds of health, viz.;  
Maternity leave

**Quarantine leave**

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

## **2. Casual Leave**

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

## **3. Special Casual Leave**

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.

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### **NOTE:**

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
  - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
  - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- 

#### **4. Duty Leave**

- (i) Duty leave may be granted for :
- (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
  - (c) working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university;
  - (d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and
  - (e) for performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

## **5. Earned Leave**

(i) Earned leave admissible to a teacher shall be :

(a) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

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### **NOTE:**

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

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

### **Note - 1.**

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

### **Note - 2.**

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

**Note - 3.**

Encashment of earned leave shall be allowed to non- vacation members of the teaching staff as applicable to the employees of Central/State Governments.

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**6. Half-pay Leave**

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

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**NOTE:**

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

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**7. Commuted Leave**

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

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no



commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

## **8. Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
  
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
  
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on

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

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### **9. Leave Not Due**

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

#### **10. Study Leave**

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organisation and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of three years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided -

- (a) the person is a teacher on the date of the application; and
  - (b) there is no break in service.
- (ii) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the

previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.

- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

(xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

## **11. Sabbatical Leave/Academic Leave**

(i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

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**NOTE- I:** The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

**NOTE- II:** On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

## **12. Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
  
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

## **Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

## **Adoption leave**

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

## **Duty leave**

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.

दूरभाष : 3232485, 3232455, 3231692  
 Phone: 3234116, 3232317, 3230895  
 3232701, 3231291, 3235743



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विश्वविद्यालय अनुदान आयोग

बहादुरशाह ज़फर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
 BAHADURSHAH ZAFAR MARG  
 NEW DELHI-110 002

All communication should be addressed to  
 the Secretary by designation and not by name

संख्या

No. F-2-9/97 (PS)

Date : 17 April, 1999

The Registrar

**Sub : Revision of honorarium to be paid to Guest/Part Time Teachers in the  
 Universities and Colleges – regarding.**

Sir/Madam,

In continuation to the UGC Circular No. F.15-7/88 (CPP) dated 14.3.98 on the above subject. I am to inform you that the Commission decided that the honorarium may be paid @ Rs.150/- per lecture to the Guest/Teacher in the Universities and Colleges instead of payment of honorarium per month. However, it is clarified that this will not apply to part-time teachers who are appointed on terms & conditions as provided for in the Para 12.0.0 of the Notification issued by University Grants Commission on 24<sup>th</sup> December 1998.

Yours faithfully

Sd/-

(Dr. (Mrs.) Pankaj Mittal)  
 Deputy Secretary



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 3232701, 3231291, 3235743



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 बहादुरशाह ज़फर मार्ग  
 नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
 BAHADURSHAH ZAFAR MARG  
 NEW DELHI-110 002

संख्या

No. F-2-9/97 (PS)

Date : 3 June, 1999

The Registrar

**Sub : Revision of honorarium to be paid to Guest/Part Time Teachers in the  
 Universities and Colleges – Regarding.**

\*\*\*\*\*

Sir/Madam,

Please refer to this office circular No.F.2-9/97(PS) dated 17.4.99 wherein a reference of UGC's letter No.F.15-7/88(CPP) dated 14.3.98 was made. The date 14.3.98 mentioned above was a typographical error, which may be read as 14.3.88.

Yours faithfully

Sd/-

(Dr. (Mrs.) Pankaj Mittal)  
 Deputy Secretary



तार : यूनिग्रान्ट्स  
GRAMS : UNIGRANTS  
विश्वविद्यालय अनुदान आयोग  
बहादुरशाह ज़फर मार्ग  
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

संख्या

No. F-2-9/97 (PS)

Date : 21 March, 1999

The Registrar

**Sub : Appointment of Guest Faculty in Place of Part - Time Teachers.**

Sir,

In continuation to the UGC's circular of even number dated 17.4.99 and 3.6.99 on the subject cited above, I am to inform you that the Commission considered that draft guidelines in its meeting held on 27<sup>th</sup> January, 2000 and resolved that it was not in favour of a separate cadre of part-time teachers. The Commission decided that no new part-time teachers be appointed and wherever required Guest Faculty could be appointed on per lecture basis. The Commission further decided to enhance the amount of honorarium from Rs.150/- to Rs.250/- per lecture for Guest Teachers.

Yours faithfully

Sd/-  
(Dr. (Mrs.) Pankaj Mittal)  
Deputy Secretary



**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002**

No. F-2-9/97 (PS)

Date : 27 March, 2001

The Registrar  
(All Universities)

The Education Secretaries  
(All States.)

The Joint Secretaries  
(All Regional Offices of UGC)

**Sub : Appointment of Guest Faculty in place of Part - Time Teachers – payment on per lecture basis.**

Sir/Madam,

In continuation to the UGC's circular of even number dated 17.4.99 and 3.6.99 and 21.3.2000 on the subject cited above, I am to inform you that Commission considered the draft guidelines in its meeting held on 27<sup>th</sup> January, 2000 and resolve that it was not in favour of a separate cadre of part time teachers. The Commission decided that no new part time teachers be appointed and wherever required Guest Faculty could be appointed on per lecture basis. The Commission further decided to enhance the amount of honorarium from Rs.150/- to Rs.250/- per lecture for Guest Lecturer with a ceiling of Rs.3000/- per month.

Yours faithfully

Sd/-  
(Dr. (Mrs.) Pankaj Mittal)  
Deputy Secretary



**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002**

No. F-7-1/2001 (PS)

Date : 5 August, 2001

The Registrar  
(All Universities)

The Education Secretaries  
(All States)

The Joint Secretaries  
(All Regional Offices of UGC)

As per list enclosed

**Sub : Honorarium for Guest Faculty.**

Sir/Madam,

In continuation to the UGC's circular No.F.2-9/97(PS) dated 17.4.99, 3.6.99, 21.3.2000 and 27.3.2001 on the subject cited above. I am to inform you that the Commission has decided to enhance the amount of honorarium from Rs.150/- to Rs.250/- per lecture for Guest Lecturers with a ceiling of Rs.5000/- (Five thousand only) per month in place of earlier Rs.3000/- per month.

Yours faithfully

Sd/-  
(Dr. (Mrs.) Pankaj Mittal)  
Joint Secretary

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 Phone: 3234116, 3232317, 3230895  
 3232701, 3231291, 3235743



All communication should be addressed to  
 the Secretary by designation and not by name

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UNIVERSITY GRANTS COMMISSION  
 BAHADURSHAH ZAFAR MARG  
 NEW DELHI-110 002

संख्या

No. F-3-1/94 (PS)-6

Date : 5 October, 2000

The Registrar

Sir/Madam,

The Commission in its meeting held on 16<sup>th</sup> August, 2000 discussed the matter regarding UGC Regulations relating to promotion from Reader to the post of Professor and decided as under :-

*"The Commission decided that 8 years service as Reader in the scale of Rs. 3700-5700 (revised Rs. 12,000-18,300) must remain the minimum eligibility for consideration of promotion from Reader to the post of Professor under Career Advancement Scheme."*

This is for your information & necessary action.

Yours faithfully

Sd/-

(Dr. (Mrs.) Pankaj Mittal)  
 Deputy Secretary

डा. (श्रीमती) पंकज मित्तल  
Dr. (Mrs.) Pankaj Mittal

संयुक्त सचिव  
JOINT SECRETARY



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विश्वविद्यालय अनुदान आयोग

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UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

D.O. No. F-3-3/2000 (PS)

21 February, 2002

Dear Sir/Madam,

The Commission at its meeting held on 18.1.2002 considered the modification in the procedure for promotion of Reader to Professor under the Career Advancement Scheme in University Departments.

The Commission RESOLVED that the following criteria and terms must be adhered to in selecting a candidate for promotion from Reader to Professor under Career Advancement Scheme in University departments :-

- that a minimum of 8 years experience as a Reader be an eligibility.
- that the professor already appointed under direct recruitment be not eligible
- that self-appraisal report for the period including five years before the date of eligibility be submitted;
- that minimum of five research publications out of which two could be the books be submitted for evaluation/ assessment before the interviews.
- that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different than those called for interview to be conducted later on.
- that all the recommendations be positive from the three experts. In case the recommendation of one out of the three is negative the research publications be sent to the fourth expert for evaluation and assessment in all, there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation.
- that there be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended.

- that the University be permitted to hold the interview for promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/books;
- that then after the interview be conducted inviting three experts of the concerned subject making sure that **these experts be different** than those who had assessed and evaluated the research publications;
- that repeat process of promotion/interview for the rejected candidates can be conducted only after a **minimum period of one year** from the date of promotion process/interview in which the candidate was rejected;
- that the promotion from Reader to Professor under CAS being a personal position and not against a sanctioned post, the teaching work-load of the Reader be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS Professor;
- that the aforesaid communication be communicated to all the Universities for immediate compliance with effect from March 1, 2002.

This is for your information & necessary action

Yours faithfully

Sd/-

(Dr. (Mrs.) Pankaj Mittal)

डा. (श्रीमती) पंकज मित्तल  
Dr. (Mrs.) Pankaj Mittal

संयुक्त सचिव  
JOINT SECRETARY



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विश्वविद्यालय अनुदान आयोग

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नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

D.O. No. F-3-3/2000 (PS)

8<sup>th</sup> July, 2003

Dear Sir/Madam,

I am directed to inform you that the research publications to be assessed by the experts for promotion of Readers to Professors shall pertain to the period between his/her appointment as Reader and the date he/she becomes eligible for promotion as Professor. If on the date of eligibility the candidate did not have required number of publications, his/her date of eligibility be shifted to the date he/she becomes eligible after fulfilling all requirement.

Yours faithfully

Sd/-  
(Pankaj Mittal)

Vice Chancellors of all Universities and

All State Education Secretaries





**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002**

F-3-1/2000 (PS)P/H

Date : October 17, 2002

The Registrar  
(All Universities/State Education Secretaries/  
Secretary, M/HRD, Delhi/Regional Offices.

Sir/Madam,

In continuation to this office letters D.O.No.F.3-1/2000(PS) dated 4.4.2000 and No.F.1-1/2002(PS)/Exemp dated 31.7.2002 vide which the UGC Regulations on minimum qualifications for appointment and Career Advancement of Teachers in Universities and Colleges were issued, it is further to inform you that the Commission has decided to grant relaxation of 5% (from 55% to 50%) of marks at the Master's level to the Physically and visually handicapped persons in appointments as Lecturer in the Universities and Colleges.

This may also be brought to the notice of the Institutions/Colleges affiliated to your University.

Yours faithfully

Sd/-  
(Dr. K.P. Singh)  
Deputy Secretary



**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi 110002**

No.F.3-1/94(PS)-7

19<sup>th</sup>October,2006

**The Education Secretary  
All State Govts. and Union Territories.**

**The Registrar,  
All Universities including Deemed Universities.**

**Sub:- Career Advancement Scheme (CAS) for Assistant Librarian/College Librarians/Assistant Director of Physical Education/College Director of Physical Education.**

Sir/Madam,

I am directed to inform you that the Ministry of Human Resource Development vide its letter No.F.1-9/99-U.I. Dated 22<sup>nd</sup> September, 2006 has approved the revised CAS for Assistant Librarian/College Librarians/Assistant Director of Physical Education/College Director of Physical Education. The revised scheme as approved by the MHRD is as under:-

**1. Career Advancement Scheme for Assistant Librarian/College Librarians.**

(i) Every Assistant Librarian in a University and a Librarian in a College, who is in the scale of pay of Rs.8000-275-13500 will be eligible for placement in a Senior Scale of Rs.10000-325-15200 if he/she has:

- (a) completed 6 years of service as University Assistant Librarian/College Librarian after regular appointment;
- (b) participated in two refresher courses/summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC, and consistently satisfactory performance appraisal reports.

(ii) Every Assistant Librarian in the universities who has been placed in the Senior Scale will be eligible for promotion to the post of Deputy Librarian in the scale of pay of Rs.12000-420-18300 if he/she has:

- (a) completed 5 years of service in the Senior Scale provided that the requirement of 5 years will be relaxed if his/her total service is not less than 11 years;
- (b) obtained a Ph.D. degree or has an equivalent published work;
- (c) made significant contribution to the development of Library service in the University as evident from self-assessment, reports of referees, professional improvement in the Library services, etc; as the case may be;
- (d) participated in two refresher courses/summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC after placement in the Senior Scale; and
- (e) consistently satisfactory performance appraisal reports.

(iii) Promotion to the post of Deputy Librarian will be through a process of selection by a Selection Committee as in the case of promotion to the post of Readers. Posts of Deputy Librarians will be created for this purpose by upgrading the post of Assistant Librarian (Senior Scale).

(iv) Those Assistant Librarians in the universities in the Senior Scale who do not have Ph.D. degree or equivalent published work, but fulfill the other criteria, mentioned in para (ii) above, will be placed in the grade of Rs.12000-420-18300, subject to the recommendations of the Committee. They will be designated as Assistant Librarian in the Selection Grade.

(v) The College Librarians who have been placed in the Senior Scale will also be eligible for placement in the Selection Grade of Rs.12000-420-18300 if they fulfill the criteria prescribed for University Assistant Librarians (Senior Scale) as contained in paras (ii) & (iii) or (iv) above.

(vi) The Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade with 5 years as on 1/1/1996 shall be eligible for placement at the minimum of Rs.14940/- as done in the case of Readers.

## **2. Career Advancement Scheme for Assistant Director of Physical Education/College Director of Physical Education.**

(i) Every Assistant DPE/College DPE who is in the scale of pay of Rs.8000-275-13500 will be eligible for placement in the Senior Scale of Rs.10000-325-15200 if he/she has;

- (a) Completed six years of service as University Assistant DPE/College DPE after regular appointment;
- (b) Passed the physical fitness test;
- © Consistently good appraisal reports;
- (d) Should have attended at least one orientation and one refresher course of not less than four weeks duration each with proper and well-defined evaluation procedure;

(ii) Every Assistant DPE in Universities who has been placed in the Senior Scale will be eligible for promotion to the post of deputy DPE in the scale of pay of Rs.12000-420-18300 if he/she has;

- (a) Obtained a Ph.D.degree in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of 'B' in the UGC 7 point scale at the Mater's degree level;
- (b) Five years experience as University Assistant DPE (Senior Scale)/College DPE (Senior Scale) or in the equivalent post in the same pay scale (excluding three years of research experience for Ph.D.)
- (c) Evidence of organizing competitions and conducting coaching camps.
- (d) Evidence of having produced good performance teams/athletes for inter-university/combined university and at higher level etc.
- (e) Passed the physical fitness test; and
- (f) Consistently good appraisal reports.

(iii) Promotion to the post of Deputy DPEs will be through a process of selection by a Selection Committee as in the case of promotion to the post of Readers. Posts of Deputy DPE will be created for this purpose by upgrading the post of Assistant DPEs (Senior Scale).

(iv) Those Assistant DPEs in the universities in the Senior Scale who do not have Ph.D. degree or equivalent published work, but fulfill the other criteria, mentioned in Para (ii) above, will be placed in the grade of Rs.12000-420-18300 subject to the recommendations of the Committee. They will be designated as Assistant DPEs in the Selection Grade.

(v) The College DPEs who have been placed in the Senior Scale will also be eligible for placement in the Selection Grade of Rs.12000-420-18300 if they fulfill the criteria as prescribed for Assistant DPEs (Senior Scale) in Universities as contained in paras (ii) & (iii) or (iv) above. They will be designated as College DPEs in the selection grade.

(vi) The Deputy DPEs/Assistant DPEs (Selection Grade)/College DPEs (Selection Grade) with 5 years as on 1.1.1996 shall be eligible for placement at the minimum of Rs.14940/- as done in the case of Readers.

### **1. Date of Implementation of the revised Career Advancement Scheme.**

The Career Advancement Schemes as mentioned above will be effective, for the present, from 27.7.1998, i.e. the date from which the CAS for teachers is applicable under the existing orders, vide this Ministry's letter No.F.1-22/97.U.I. dated 27.7.1998.

### **2. Age of Superannuation**

It has been decided that the age of superannuation for Assistant Librarians/College Librarians and Assistant Directors of Physical Education/College Directors of Physical Education would henceforth be 62 years.

The above scheme will come into force with immediate effect. These will be notified as regulations shortly. The Universities are requested to bring this to the notice of all the colleges affiliated to it for necessary action.

Yours faithfully,

Sd/-

**(Dr. (Mrs.) Pankaj Mittal)**  
**Joint Secretary**

डॉ. (श्रीमती) पंकज मित्तल  
Dr. (Mrs.) Pankaj Mittal

संयुक्त सचिव  
JOINT SECRETARY



University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002

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विश्वविद्यालय अनुदान आयोग

बहादुर शाह जफर मार्ग,

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002

*Speed - bat*

No.F. 3-1/94(PS) -7

March 2007

The Registrar,  
All Central/State/Deemed Universities

3

The State Education Secretaries  
All State Govt. and Union Territories

Sub: Career Advancement Scheme for Assistant Librarians/College Librarians/Assistant Director of Physical Education/College Director of Physical Education – Age of Superannuation in respect of Deputy Librarians/Deputy Director of Physical Education – regarding.

Sir/Madam,

In continuation to my letter of even no. dated 19<sup>th</sup> October, 2006 on the subject cited above, I am directed to inform you that the MHRD vide its letter No.F.1-9/99-U.II dated 22<sup>nd</sup> March 2007, has also approved the age of superannuation of Deputy Librarians/Deputy Director of Physical Education as 62 years.

You are requested to bring this to the notice of all the affiliated colleges for necessary action.

Yours faithfully

*Pankaj Mittal*

(Dr.(Mrs.) Pankaj Mittal)  
Joint Secretary

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI**

**NOTIFICATION**

Scheme of revision of pay scales for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer, Deputy Finance Officer and Assistant Finance Officer following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission.

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The University Grants Commission has constituted a Committee to frame Regulations on Minimum Qualifications, mode of recruitment/promotion, etc. for the posts of Registrar, Deputy Registrar, Assistant Registrar, Finance Officer, Deputy Finance Officer, Assistant Finance Officer, Controller of Examinations, Deputy Controller of Examinations and Assistant Controller of Examinations in the universities and the deemed to be universities fully funded by the Central Government, in pursuance of the Ministry of Human Resource Development letter No.1-32/2006-U.II/U.I(II) dated 31st December 2008.

Suggestions specifically pertaining to the above subject matter alone are invited from the stakeholders concerned for consideration by the Committee. Suggestions may be addressed to the Secretary, UGC, and sent at the following e-mail addresses: [akdogra@ugc.ac.in](mailto:akdogra@ugc.ac.in) and [kpsunny39@gmail.com](mailto:kpsunny39@gmail.com) latest by 5th July 2011.

SMB/CR

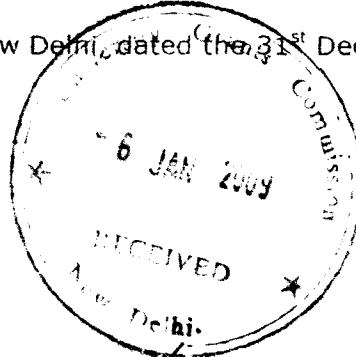
6/1/2009  
2/1/09  
6/1/2009

No.1-32/2006-U.II/U.I(ii)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

New Delhi, dated the 31<sup>st</sup> December, 2008

To

The Secretary,  
University Grants Commission,  
Bahadur Shah Zafar Marg,  
New Delhi - 110 002.



Subject:- Scheme of revision of pay scales for the posts of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer, Deputy Finance Officer and Assistant Finance Officer following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission regarding.

o (PS)  
Psto Secy

Sir,

I am directed to say that following the revision of the pay scales of central government employees in pursuance of the recommendations of the 6<sup>th</sup> Central Pay Commission, the Ministry of Finance ( Department of Expenditure) had issued guidelines regarding the pay revision of the employees of Quasi-Government Organisations, Autonomous Organisations and Statutory Bodies etc, set up by and funded/ controlled by the Central Government, vide their O.M. No. 7-23/2008.E.III dated the 30<sup>th</sup> September, 2008. Taking the relevant factors into consideration, it has been decided by the Central Government to revise the pay scales of the officers of the universities and deemed to be universities fully funded by the Central Government, namely, Registrars, Deputy Registrars, Assistant Registrars, Controllers of Examination, Deputy Controllers of Examination, Assistant Controllers of Examinations, Finance Officers, Deputy Finance Officers and Assistant Finance Officers, as mentioned below. The revision of pay scales, etc. shall be subject to various provisions as contained herein, and Regulations to be framed by the UGC in this behalf.

(i) **Registrar /Finance Officer / Controller of Examination**

(a) Registrar /Finance Officer / Controller of Examination in the pre-revised scale of pay of Rs.16400-450-20900-500-22400 shall be placed in the Pay Band of Rs. 37400-67000 with a Grade Pay of Rs.10,000, and pay of these officers shall be fixed at the appropriate stage in the Pay Band in accordance with the guidelines issued by the Ministry of Finance, based on the recommendations of the 6<sup>th</sup> Central Pay Commission as accepted by Central Government. The posts of Registrar/ Finance Officer/ Controller of Examinations shall continue to be filled through direct recruitment as per the existing criteria.

(b) The existing minimum qualifications for direct recruitment to the post of Registrar and equivalent posts shall continue, namely, a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on change in designation of teachers vide this Ministry's letter

DSB  
9/1/09



No.1-32/2006-U.II/U.I(i) dated 31<sup>st</sup> December, 2008, experience required for the posts of Registrars and equivalent shall be

- (i) at least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration. **or**
- (ii) Comparable experience in research establishment and/or other institutions of higher education, **or**
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post,

Appropriate regulations shall be issued by the University Grants Commission in this regard.

(c) The age of superannuation, as at present, shall continue to be 62 (sixty two) years for Registrar and equivalent posts.

**(ii) Deputy Registrar / Deputy Finance Officer / Dy Controller of Examination**

(a) On appointment as Deputy Registrar/ Deputy Finance Officer/ Deputy Controller of Examination, pay shall be fixed in the Pay Band of Rs. 15600-39100 with a Grade Pay of Rs. 7600. They shall move to the Pay Band of Rs. 37400-67000 with a Grade Pay of Rs. 8700, after completing 5 years of service as Deputy Registrar/ Deputy Finance Officer / Deputy Controller of Examination. On moving to the higher Pay Band, they shall continue to be designated as Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination.

(b) The pay of all incumbent Deputy Registrars/ Deputy Finance Officers/ Deputy Controllers of Examination shall be fixed in the Pay Bands of Rs. 15600-39100 with Grade Pay of Rs. 7600 or Rs. 37400-67000 with Grade Pay of Rs. 8700, as the case may be, depending on length of service in the post; provided that all those who have completed 5 years of service in the pre-revised pay scale of Rs. 12000-18300 as on 1.1.2006 shall be placed at an appropriate stage in the Pay Band of Rs. 37400-67000 with the Grade Pay of Rs. 8700.

(c) The minimum qualifications for direct recruitment to the post of Deputy Registrar and equivalent posts shall be a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with-

- (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, **or**
- (ii) Comparable experience in research establishment and/or other institutions of higher education, **or**
- (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post,

The University Grants Commission shall frame appropriate Regulations accordingly.

(d) Teachers appointed to the post of Deputy Registrar and equivalent, shall be entitled to appropriate Grade Pay for these categories of posts, and shall not retain Academic Grade Pay of the teaching post held.

3

(e) Seventy-five percent of the posts of Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination, as the case may be, shall be filled by direct recruitment, as at present.

(f) There shall be no change in the designation of Deputy Registrar/ equivalent posts on movement to the higher Pay Band from the Pay Band of Rs.15,600 – 39,100 with GP of Rs.7,600.

(g) Twenty-five per cent of the posts of Deputy Registrars/Deputy Controller of Examinations/Deputy Finance Officers shall be filled by promotion from among eligible Assistant Registrars/Assistant Controller of Examinations/Assistant Finance Officers, as the case may be.

(h) The age of superannuation of Deputy Registrar/ Deputy Finance Officer/ Deputy Controller of Examination, shall continue to be 60 (sixty) years as at present.

**(iii) Assistant Registrar/Assistant Finance Officer/Assistant Controller of Examination**

(a) These posts shall be in the Pay Band of Rs. 15600-39100 with a Grade Pay of Rs. 5400.

(b) The existing minimum qualifications prescribed for direct recruitment for the post of Assistant Registrar and equivalent, which are Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7pt scale along with a good academic record, as laid down by UGC, shall continue to be in force.

(c) All direct recruitment to posts of Assistant Registrar and equivalent posts shall be made as per existing procedure.

(d) The existing pattern of 50% of the posts at this level being filled through promotion from the lower grades shall continue. The minimum educational qualifications mentioned above shall not apply in the case of promotion.

(e) Assistant Registrar and equivalent posts shall be eligible for the higher Grade Pay of Rs. Rs.6600 within the Pay Band of Rs. 15600-39100 after 8 years of service provided, as currently required, they have participated in two training programmes on Education Administration, each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory. The higher Grade Pay of Rs.6,600 shall be restricted, as at present, in the case of promotion to senior scale of these posts, to 50% of total strength of Assistant Registrars or their equivalent grades, as the case may be.

(f) Appropriate regulations shall be issued by the University Grants Commission in this regard.

(g) The age of superannuation of Assistant Registrar/Assistant Finance Officer/ Assistant Controller of Examination, shall continue to be 60 (sixty) years as at present.

**2. Pay 'fixation formula':**

The pay 'fixation formula' recommended by 6<sup>th</sup> Central Pay Commission as accepted by the Central Government shall be adopted.

4

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

(i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 1.01.2006. The revised rates of all other applicable allowances such as House Rent Allowance, Transport Allowance, Children Education Allowance etc. shall take effect from 1.09.2008.

(ii) Payment of arrears up to 40% of the total arrears shall be made during the current financial year i.e. 2008-09, after deduction of admissible income tax.

(iii) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Bands or grant of inappropriate Pay Band/ Academic Grade Pay or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this Ministry's O.M. No. F.23-7/2008-IFD dated 23.10.2008.

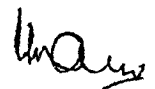
(iv) The revised scales of Pay and applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under this Scheme pending issue of Regulations by the UGC.

3. These orders shall be applicable in all Central Universities and institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. Universities may be advised to amend their statutes and ordinances in line with the Regulations within three months from the date of issue of this letter.

4. Other terms and conditions shall be governed in accordance with the guidelines issued by the Ministry of Finance (Department of Expenditure) vide OM No. 7-23/2008-E.III dated 30.09.2008, regarding revision of the scales of pay of the employees of all the Autonomous/Statutory Bodies/Institutes. In this connection, this Ministry's letter No. 2-1/2008-U.I(A) dated 6.10.2008 refers.

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

Yours faithfully,



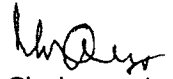
(R.Chakravarty)

Deputy Secretary to the Government of India

Copy to:

1. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities maintained by the Central Government.
2. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi
3. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
4. Secretary, Department of Expenditure, North Block, New Delhi
5. Secretary, Department of Personnel & Training, North Block, New Delhi

- 5
6. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
  7. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
  8. Member Secretary, All India Council for Technical Education, New Delhi
  9. Chief Secretaries of all State Governments.
  10. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.



(R.Chakravarty)

Deputy Secretary to the Government of India

**UGC REGULATIONS  
ON MINIMUM QUALIFICATIONS  
FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES  
AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN  
HIGHER EDUCATION  
2010**

*To be published in the Gazette of India  
Part III Sector 4*

**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110002.**

No.F.3-1/2009

**30** June, 2010

In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), and in pursuance of the MHRD O.M.No.F.23-7/2008-IFD dated 23rd October, 2008, read with Ministry of Finance (Department of Expenditure) O.M.No.F.1-1/2008-IC dated 30th August, 2008, and in terms of the MHRD Notification No.1-32/2006-U.II/U.I(1) issued on 31st December, 2008 and in supersession of the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulations, 2000, issued by University Grants Commission *vide* Regulation No. F.3-1/2000 (PS) dated 4<sup>th</sup> April, 2000, together with all amendments made therein from time to time, the University Grants Commission hereby frames the following Regulations, namely:-

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

- 1.1. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010.
- 1.2. They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institution deemed to be a university under Section 3 of the said Act.
- 1.3. They shall come into force with immediate effect.

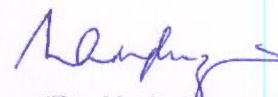
*Provided* that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 31<sup>st</sup> December, 2008, the promotion of such a candidate shall be governed by the provisions of these Regulations.

*Provided* further that notwithstanding anything contained in these Regulations, in the event any candidate became eligible for promotion under Career Advancement Scheme

prior to 31<sup>st</sup> December, 2008, the promotion of such a candidate under Career Advancement Scheme shall be governed by the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and institutions affiliated to it) Regulations, 2000 notified *vide* Notification No. F.3-1/2000 (PS) dated 4 April, 2000, as amended from time to time, read with notifications and guidelines issued by the University Grants Commission (UGC) from time to time, in this regard.

2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. **Consequences of failure of the Universities to comply with the recommendations of the Commission, as provision of Section 14 of the University Grants Commission Act, 1956:**

If any University grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of the sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) or clause (g) of Sub-Section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission.

  
(Dr. N. A. Kazmi)  
Secretary

To

The Assistant Controller  
Publication Division  
Government of India  
Urban Development Ministry  
Civil Lines  
Delhi -110054

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF  
TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND  
MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2010**

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

**1.0.0 COVERAGE**

**1.1.1** For teachers in the Faculties of Agriculture and Veterinary Science, the norms /Regulations of Indian Council of Agricultural Research; for Faculty of Medicine, Dentistry, Nursing and AYUSH, the norms/Regulations of Ministry of Health and Family Welfare, Government of India; for Faculty of Education, the norms/Regulations formulated in consultations with National Council of Teacher Education; for Engineering and Technology, Pharmacy and Management/Business Administration, the norms/Regulations formulated in consultations with All India Council for Technical Education; and the qualifications in the field of rehabilitation and special education at Degree, PG Diploma and Masters level, the norms/Regulations formulated in consultations with Rehabilitation Council of India, shall apply.

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

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

**2.2.0** The pay scale shall, in the central universities and other institutions maintained and/or funded by the UGC, be fixed in accordance with the pay “fixation formula” developed by the UGC and approved by the Ministry of Human Resource Development (MHRD), as contained in **Appendix-II**.

**2.3.0** The pay fixation formula for teachers shall apply for other positions in the Library and Physical Education and Sports cadres in the Central Universities and Colleges thereunder and Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC.

**2.3.1.** The revised scales of pay and age of superannuation as provided in Clause 2.1.0 above, may also be extended to Universities, colleges and other higher educational institutions coming under the purview of the State Legislature and maintained by the State Governments, subject to the implementation of the scheme as a composite one in adherence of the terms and conditions laid down in the MHRD notifications provided as Appendix I and in the MHRD letter No.F.1-7/2010-U II dated 11 May, 2010 with all conditions specified by the UGC in these Regulations and other Guidelines.

**2.3.2.** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

*Provided* further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

**2.3.3.** All other aspects which are not covered in these Regulations, on applicability, financial assistance, date of implementation of revised pay and allowances and payment of arrears, etc. shall be as laid down in the MHRD Notifications provided as Appendix-I of these Regulations and the MHRD letter No.F.1-7/2010-U II dated 11 May, 2010.

### **3.0.0. RECRUITMENT AND QUALIFICATIONS**

**3.1.0** The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.

**3.2.0** The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the UGC in these Regulations.

**3.3.0** The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.

**3.3.1.** NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions.

*Provided* however, that 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.



- 3.3.2** NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- 3.4.0** 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.
- 3.4.1** 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.
- 3.5.0** 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.
- 3.6.0** Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- 3.7.0** The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- 3.8.0** The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- 3.9.0.** The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

#### **4.0.0 DIRECT RECRUITMENT**

##### **4.1.0 PROFESSOR**

- A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

**OR**

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

#### **4.2.0. PRINCIPAL**

- i. A 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(s) 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. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in this Regulation in Appendix III for direct recruitment of Professors in Colleges.

#### **4.3.0 ASSOCIATE PROFESSOR**

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. 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.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

#### **4.4.0 ASSISTANT PROFESSOR**

##### **4.4.1. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication**

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.1, 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.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

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

###### **4.4.2.1. MUSIC AND DANCE DISCIPLINE**

###### **1. 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 lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause 4.4.2.1, 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.

**OR**

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:
  - (a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
  - (b) A high grade artist of AIR/TV; and
  - (c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2. ASSOCIATE PROFESSOR:**

- 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.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv. Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

**OR**

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

### **3. PROFESSOR:**

- i. An eminent scholar with a doctoral degree actively and 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.

**OR**

- ii. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
  - (a) 'A' grade artist of AIR/TV;
  - (b) Twelve years of outstanding performing achievements in the field of specialization;
  - (c) Significant contributions in the field of specializations and ability to guide research;
  - (d) Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/Fellowships; and
  - (e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

#### **4.4.2.2. DRAMA DISCIPLINE:**

##### **1. 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.

**OR**

- iv. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
  - 1. A professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;
  - 2. Five years of regular acclaimed performance in regional/ national/ international stage with evidence; and
  - 3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.

**2. 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.

Contributions to educational innovation such as designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

**OR**

- iv. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
  - 1. A recognized artist of Stage/ Radio/TV;
  - 2. Eight years of outstanding performing achievements in the field of specialization;
  - 3. Experience in designing of new courses and /or curricula;
  - 4. Participation in Seminars/Conferences in reputed institutions; and
  - 5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

### **3. 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.

**OR**

- ii. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
  1. Twelve years of outstanding performing achievements in the field of specialization;
  2. Has made significant contributions in the field of specializations and has the ability to guide research;
  3. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/ Fellowships; and
  4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

#### **4.4.2.3. VISUAL (FINE) ARTS DISCIPLINE**

##### **1. 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 lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.2.3, 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 Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**OR**

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
  - 1. First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
  - 2. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
  - 3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2. ASSOCIATE PROFESSOR:**

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching in a University / College and/ or research in University / national level institutions excluding the period spent for 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.

**OR**

- v. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
  - 1. A recognized artist of his/her own discipline;
  - 2. Eight years of outstanding performing achievements in the field of specialization;
  - 3. Experience in designing of new courses and /or curricula;
  - 4. Participation in Seminars/Conferences in reputed institutions; and
  - 5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.



### **3. 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.

**OR**

- ii. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
  1. Twelve years of experience of holding regular regional/national exhibition/workshops with evidence;
  2. Significant contributions in the field of specialization and ability to guide research;
  3. Participation in National/International Seminars/Conferences/ Workshops and/or recipient of National/International Awards/ Fellowships; and
  4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

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

##### **1. ASSISTANT PROFESSOR:**

- i. Bachelor Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University.

##### **2. ASSOCIATE PROFESSOR:**

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

##### **3. PROFESSOR:**

- i. Masters in Occupational Therapy (M.O.T. / M.O.Th./M.Th.O./M.Sc. O.T.) with eleven years total experience including five years experience as Associate Professor (Occupational Therapy).

- ii. Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/independent published work of high standard.

**4. PRINCIPAL / DIRECTOR / DEAN:**

Masters in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.) with fifteen years experience, which shall include five years experience as Professor (Occupational Therapy).

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

**4.4.4. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**

**1. ASSISTANT PROFESSOR:**

- i. Bachelor Degree in Physiotherapy (B.P/T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized University.

**2. ASSOCIATE PROFESSOR:**

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

**3. PROFESSOR:**

- i. Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ independent published work of high standard.

**4. PRINCIPAL / DIRECTOR / DEAN:**

- i. Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).
- ii. Senior-most Professor shall be the Principal / Director / Dean.

- iii. Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC/ independent published work of high standard.

**4.4.5. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES - MANAGEMENT/BUSINESS ADMINISTRATION:**

**1. ASSISTANT PROFESSOR**

i. Essential:

- 1. First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

- 2. First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

ii. Desirable:

- 1. Teaching, research, industrial and / or professional experience in a reputed organization;
- 2. Papers presented at Conferences and / or published in refereed journals.

**2. Associate Professor:**

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

iv. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

2. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

v. Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and / or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

### **3. Professor:**

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

OR

- iv. In the event the candidate is from industry and the profession, the following shall constitute as essential:
  - 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.
- v. Without prejudice to the above, the following conditions may be considered desirable:
    - i) Teaching, Teaching, research, and / or professional experience in a reputed organization;
    - ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
    - iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
    - iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
    - v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

#### 4. Principal / Director / Head of Institution

- i. Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching / industry / research.

OR

- ii. For candidates from Industry / Profession:
  1. Qualification same as those prescribed for the post of Professor from industry / profession stream with fifteen years' experience of postgraduate teaching / research out of which five years must be at the level or Professor in the relevant discipline.
- iii. Without prejudice to the above, the following conditions may be considered desirable:
  1. Administrative experience in senior level responsible position in the Industry / Professional Institution.

#### 5. 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:

Grade	Grade Point	Percentage Equivalent
'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
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

## 6. SELECTION COMMITTEE:

The Selection Committee should be as the same notified by the UGC in the Regulations.

### 4.4.6.1 MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES-ENGINEERING AND TECHNOLOGY DISCIPLINE:

#### 1. Assistant Professor

##### i. Essential

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

##### ii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals.

#### 2. Associate Professor

##### i. Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

##### ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,  
*Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

##### iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

**3. Professor:**

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,

*Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and



5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

#### **4.4.6.2 Bio-Technology (Engg. & Tech.) Discipline:**

##### **1. Assistant Professor:**

###### **i. Essential:**

1. First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech);

OR

2. A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

3. Good academic record with at least 55% marks (or an equivalent grade) and 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 should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.**

###### **iii. Desirable:**

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals;

##### **2. Associate Professor:**

###### **i. Essential:**

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological sciences, and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

*Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports; and
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

### **3. Professor:**

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences, and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech. / Applied Biological Sciences, and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,

*Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

#### **4.4.6.3. PHARMACY DISCIPLINE:**

##### **1. Assistant Professor**

i. Essential:

1. A basic degree in pharmacy (B.Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. First Class Master's Degree in appropriate branch of specialization in Pharmacy.

ii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization; and
2. Papers presented at Conferences and / or in refereed journals.

##### **2. Associate Professor:**

i. Essential:

1. A basic degree in pharmacy (B. Pharm.).

2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of eight years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

*Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.

### **3. Professor:**

i. Essential:

1. A basic degree in pharmacy (B. Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten

years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of five years at a senior level comparable to Assistant Professor / Reader,

*Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

For avoidance of doubt, it is hereby clarified that:

1. If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of  $\geq 60\%$  or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
2. In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the university concerned followed for determining the Class obtained by them as per (1) cited above.

#### 4.4.7. QUALIFICATIONS PRESCRIBED FOR FACULTY POSITIONS IN THE REGULATIONS OF NCTE.

##### A. QUALIFICATIONS FOR B. Ed. COURSE:

##### (i) **PRINCIPAL / HEAD** (in multi-faculty institution):

- a. Academic and professional qualification will be as prescribed for the post of lecturer;
- b. Ph.D. in Education; and
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.

*Provided* that, in the event of non-availability of eligible and suitable candidates for appointment as Principal / Heads as per above eligibility criteria, it would be permissible to appoint retired Professor / Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty five years of age.

##### (ii) **ASSISTANT PROFESSOR:**

##### a. Foundation Courses

1. A Master's Degree in Science / Humanities / Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. With at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

OR

1. M. A. in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. B. Ed. with at least 55% (marks or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory.

b. Methodology Courses

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the position of principal and lecturers, shall be mandatory.

*Provided* that at least one lecturer should have specializations in ICT and another in the special education.

**B. QUALIFICATIONS FOR M. Ed. COURSE:**

**(i) PROFESSOR / HEAD:**

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- b. Ph. D. in Education; and

- c. At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialization.

*Provided* that, in the event of non-availability of eligible and suitable candidates for appointment as Professor / HOD / Reader as per above eligibility criteria, it would be permissible to appoint retire Professor / HOD / Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

**(ii) ASSOCIATE PROFESSOR:**

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- b. Ph. D. in Education; and
- c. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M. Ed. level and has published work in the relevant area of specialization.

**(iii) ASSISTANT PROFESSOR:**

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR  
  
M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

*Provided* that it is desirable that one faculty member possesses a Master's Degree in Psychology and another member in Philosophy / Sociology besides M. Ed.

**C. QUALIFICATIONS FOR M. P.Ed. COURSE:**

**(i) PRINCIPAL / HEAD:**

- a. A Master's degree in Physical Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed),;
- b. Ph.D. in Physical Education or equivalent published work in Physical Education; and
- c. Ten Years teaching experience out of which five years experience shall be in a college Physical Education.

*Provided* that in the event of non-availability of eligible and suitable candidates for appointment as Principal / Head as per above eligibility criteria, it would be permissible to appoint retired Principal / Head in Physical Education or contract basis for a period non exceeding one year at a time till such time the candidates complete sixty five years of age.

**(ii) PROFESSOR:**

- a. A Master's Degree in Physical Education with a minimum of 55% (marks or an equivalent grade in a point scale wherever grading system is followed);
- b. Ph.D. in Physical Education or equivalent published work; and



- c. At least ten years teaching / research experience in a department / college of Physical Education out of which at least five years in the post graduate institution / University department.

**(iii) ASSOCIATE PROFESSOR:**

- a. A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- b. At least eight years teaching / research experience in a department / college of Physical Education out of which at least three years in the post graduate level; and
- c. Ph.D. in Physical Education or Equivalent published work.

*Provided* that in the event of non-availability of eligible and suitable candidates for appointment as Professor / Reader as per above eligibility criteria, it would be permissible to appoint retired Professor / Reader in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of post-retirement service.

**(iv) ASSISTANT PROFESSOR:**

- a. A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

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

**4.5.1 UNIVERSITY LIBRARIAN**

- i. A 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/achieves and manuscript-keeping.

#### **4.5.2. 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.

#### **4.5.3 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 (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. 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 University Assistant Director of Physical Education/ College Director of Physical Education & Sports.

#### **4.6.0 MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS**

##### **4.6.1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS**

- (i) A Ph.D. in Physical Education.
- (ii) Experience of at least ten years as University Deputy 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.
- (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.,

##### **4.6.2 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 these Regulations.
- (vi) Consistently good appraisal reports.

#### **4.6.3. 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 these Regulations.
- v. 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 University Assistant Director of Physical Education / College Director of Physical Education & Sports.

#### **4.6.4. PHYSICAL FITNESS TEST NORMS**

- (a) Subject to the provisions of these Regulations, 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:

<b>NORMS FOR MEN</b>			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

<b>NORMS FOR WOMEN</b>			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Metres.	800 metres.	600 metres.	400 metres.

4.7. Since the UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum standards in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications for appointment of teachers in universities/colleges offering such courses will automatically be considered as adopted by the UGC as prescribed qualifications for those courses.

#### **5.0.0. SELECTION COMMITTEES AND GUIDELINES ON SELECTION**

##### **PROCEDURES:**

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

##### **5.1.0 Selection Committee Specifications:**

### **5.1.1 Assistant Professor in the University:**

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

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

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

### **5.1.2 Associate Professor in the University**

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

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

At least four members, including two outside subject experts, shall constitute the quorum.

### **5.1.3 Professor in the University**

The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Clause 5.1.2 above.

#### **5.1.4 Assistant Professor in Colleges including Private Colleges:**

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. Head of the Department of the concerned subject in the College.
  4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
  5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
  6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
- (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by the State PSC.
- (d) For all levels of teaching positions in Constituent college(s) of a university, the selection committee norms shall be similar to that of the posts of departments of the university.

#### **5.1.5 Associate Professor in Colleges including Private Colleges**

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

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. The Head of the Department of the concerned subject from the college.
4. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

#### **5.1.6 College Principal**

(a) The Selection Committee for the post of College Principal shall have the following composition:

1. Chairperson of the Governing Body as Chairperson.
2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by

the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the university concerned.

5. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) At least five members, including two experts, should constitute the quorum.

(c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

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

## **6.0.0 SELECTION PROCEDURES:**

**6.0.1** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Regulations in Tables I to IX of Appendix III.

In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a 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 in these Regulations.

**6.0.2** The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. An indicative PBAS template proforma for



direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS shall also be sent separately by the UGC to the universities. The universities may adopt the template proforma or may devise their own self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in these Regulations.

**6.0.4** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academican representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a college Vice Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academican, 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.

**6.0.5 (i)** Besides the indexed publications documented by various discipline-specific databases, the University concerned 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.

(ii) In respect of Indian language publications, equivalence in quality shall be prescribed for universities located in a State by a Co-ordination Committee of experts to be constituted by the Chancellor of the concerned State 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.

(iv) The UGC shall constitute a Committee as soon as practicable, in so far as acceptability of the (list of) Indian language journals so developed by Universities / States, to arrive at equivalence in quality of such publications with otherwise accepted and recognized journals.

**6.0.6** The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria provided in this Regulation and template separately provided. Without prejudice, 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 as follows:

- (a) For those who possess a Ph.D. Degree, a minimum of one publication made during the period of service as Assistant Professor;
- (b) for those with a M.Phil. Degree, a minimum of two publications made during the period of service as Assistant Professor; and
- (c) for those without Ph.D. or M.Phil. degree, at least three 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.

- 6.0.7.** The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria based PBAS set out in this Regulation 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.

- 6.0.8** In the case of selection of Professors who are from outside the academic stream and are considered under Clause 4.1.0 (B), the universities' statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements.

- 6.0.9** The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall be similar to that of directly recruited College Professors. In addition, the selection committee shall assess the following dimensions with the weightages given below:

- a. Assessment of aptitude for teaching, research and administration (20%);
- b. Ability to communicate clearly and effectively (10%);
- c. Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration (20%);

- 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 (10%); and
- e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the affiliating University based on these Regulations (deduced to 40% of the total API score).

**6.0.10** 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 these Regulations which need to be taken up by the concerned institution while developing API based PBAS proforma for both direct recruitment and CAS promotions.

**6.0.11** The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson (in the case of universities), and Principal, as Chairperson (in case of colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API criteria based PBAS proforma using the indicative template separately developed by UGC. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

**6.1.0** While the API:

(a) Tables I and III of Appendix III are applicable to the selection of Professors/ Associate Professors /Assistant Professors in universities and colleges;

(b) Tables IV, V and VI of Appendix III are applicable to Directors/ Deputy Directors/ Assistant Directors of Physical Education and Sports; and

(c) Tables VII, VIII and IX of Appendix III are applicable to Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions,

the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in these Tables of Appendix-III.

**6.2.0** 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(c) of

Appendix III 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.

- 6.3.0** In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. 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 annual scores as depicted in Table II (a) and II (b) for university and college teachers, or by Librarian/Physical Education and Sports cadres as depicted in Tables V(a) and V (b), Tables VIII(a) and VIII (b) respectively.. 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 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.
- 6.3.1** 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 evolved by the concerned university duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 31 December, 2008 and till the date on which this Regulation is notified, 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.
- 6.3.2** Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II(a and b) of Appendix III 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 re-assessed.
- 6.3.3** The Selection Committee specifications as delineated in Clauses 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.

**6.3.4** 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-III.

**6.3.5** 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 shall consist of:

**6.3.5.1. For University teachers:**

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

**6.3.5.2 For College teachers:**

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

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

**6.3.6** The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the respective university based on these Regulations and 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 Syndicate/ Executive Council /Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

**6.3.7** 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.

**6.3.8** 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.

**6.3.9** 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.

**6.3.10** 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.

**6.3.11** 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.

**6.3.12** (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.

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

**6.4.1.** Entry level Assistant Professors (Stage 1) 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 6.3. of this Regulation.

**6.4.2.** 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.

**6.4.3.** 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., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

**6.4.4.** 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.

- 6.4.5.** 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 by the UGC in this Regulation.
- 6.4.6.** 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).
- 6.4.7.** 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.
- 6.4.8.** Associate Professor 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 IV 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.
- 6.4.9.** In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to Clause 6.5.1.and 6.5.2 of this Regulation.
- 6.4.10.** 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 stipulated in these Regulations through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, 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 times 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-III for teachers in University departments. No separate interview need to be conducted for this category.

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

#### **6.5.0. PROFESSORS IN UNDER GRADUATE AND POST GRADUATE COLLEGES:**

**6.5.1. (i)** Ten percent of the number of the posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in Universities,

*Provided* that there shall be no more than one post of Professor in each Department;

*Provided* further that one-fourth (25%) of the posts of Professor in Under Graduate Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from among eligible Associate Professors of the relevant department of the Under Graduate College.

For avoidance of doubt, it is clarified that sanctioned posts include the posts approved under both direct recruitment and CAS promotion.

(ii) Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer.



- (iii) The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. 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 selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in these Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota system shall be followed starting with promotions and the direct recruitment quota shall be rotated in an alphabetical order.

**6.5.2.** There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. The decision regarding whether the posts of professor will be for CAS promotion or direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. 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 selection shall be conducted through the API scoring system with PBAS methodology, selection committee process stipulated in these Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota System' shall be followed starting with promotion and the direct recruitment quota shall be rotated in an alphabetical order.

#### **6.6.0 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS, ETC.**

**6.6.1** 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 laid down by the UGC in these Regulations, shall be eligible for the higher grade (stage 2).

- 6.6.2** Assistant Librarian / College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.6.3** Assistant Librarian / College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.6.4.** 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 laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- 6.6.5.** 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 laid down by the UGC for CAS promotion in these Regulations.

#### **6.7.0 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION AND SPORTS PERSONNEL**

- 6.7.1** Assistant DPE&S in the entry level grade/College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education, 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 prescribed by the UGC for CAS promotion in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.7.2.** Assistant DPE&S/College DPE&S in the entry level grade, possessing M.Phil. in Physical Education, after completing service of the five years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.7.3.** 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 prescribed by the UGC for CAS promotion in these Regulations, shall become eligible for the next higher grade (stage 2).

- 6.7.4** After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant DPE&S (Senior Scale) / College DPE&S (Senior scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPE&S/ Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.
- 6.7.5.** After completing service of three years in stage 3 and subject to satisfying API/ scoring system and PBAS methodology prescribed by the UGC in these Regulations, 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 DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade).
- 6.8.0.** The Schedule annexed to these Regulations outlines the Pay scales, Designations and stages of promotions under CAS of incumbent and newly appointed teachers and equivalent positions in the Library and Physical Education and Sports cadres in Central Universities and colleges thereunder and Institutions deemed to be Universities whose maintenance expenditure is met by the UGC.

**7.0.0. SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:**

**7.1.0. PRO-VICE-CHANCELLOR:**

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

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

**7.3.0. VICE CHANCELLOR:**

- i. Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.
- ii. The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public Notification or nomination or a talent search process or in combination. The members of the above Search Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the search committee must give proper weightage to academic

excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance to be given in writing along with the panel to be submitted to the Visitor/Chancellor. In respect of State and Central Universities, the following shall be the constitution of the Search Committee.

- a) a nominee of the Visitor/Chancellor, who should be the Chairperson of the Committee.
  - b) a nominee of the Chairman, University Grants Commission.
  - c) a nominee of the Syndicate/ Executive Council / Board of Management of the University.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search Committee.
  - iv. The conditions of service of the Vice Chancellor shall be prescribed in the Statutes of the Universities concerned in conformity with these Regulations.
  - v. The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.

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

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

### **8.1. DUTY LEAVE:**

- i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
  - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
  - (e) For performing any other duty for the university.

- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iv. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- vi. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

## 8.2. STUDY LEAVE:

- (i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) Subject to the terms contained in this Clause 8.2, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;

- (b) there is no break in service; and  
(c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- (vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council/Syndicate. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is

selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (xi) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

*Provided* that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

### **8.3. SABBATICAL LEAVE:**

- (i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

*Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

#### **8.4 OTHER KINDS OF LEAVE RULES FOR PERMANENT TEACHERS OF THE UNIVERSITIES/ COLLEGES**

- (a) The following kinds of leave would be admissible to permanent teachers:
  - (i) Leave treated as duty, *viz.* Casual leave, Special casual leave, and Duty leave;
  - (ii) Leave earned by duty, *viz.* Earned leave, Half Pay leave, and Commuted leave;
  - (iii) Leave not earned by duty, *viz.* Extraordinary leave; and Leave not due;
  - (iv) Leave not debited to leave account –
  - (v) Leave for academic pursuits, *viz.* Study leave and Sabbatical leave/Academic leave;
  - (vi) Leave on grounds of health, *viz.* Maternity leave and Quarantine leave.



- (b) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

#### **8.4.1 Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **8.4.2 Special Casual Leave**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

#### **8.4.3 Earned Leave**

- (i) Earned leave admissible to a teacher shall be:
  - (a) 1/30th of actual service including vacation; *plus*

- (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

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

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

For avoidance of doubt, it may be noted:

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

#### **8.4.4 Half-pay Leave**

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

*Explanation:*

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

#### **8.4.5 Commuted Leave**

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

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and

- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

#### **8.4.6 Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### **8.4.7 Leave Not Due**

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (ii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

#### **8.4.8 Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

#### **8.4.9 Child Care Leave**

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

#### **8.4.10 Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

#### **8.4.11 Adoption leave**

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

### **9. RESEARCH PROMOTION GRANT**

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments.

### **9.1. CONSULTANCY ASSIGNMENTS**

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the UGC Consultancy Rules to be provided separately.

### **10.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS**

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

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

- (iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, 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.

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

- 11.1.** The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2.** The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- 11.3** Subject to this Clause 11, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- 11.4** Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.
- 11.5** All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

## **12.0 CREATION AND FILLING UP OF TEACHING POSTS**

- 12.1.** Teaching posts in universities, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.
- 12.2.** All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

## **13.0 APPOINTMENTS ON CONTRACT BASIS**

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

## 14.0 TEACHING DAYS

14.1. The Universities/Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:

Categorization	Number of weeks: 6 day a week pattern		Number of weeks: 5 day a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions/Examinations preparation for Examination	12	10	8	8
Vacation	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

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

## 5.0. WORKLOAD

**15.1.** The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours should be as follows:

Assistant Professor 16 hours

Associate Professor and Professor 14 hours

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

## **16.0 SERVICE AGREEMENT AND FIXING OF SENIORITY**

**16.1.** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.

**16.2.** The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.

### **16.3. Inter-se seniority between the direct recruited and teachers promoted under CAS**

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

## **17.0. CODE OF PROFESSIONAL ETHICS**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

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

**Teachers should:**



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

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

### **Teachers should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

#### **Teachers should:**

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

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

#### **Teachers should:**

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

- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

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

#### **VI. TEACHERS AND GUARDIANS**

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

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

#### **VII. TEACHERS AND SOCIETY**

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

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

## SCHEDULE FOR CLAUSE 6.8.0

**(FOR PAY SCALES, DESIGNATIONS AND STAGES OF PROMOTION UNDER CAS OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS AND OTHER EQUIVALENT CADRES IN LIBRARY AND PHYSICAL EDUCATION AND SPORTS IN CENTRAL UNIVERSITIES AND COLLEGES THEREUNDER AND INSTITUTIONS DEEMED TO BE UNIVERSITIES WHOSE MAINTENANCE EXPENDITURE IS MET BY THE UGC).**

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- 1.0. Persons entering the teaching profession in universities and colleges shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8,000 – Rs.13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000. Their CAS promotions would be subject to the API criteria based PBAS system norms laid out in these regulations
- 1.1. An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7,000.
- 1.2. An Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as LL.M. / M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- 1.3. An Assistant Professors who do not have Ph.D. or M.Phil. or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.
- 1.4. The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down by the UGC in these Regulations.
- 2.0. The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 – Rs.15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15,600 – Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.
- 2.1. Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other API requirements laid down by these UGC Regulations, to move up to the AGP of Rs. 8,000.
- 3.0. Posts of Associate Professor shall be in the Pay Band IV of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors under these Regulations shall be placed in the Pay Band IV of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- 3.1. Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed

- in Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.
- 3.2. Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12,000 – Rs.18,300 on or after 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band IV of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.
  - 3.3. Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 – Rs. 67,000 and re-designated as Associate Professor in the manner described in 3.1 and 3.2. above.
  - 3.4. Assistant Professors completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to the qualifying conditions prescribed by these Regulations, to move to the Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.
  - 3.5. Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Appendix IV, Table I-III stipulated in these Regulations and assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D. shall be promoted or appointed as Professor. The Pay Band IV for the post of Professors shall be Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000.
- 4.0. The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000 in the Pay Band IV of Rs. 37,400 – Rs. 67,000, with the applicable AGP of Rs.10,000.
  - 4.1. Ten percent of the positions of Professors in a university shall be eligible to be placed in the higher AGP of Rs.12,000. However, teachers promoted to the posts with higher AGP of Rs.12,000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12,000, shall be a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's Pay of Rs.16,400 – Rs. 22,400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000 on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee;

## **5.0. PAY SCALES OF PRINCIPALS IN COLLEGES:**

### **5.1 PRINCIPAL OF UNDER GRADUATE COLLEGES:**

The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 2,000 per month and shall also be fixed at a stage not below Rs. 43,000 as in the directly recruited

Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10,000

## **5.2 PRINCIPAL OF POST GRADUATE COLLEGES:**

Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 3,000 per month and shall also be fixed at a stage not below Rs. 43,000 as in the case of directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band IV with the AGP of Rs.10,000.

## **6.0. PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR LIBRARIANS, ETC.**

### **6.1. ASSISTANT UNIVERSITY LIBRARIAN / COLLEGE LIBRARIAN:**

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- (ii) All conditions of eligibility and academic qualifications laid down by the UGC as per these Regulations, shall be applicable for direct recruitment of Assistant University Librarian / College Librarian.

### **6.2 ASSISTANT UNIVERSITY LIBRARIAN (SR. SCALE) / COLLEGE LIBRARIAN (SR. SCALE):**

- (i) Assistant University Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000.
- (ii) Assistant University Librarian / College Librarian possessing Ph.D. in Library Science, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher AGP of Rs. 7,000 with the Pay Band of Rs.15,600 – Rs. 39,100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the higher AGP of Rs. 7,000.
- (iv) After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, move to the higher AGP of Rs. 7,000.

- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs.15,200 shall be fixed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000 at an appropriate stage based on their present pay.

**6.3. DEPUTY LIBRARIAN / ASSISTANT LIBRARIAN (SELECTION GRADE) / COLLEGE LIBRARIAN (SELECTION GRADE):**

- (i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000
- (ii) 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 in Pay Band of Rs.15,600 – Rs. 39,100, with Academic Grade Pay of Rs. 8,000, 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 laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- (iii) After completing three years in the Pay Band of Rs.15,600 – Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.
- (iv) Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion in these Regulations, shall also be eligible for being placed in the AGP of Rs. 8,000.
- (v) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12,000 – Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)

- (vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.
- (viii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for direct recruitment to the post of Deputy Librarian.

#### **6.4. LIBRARIAN (UNIVERSITY):**

- (i) The post of Librarian shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with the Academic Grade Pay of Rs.10,000.
- (ii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for appointment to the post of Librarian (University).
- (iii) Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- (iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.

### **7.0. PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR PHYSICAL EDUCATION AND SPORTS CADRES**

#### **7.1. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (ASSISTANT DPE&S) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS (COLLEGE DPE&S):**

- (i) The Assistant Director of Physical Education and Sports/College DPE&S in the pre-revised pays scale of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- (ii) Pay of Incumbent Assistant Directors of Physical Education and Sports / College DPE&S shall be fixed at an appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with an AGP of Rs. 6,000, in accordance with the 'fixation formula' provided in Appendix-II.
- (iii) All conditions of eligibility and academic qualifications laid down by the UGC in these Regulations, shall be applicable for direct recruitment of Assistant Director of Physical Education and Sports / College DPE&S.



**7.2. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SENIOR SCALE) / COLLEGE DPE & S (SENIOR SCALE):**

- (i) Assistant Directors of Physical Education and Sports (Senior Scale) / College DPE & S (Senior Scale) in the pre-revised pay scale of Rs.10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 7,000.
- (ii) Assistant Directors of Physical Education and Sports / College DPE & S possessing Ph.D. in Physical Education at the entry level of Assistant DPE & S/ College DPE & S in the AGP of Rs. 6,000 shall, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall move to higher AGP of Rs. 7,000 in the Pay Band of Rs.15,600 – Rs. 39,100.
- (iii) Assistant Directors of Physical Education and Sports / College DPE & S possessing M.Phil. in Physical Education at the entry level of Assistant DPE & S / College DPE & S in the AGP of Rs. 6,000 shall, after completing service of the five years in the AGP of Rs. 6,000, be eligible for the higher AGP of Rs. 7,000 on satisfying the API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations.
- (iv) Assistant Directors of Physical Education and Sports / College DPE&S without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant Director of Physical Education and Sports / College DPE&S in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations shall be placed in the AGP of Rs. 7,000.
- (v) Pay of incumbent Assistant Directors of Physical Education & Sports (Senior Scale) / College DPE&S (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs.7000, as per the 'fixation formula' provided in Appendix-II

**7.3. DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SELECTION GRADE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SELECTION GRADE)**

- (i) After completing service of five years in the Pay Band of Rs.15,600 – Rs. 39,100 with the AGP of Rs. 7,000 and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant Director of Physical Education and Sports (Senior Scale) / College DPE&S (Senior scale) shall move to AGP of Rs. 8,000 in the Pay band of Rs. 15,600 – Rs. 39,100. They shall be designated as Deputy Director of Physical Education and Sports / Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.

- (ii) After completing service of three years in the Pay Band of Rs.15,600 – Rs. 39,100 and the AGP of Rs.8,000 and subject to satisfying API/ scoring system and PBAS methodology prescribed by the UGC in these Regulations, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with the AGP of Rs. 9,000. They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade)
- (iii) All incumbents to the post of Deputy DPE&S/Assistant DPE&S (Selection Grade)/ College DPE&S (Selection Grade) who have completed service of at least three years in the unrevised pay scale of Rs.12,000 – Rs.18,300 as on 01-01-2006 shall be eligible to be fixed in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000.
- (iv) All incumbents to the post of Deputy DPE&S /Assistant DPE&S (Selection Grade/ College DPE&S (Selection Grade) whose services in the unrevised pay scale of Rs.12,000 – Rs. 18,300 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of Rs. 8,000 in the pay band of Rs.15,600 – Rs. 39,000 till they complete the required service of three years as Deputy DPE&S / ADPE&S (Selection Grade) / College DPE&S (Selection Grade) in the unrevised pay scale.
- (v) Pay of the directly recruited Deputy DPE&S shall be initially fixed with the AGP of Rs. 8,000 in the Pay Band of Rs.15,600 – Rs. 39,100, and after completing three years of service directly recruited Deputy DPE&S and equivalent shall move to Pay Band Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000.

#### **7.4. DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (UNIVERSITY):**

- (i) Post of Director, Physical Education and Sports in Universities shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.
- (ii) Post of Director, Physical Education and Sports (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e. the minimum qualification, number of years of relevant experience and other conditions prescribed by the UGC in these Regulations, shall be the eligibility for recruitment.
- (iii) Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of Rs.37,400 – Rs. 67,000 as per 'fixation formula' provided in Appendix-II.

## **8.0. PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR OF UNIVERSITIES:**

### **8.1. PRO-VICE-CHANCELLOR:**

**8.1.1.** The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs. 37,400 –Rs. 67,000 with AGP of Rs.10,000 or Rs.12,000 as the case may be, along with a Special Allowance of Rs. 4,000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs. 80,000.

### **8.2. VICE CHANCELLOR:**

**8.2.1.** The posts of Vice-Chancellor shall carry a fixed pay of Rs.75,000 along with a Special pay of Rs.5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the university concerned, shall be applicable besides the pay.

## **9.0. INCENTIVES FOR Ph.D. / M.Phil. AND OTHER HIGHER QUALIFICATION TO TAKE EFFECT FROM 01-09-2008.**

**9.1.** Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

**9.2.** M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.

**9.3.** Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall also be entitled to 2 non-compounded advance increments at the entry level.

**9.4** (i) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

(ii) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the

university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

- 9.5.** In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- 9.6** Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 9.7** Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- 9.8** Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- 9.8.1** (i) Assistant Librarian / College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.
- (ii) However, persons in posts of Assistant Librarian / College Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- 9.8.2** In respect of every other case of persons in the posts of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- 9.8.3.** Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such

enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

- 9.8.4.** Two non-compounded advance increments shall be admissible for Assistant Librarian / College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian / College Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- 9.9** Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in Physical Education.
- 9.10.** Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level under the earlier Schemes / Regulations shall not be entitled to the benefit of advance increments under these Regulations.
- 9.11.** Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments under these Regulations.
- 9.12.** For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M. Phil under the earlier Schemes / Regulations, the benefit of advance increments for possessing Ph.D./M. Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

## **10.0 OTHER TERMS AND CONDITIONS**

### **10.1. INCREMENTS**

- 10.2.** Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.
- 10.3.** Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- 10.4.** The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes / Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no

additional increment on movement from the Pay Band of Rs.15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000.

- 10.5** All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.

**11.0 ALLOWANCES:**

- 11.1.** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Traveling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees.

## APPENDICES

<p><b>APPENDIX I</b></p>	<p><b>Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission</b></p> <p><b>(Letter No. No.1-32/2006-U.II/U.I(i). Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi, dated the 31st December, 2008).</b></p>	
<p><b>APPENDIX II</b></p>	<p><b>Fitment Tables (Table No. 1 to 9) for fixation of pay of the existing incumbents, who were in position as on 1.1.2006, in various categories of posts as indicated in the Tables.</b></p> <p><b>(Letter No. No.F.3-1/2009-U.I, Government of India, Ministry of Human Resource Development, (Department of Higher Education), dated 4<sup>th</sup> June, 2009)</b></p>	
<p><b>APPENDIX III</b> <b>(TABLES I TO IX)</b></p>	<p><b>Performance Based Assessment Scheme (PBAS) &amp; Annual Performance Indicators (APIs) for Direct Recruitment &amp; Promotion under Career Advancement Scheme (CAS)</b></p> <p><b>Tables I to IV – For University and College Teachers</b></p> <p><b>Tables V to VIII – For Asst. Director/Dy. Director/ Director Physical Education Cadre etc.</b></p> <p><b>Tables IX to XII – For Asst, Librarian, Dy. Librarian, Librarian etc.</b></p>	

## **APPENDIX I**

No.1-32/2006-U.II/U.I(i)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

New Delhi, dated the 31st December, 2008

To

**The Secretary,  
University Grants Commission,  
Bahadur Shah Zafar Marg, New Delhi - 110 002.**

Subject:- Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission.

Sir,

I am directed to say that the Government of India have decided, after taking into consideration the recommendations made by the University Grants Commission (UGC) based on the decisions taken at the meeting of the Commission held on 7-8 October 2008, to revise the pay scales of teachers in the Central Universities. The revision of pay scales of teachers shall be subject to various provisions of the Scheme of revision of pay scales as contained in this letter, and Regulations to be framed by the UGC in this behalf in accordance with the Scheme given below. The revised pay scales and other provisions of the Scheme are as under:-

### **1. General**

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

(ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.

(iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.



(iv) Posts of Professors shall be created in under-graduate (UG) colleges as well as in post-graduate (PG) colleges. The number of posts of Professors in a UG College shall be equivalent to 10 percent of the number of posts-of Associate Professors in that College. There shall be as many posts of Professors in each PG College as the number of Departments in that College. No new Departments shall be created in UG or PG Colleges without prior approval of the UGC.

(v) Up to 10% of the posts of Professors in universities shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the UGC.

(vi) 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/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET.

## **2. Revised Pay Scales , Service conditions and Career Advancement Scheme for teachers and equivalent positions:**

The pay structure for different **categories of teachers and equivalent positions shall be as** indicated below:-

### **( a) Assistant Professor / Associate Professors / Professors in Colleges & Universities**

(i) Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs,6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.

(ii) An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7000.

(iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

(iv) Assistant Professors who do not have Ph.D or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.

(v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.

(vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.

(vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible , subject to other requirements laid down by the UGC, to move up to the AGP of Rs.

8000.

(viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at-the appropriate stage in the Pay Band in terms of the conditions of appointment.

(ix) Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs . 9000 and shall be re-designated as Associate Professor.

(x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.

(xi) Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400-67000 and re-designated as Associate Professor in the manner described in (x) above.

(xii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the university, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

(xiii) Associate Professor completing 3 years of service in the AGP of Rs . 9000 and possessing a Ph.D . degree in the relevant discipline shall be eligible to be appointed and designated as Professor , subject to other conditions of academic performance as laid down by the UGC and if any by the university . No teacher other than those with a Ph.D. shall be promoted ,appointed or designated as Professor , The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

(xiv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

(xv) Ten percent of the posts of Professors in a university shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the UGC, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

**(xvi)** For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the

university.

(xvii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

### **(b) Professors in Under Graduate and Post Graduate Colleges:**

(xviii) Ten percent of the number of sanctioned posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by merit promotion from among eligible Associate Professors of the relevant department of the Under Graduate College. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for merit promotion or direct recruitment/ deputation is not an integer, the same shall be rounded off to the next higher integer.

(xix) There shall be one post of Professor in each Department of a Post Graduate College and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that One-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post Graduate College. Identification of posts of Professor in a Post Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for merit promotion or direct recruitment/ deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer. The UGC shall issue separate guidelines to ensure availability of minimum standards of academic infrastructure (library, research facilities etc.) for starting Post Graduate Courses in Colleges.

### **3. Pay Scales of Pro Vice Chancellor / Vice Chancellor of Universities:**

#### **(i) Pro-Vice Chancellor**

The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10000 or Rs. 12000, as the case may be, along with a Special Allowance of Rs.4000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs. 80,000.

#### **(ii) Vice Chancellor**

The posts of Vice Chancellor shall carry a fixed pay of Rs. 75000 along with a Special

Allowance of Rs. 5000 per month.

#### **4. Pay Scales of Principals in Colleges:**

(i) Principal of Under Graduate Colleges Appointments to the posts of Principal in Under Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by the University Grants Commission and if any by the university from time to time. The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs. 2000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000.

(ii) Principal of Post Graduate Colleges Appointments to the posts of Principal in Post Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by the University Grants Commission and if any by the university from time to time. Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs.37400-67000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000.

#### **5. Pay Scales and Career Advancement Scheme for Librarians etc: (a) Assistant Librarian / College Librarian:**

(i) Assistant Librarian/ College Librarian in the pre-revised scale of pay of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.

(ii) All existing conditions of eligibility and academic qualifications laid down by the UGC shall continue to be applicable for direct recruitment of Assistant Librarian/ College Librarian.

#### **(b) Assistant Librarian ( Sr. Scale )/ College Librarian ( Sr.Scale)**

(i) The posts of Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000.

(ii) Assistant Librarian/ College Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the UGC shall be eligible for the higher AGP of Rs. 7000 with in the Pay Band of Rs. 15600-39100.

(iii) Assistant Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the UGC, shall become eligible for the higher AGP of Rs. 7000.

(iv) After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ College Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the UGC and if any by the university, move to the higher AGP of Rs. 7000.

(v) The pay of the existing Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000. at an appropriate stage based on their present pay,

**(c) Deputy Librarian / Assistant Librarian (Selection Grade )/ College Librarian (Selection Grade)**

(i) Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 initially at the time of recruitment.

(ii) On completion of service of 5 years, Assistant Librarian (Sr.Scale)/ College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree or equivalent published work etc. for Deputy Librarian) as laid down by the UGC. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade), as the case may be.

(iii) The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.

(iv) After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37400- 67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the UGC and if any by the university.

(v) Assistant Librarians ( Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC and if any by the university, shall also be eligible for being placed in the AGP of Rs. 8000.

(vi) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000. They shall continue to be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)

(vii) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay Band of Rs. 37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade).

(viii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed In Pay Band Rs. 15600-39100 with AGP of Rs. 8000. They shall move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 after completing three years of service in the AGP of Rs. 8000.

(ix) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for direct recruitment to the post of Deputy Librarian.

#### **(d) Librarian ( University)**

(I) The post of Librarian shall be in the Pay Band of Rs. 37400-67000 with the Academic Grade Pay of Rs. 10000.

(ii) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for appointment to the post of Librarian (University).

(iii) Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC and if any by the university, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

(iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' of the 6<sup>th</sup> CPC in the Pay Band of Rs. 3740-67000 with AGP of Rs.10000.

#### **6. Pay Scales and Career Advancement Scheme for Physical Education Personnel:**

##### **( a ) Assistant Director of Physical Education ( Assistant DPE)/ College Director of Physical Education ( College DPE)**

(i) The Assistant Director of Physical Education/ College DPE in the pre-revised pays scale of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.

(ii) Pay of incumbent Assistant Directors of Physical Education/ College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000, in accordance with the 'fixation formula' of the 6<sup>th</sup> CPC.

(iii) All existing conditions of eligibility and academic qualifications laid down by the UGC shall continue to be applicable for direct recruitment of Assistant Director of Physical Education/College DPE.

##### **( b ) Assistant Director of Physical Education (Senior Scale )/ College DPE ( Senior Scale)**

(i) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000.

(ii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600-39100.

(iii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing MPhil in Physical Education at the entry level of Assistant DPE/College DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7000.

(iv) Assistant Directors of Physical Education/ College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical

Education/College DPE in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, be eligible for being placed in the AGP of Rs. 7000.

(v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15600-39100 at an appropriate stage in the AGP of Rs. 7000, as per the 'fixation formula' of the 6th CPC.

**( c) Deputy Director of Physical Education / Assistant Director of Physical Education ( Selection Grade )/ College Director of Physical Education ( Selection Grade)**

(i) After completing service of five years in the Pay Band of Rs. 15600-39100 with the AGP of Rs. 7000 and subject to satisfying other eligibility conditions laid down by the UGC and if any by the university, Assistant Director of Physical Education (Senior Scale)/College DPE (Senior Scale) shall move to AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100. They shall be designated as Deputy Director of Physical Education/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade), as the case may be.

(ii) After completing service of three years in the Pay Band of Rs. 15600-39100 and the AGP of Rs. 8000 and subject to eligibility laid down by the UGC and if any by the university, Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 with the AGP of Rs. 9000. They shall continue to be designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade)

(iii) All Incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.

(iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade)/ College DPE (Selection Grade) in the un-revised Pay Scale.

(v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

**(d) Director of Physical Education (University):**

(i) Post of Director Physical Education in universities shall be in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10000.

(ii) Post of Director Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility i.e. the minimum qualification number of years of relevant experience and other conditions prescribed by the UGC shall continue to be the eligibility for recruitment.

(iii) Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs.

37400-67000 as per 'fixation formula' of the Government of India for 6th CPC.

## **7. Incentives for Ph. D./M.Phil and other higher qualification:**

(i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, coursework and external evaluation as prescribed by the UGC.

(ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.

(iii) Those possessing Post Graduate degree in a professional course such as LL.M/M.Tech etc., recognised by the relevant Statutory Body/Council, shall also be entitled to 2 non-compounded advance increments at the entry level.

(iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.

(v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(vi) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D, in respect of either course-work or evaluation or both, as the case may be.

(vii) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

(viii) Teachers who acquire M.Phil, degree or a post graduate degree in a professional course recognised by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment. If post graduate qualification in a particular subject is not a mandatory requirement at the entry level of recruitment, acquisition of such a qualification for in service candidates shall also entitle them to one advance increment.

(ix) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.

(x) Assistant Librarian / College Librarian and other Library personnel acquiring the degree of Ph.D, at any time while in service, in the discipline of library science from a university



complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.

(xi) However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work , if any, as well as evaluation , and only notification in regard to the award of Ph.D . is awaited, shall also be entitled to the award of three noncompounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(xii) in respect of every other case of persons in the posts of Assistant Librarian/ College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph .D, in respect of either course -work or evaluation or both, as the case may be.

(xiii) Assistant Librarian/ College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

(xiv) Two non-compounded advance increments shall be admissible for Assistant Librarian/ College Librarian with M.Phil degree in Library Science at the entry level. Assistant Librarian/ College Librarian and those in higher positions acquiring MPhil degree in Library Science at any time during the course of their service, shall be entitled to one advance increment.

(xv) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education/ College Director of Physical Education who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education.

(xvi) Persons in posts of Assistant Director of Physical Education/ College DPE or higher positions acquiring the degree of Ph.D in the discipline of Physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three noncompounded advance increments.

(xvii) However, persons in posts of Assistant Director of Physical Education/ College DPE or higher positions who have been awarded Ph.D. in Physical Education at the time of coming into force of this Scheme or having been enrolled for Ph.D. in Physical Education have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(xviii) In respect of every other case of persons in the posts of Assistant Director of Physical Education/ College DPE or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only if the university

awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D, in respect of either course-work or evaluation or both, as the case may be.

(xix) Assistant Director of Physical Education/ College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

(xx) Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education/ College DPE with M.Phil degree in Physical Education at the entry level. Assistant Director of Physical Education/ College DPE and those in higher positions acquiring MPhil degree in Physical Education at any time during the course of their service, shall be entitled to one advance increment.

(xxi) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./ M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.

(xxii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D/ M.Phil. under the earlier scheme, the benefit of five advance increments for possessing Ph.D./ M.Phil. shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

(xxiii) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D./M.Phil while in service, would not be entitled to benefits under this Scheme.

## **8. Other terms and conditions:**

### **(a) Increments:**

(i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.

**(ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.**

(iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

(iv) All issues relating to grant of advance increments to teachers engaged in engineering/ technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.

**(b) Pay ` fixation formula':**

The pay 'fixation formula' recommended by 6th Central Pay Commission as accepted by the Central Government shall be adopted for teachers and equivalent positions in the Library and Physical Education Cadres.

**(c) Allowances:**

(i) Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees on the recommendations of 6th Central Pay Commission and shall be applicable from 1.09.2008.

(ii) For teachers and equivalent positions in Library and Physical Education cadres in UGC maintained universities/colleges and institutions deemed to be universities, the rates of allowances as applicable to Central Government Group 'A' employees shall be adopted.

(iii) Teachers and equivalent positions in Library and Physical Education cadres, in UGC maintained universities/colleges and institutions deemed to be universities, with visual, orthopedic hearing or other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' shall be entitled to twice the normal rate of transport allowance as accepted by the Central Government on the recommendations of 6th CPC for Central Government Employees with disabilities.

**(d) Study Leave:**

(i) University Grants Commission shall revise its guidelines in respect of granting study leave with pay for acquiring M. Phil etc. and Ph.D. in the relevant discipline while in service by relaxing the number of years to be put in after entry while keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or M.Phil. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

**(e) Research Promotion Grant:**

(i) University Grants Commission shall prescribe a scheme with appropriate guidelines for providing by way of appropriate 'start up grants' to teachers and other cadres taking up research in all disciplines including basic science research as recommended by 'Prof. M.M. Sharma Committee on Strengthening of Basic Science Research' and suitably adopted for research in social sciences/humanities and other disciplines by the UGC.

**(f) Age of Superannuation:**

(i) In order to meet the situation arising out of shortage of teachers in universities and other teaching institutions and the consequent vacant positions therein, the age of superannuation for teachers in Central Educational Institutions has already been enhanced to sixty five years,

vide the Department of Higher Education letter No.F.No.119/2006-U.II dated 23.3.2007, for those involved in class room teaching in order to attract eligible persons to the teaching career and to retain teachers in service for a longer period. Consequent on upward revision of the age of superannuation of teachers, the Central Government has already authorized the Central Universities, vide Department of Higher Education D.O. letter No.F.1-24/2006-Desk(U) dated 30.3.2007 to enhance the age of superannuation of Vice- Chancellors of Central Universities from 65 years to 70 years, subject to amendments in the respective statutes, with the approval of the competent authority ( Visitor in the case of Central Universities).

(ii) Subject to availability of vacant positions and fitness, teachers shall also be reemployed on contract appointment beyond the age of sixty five years up to the age of seventy years. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years in the first instance and then for another further period of 2 years purely on the basis of merit, experience, area of specialization and peer group review and only against available vacant positions without affecting selection or promotion prospects of eligible teachers.

(ii) Whereas the enhancement of the age of superannuation for teachers engaged in class room teaching is intended to attract eligible persons to a career in teaching and to meet the shortage of teachers by retaining teachers in service for a longer period, and whereas there is no shortage in the categories of Librarians and Directors of Physical Education, the increase in the age of superannuation from the present sixty two years shall not be available to the categories of Librarians and Directors of Physical Education.

**(g) Pension:**

(i) For teachers and other cadres in UGC maintained institutions in receipt of pension, the Central Government rules for pension and gratuity as applicable to Central Government employees shall be applicable. Recommendations of Sixth Central Pay Commission in respect of pension for Central Government employees, including eligibility for full pension i.e. 50% of average pay or last pay drawn whichever is higher after 20 years of qualifying service, shall be adopted for only those teachers and other cadres who are already on pension in Central Universities/ colleges and other institutions deemed to be universities coming under the purview of the UGC

(ii) In view of the new pension scheme effective from 1.1.2004, no new cases of conversion to pension scheme shall be allowed.

**(h) Family Pension:**

(i) Family Pension facilities as approved by the Central Government in respect of Central Government Employees on the recommendations of Sixth CPC shall be available to teachers and other cadres in Central Universities and other UGC maintained institutions who are eligible for such Pension at present.

**(i) Additional Quantum of Pension to senior pensioners:**

(i) The facility of additional quantum of pension accepted by the Central Government on the recommendation of 6th CPC for senior pensioners of the Central Government shall be extended to persons who are or were in teaching and other cadres on attaining the age of eighty years if they are already in pension scheme in Central Universities and other UGC

maintained institutions.

**( j) Gratuity and Encashment of Leave** : Facilities of gratuity and encashment of leave accepted by the Central Government on the recommendation of 6th CPC for Central Government employees shall be extended to teachers and other cadres in Central Universities and other UGC maintained institutions.

**(k) Ex-Gratia Compensation** : Families of teachers and other cadres who die in performance of their bona fide duties shall be compensated in the same manner as similarly placed families of Central Government Employees.

**(l) Provident Fund:**

(i) In view of the present policy in regard to Contributory Provident Fund, the status quo shall continue.

**(m) Consultancy Assignments:**

(i) University Grants Commission shall work out a suitable model, for which the models of revenue sharing between institutions and consultant-teachers prevailing in the Indian Institutes of Technology, Indian Institutes of Management and other institutions may be taken into consideration.

**(n) Anomalies of the last PRC:**

(i) Anomalies and unimplemented recommendations of the last Pay Review Committee, if any, shall be examined by the University Grants Commission in Consultation with the Ministry of Human Resource Development.

**(o) Other recommendations of PRC and UGC:**

(i) Recommendations made by the Pay Review Committee and the UGC in regard to the various selection processes, service and working conditions, training/ refresher courses etc. shall be considered appropriately by University Grants Commission with the approval of the Central Government, wherever required, or under the Commission's Regulations in accordance with the provisions of the University Grants Commission Act.

**(p) Applicability of the Scheme:**

(i) This Scheme shall be applicable to teachers and other equivalent cadres of Library and Physical Education in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in this letter as well as Regulations to be framed by the UGC in this behalf. Universities implementing this Scheme shall be advised by the UGC to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of this letter.

(ii) This Scheme does not extend to the cadres of Registrar, Finance Officer and Controller of Examinations for which a separate Scheme is being issued separately.

(iii) This Scheme does not extend to the Accompanists, Coaches, Tutors and Demonstrators. Pay and Grade Pay of the said categories of employees shall be fixed in the appropriate Pay Bands relative to their existing Pay in each university/ institution corresponding to such fixation in respect of Central Government employees as approved by the Central Government on the basis of the recommendations of 6th Central Pay Commission.

(iv) This Scheme does not extend to the posts of professionals like System Analysts, Senior Analysts, Research Officers etc. who shall be treated at par with similarly qualified personnel in research/ scientific organizations of the Central Government.

(v) This Scheme may be extended to universities, Colleges and other higher educational institutions coming under the purview of State legislatures, provided State Governments wish to adopt and implement the Scheme subject to the following terms and conditions:

(a) Financial assistance from the Central Government to State Governments opting to revise pay scales of teachers and other equivalent cadre covered under the Scheme shall be limited to the extent of 80% (eighty percent) of the additional expenditure involved in the implementation of the revision.

(b) The State Government opting for revision of pay shall meet the remaining 20% (twenty percent) of the additional expenditure from its own sources.

(c) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 1.01.2006 to 31.03.2010.

(d) The entire liability on account of revision of pay scales etc. of university and college teachers shall be taken over by the State Government opting for revision of pay scales with effect from 1.04.2010.

(e) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 1.01.2006.

(f) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce scales of pay higher than those mentioned in this Scheme, and may give effect to the revised bands/ scales of pay from a date on or after 1.01.2006; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay Bands as approved by the Central Government and not to any higher scale of pay fixed by the State Government(s).

(g) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented by State Governments and Universities and Colleges coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and scales of pay mentioned herein above.

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

(i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 1.01.2006. The revised rates of all other applicable allowances such as House Rent Allowance, Transport Allowance, Children Education Allowance etc. and the non-

compounded advance increments shall take effect from 1.09.2008.

(ii) Payment of arrears up to 40% of the total arrears shall be made during the current financial year i.e. 2008-09, after deduction of admissible income tax.

(iii) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Bands or grant of inappropriate Pay Band/ Academic Grade Pay or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this Ministry's O.M. No. F.23-7/2008IFD dated 23.10.2008., read with Ministry of Finance (Department of Expenditure) O.M.No.F.1-1/2008-IC dated 30.8.2008.

10. The revised Pay in the relevant Pay Band and the Academic Grade Pay together with the applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under this Scheme pending issue of Regulations by the UGC.

11. This Scheme is subject to the guidelines issued by the Ministry of Finance (Department of Expenditure) vide OM No. 7-23/2008-E.III dated 30.09.2008.

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

Yours faithfully,

(R.Chakravarty)  
Deputy Secretary to the Government of India

Copy to: 1. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.

2. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi 3. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi

4. Secretary, Department of Expenditure, North Block, New Delhi

5. Secretary, Department of Personnel & Training, North Block, New Delhi

6. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.

7. Secretary , Ministry of Health and Family Welfare (Medical Education ) , Nirman Bhavan, New Delhi.

8. Member Secretary , All India Council for Technical Education , New Delhi

9. Chief Secretaries of all State Governments.

10. Web Master , Ministry of Human Resource Development for publication on the website of the Ministry , hosted by the National Informatics Centre.

(R.Chakravarty) Deputy Secretary to the Government of India



## APPENDIX II

No.F.3-1/2009-U.I  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)

New Delhi, the 4<sup>th</sup> June, 2009

To

The Secretary,  
University Grants Commission,  
Bahadur Shah Zafar Marg,  
New Delhi 110002.

(Kind Attn: Dr. R.K. Chauhan, Secretary)

**Subject:** Scheme of revision of pay of teachers and equivalent cadres in universities and colleges and as also for the posts of Registrar, Deputy Registrar, etc.

Sir,

I am directed to invite your attention to this Ministry's letter No.1-32/2006-U.II/U.I (i) and No.1-32/2006-U.II/U/I (ii), dated the 31<sup>st</sup> December, 2008 as also your D.O. letter No. F.1-2/2009 (EC) dated the 27<sup>th</sup> January, 2009, on the above subject and to forward herewith authenticated Fitment Tables (Table No. 1 to 9) for fixation of pay of the existing incumbents, who were in position as on 1.1.2006, in various categories of posts as indicated the Tables, for appropriate action at your end.

Your faithfully,

(R. Chakravary)  
Duputy Secretary to the Government of India

TABLE -1

- I) Incumbent Assistant Professor  
(ii) Incumbent Assistant Librarian / College Librarian  
(iii) Incumbent Asst. Director of Phy. Edu./ College Director of Physical Education

Pre-revised scale Rs. 8000-275-13500 (Group A entry)		Revised Pay Band + AGP Rs. 15600-39100+AGP 6000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

TABLE -2

- (I) Incumbent Assistant Professor [Formerly Lecturer (Sr. Scale)  
(ii) Incumbent Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale)  
(iii) Incumbent Asst. Director of Physical Edu. (Sr. Scale)/ College DPE (Sr. Scale)

Pre-revised scale Rs. 10000-325-15200		Revised Pay Band + AGP Rs. 15600-39100+AGP 7000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

TABLE -3

- (I) Incumbent Readers and Lecturers (SG) with less than 3 years of Service  
(ii) Incumbent Dy. Librarian / Asst. Librarian (SG) College Librarian (SG) with less than 3 years of Service  
(iii) Incumbent Dy. DPE / Asst. DPE (SG)/ College DPE (SG) with less than 3 years of Service

<b>Pre-revised scale Rs. 12000-420-18300</b>		<b>Revised Pay Band + AGP Rs. 15600-39100+AGP 8000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

TABLE - 4

- (I) Incumbent Readers and Lecturers (SG) with 3 years of Service  
(ii) Incumbent Dy. Librarian / Asst. Librarian (SG) College Librarian (SG) with 3 years of Service  
(iii) Incumbent Dy. DPE / Asst. DPE (SG) / College DPE (SG) with 3 years of Service

<b>Pre-revised scale Rs. 12000-420-18300</b>		<b>Revised Pay Band + AGP Rs. 37400-67000+AGP 9000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

TABLE -5

- (i) Incumbent Professor in Colleges and Universities
- (ii) Incumbent Principals of PG Colleges
- (iii) Incumbent Librarian (University)
- iv) Incumbent Director of Physical Edu. (University)

<b>Pre-revised scale Rs. 16400-450-20900-500-22400 (S27 and S29)</b>		<b>Revised Pay Band + AGP Rs. 37400-67000+AGP 10000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

TABLE -6

## Incumbent Principals of UG Colleges

<b>Pre-revised scale Rs. 12000-420-18300 (minimum to be fixed at Rs. 12840)</b>		<b>Revised Pay Band + AGP Rs. 37400-67000 + AGP 10000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
12840	37400	10000	47400
13260	37400	10000	47400
13680	37400	10000	47400
14100	37400	10000	47400
14520	37400	10000	47400
14940	38530	10000	48530
15360	38530	10000	48530
15780	39690	10000	49690
16200	39690	10000	49690
16620	40890	10000	50890
17040	40890	10000	50890
17460	42120	10000	52120
17880	42120	10000	52120
18300	43390	10000	53390
18720	43390	10000	53390
19140	44700	10000	54700
19560	44700	10000	54700

TABLE - 7

Incumbent Registrars in Universities and Deemed to be Universities fully funded by the Central Government

<b>Pre-revised scale Rs. 16400 - 450 -20900 -500 -22400 (S27 and S29)</b>		<b>Revised Pay Band + GP Rs. 37400-67000 + GP 10000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860



TABLE - 8

(i) Incumbent Dy. Registrar / Dy. Finance Officer/ Dy. Controller of Examination with less than 5 years of Services Universities and Deemed to be Universities fully funded by the Central Government

<b>Pre-revised scale Rs. 12000-420-18300</b>		<b>Revised Pay Band + GP Rs. 15600 - 39100 + GP 7600</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the Pay Band</b>	<b>Grade Pay</b>	<b>Revised Basic pay</b>
12000	22320	7600	29920
12420	23110	7600	30710
12840	23890	7600	31490
13260	24670	7600	32270
13680	25450	7600	33050
14100	26230	7600	33830
14520	27010	7600	34610
14940	27790	7600	35390
15360	28570	7600	36170
15780	29360	7600	36960
16200	30140	7600	37740
16620	30920	7600	38520
17040	31700	7600	39300
17460	32480	7600	40080
17880	33260	7600	40860
18300	34040	7600	41640
18720	34820	7600	42420
19140	35610	7600	43210
19560	36390	7600	43990

TABLE - 9

- (i) Incumbent Dy. Registrar / Dy. Finance Officer/ Dy. Controller of Examination with 5 years of Service in Universities and Deemed to be Universities fully funded by the Central Government

<b>Pre-revised scale Rs. 12000-420-18300</b>		<b>Revised Pay Band + GP Rs. 37400 - 67000 + GP 8700</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
14100	37400	8700	46100
14520	37400	8700	46100
14940	38530	8700	47230
15360	38530	8700	47230
15780	39690	8700	48390
16200	39690	8700	48390
16620	40890	8700	49590
17040	40890	8700	49590
17460	42120	8700	50820
17880	42120	8700	50820
18300	43390	8700	52090
18720	43390	8700	52090
19140	44700	8700	53400
19560	44700	8700	53400

**APPENDIX – III TABLE – I**

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

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated <sup>a</sup>	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	<b>Total Score</b>	<b>125</b>
	<b>Minimum API Score Required</b>	<b>75</b>

Note: <sup>a</sup>: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

**Brief Explanation:** Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	<b>Minimum API Score Required</b>	<b>15</b>

### 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.

S No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	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
III (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	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	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 in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)	<b>RESEARCH PROJECTS</b>			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every

	carried out / ongoing	minimum of Rs.10.00 lakh	minimum of Rs. 2.0 lakhs	Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>			
<b>III (D) (i)</b>	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
<b>III (D) (ii)</b>	Ph.D	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>			
<b>III(E) (i)</b>	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	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
<b>III(E) (ii)</b>	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 each
		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	3 / each
<b>III(E) (iv)</b>	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* 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)).

**Notes.**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**APPENDIX – III TABLE – II (A)**

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

		<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 and 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

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

**Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively**



**APPENDIX – III TABLE – II (B)**

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

		<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 cadre (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 and 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

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

**Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, 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 / college 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 the 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 II (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 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, 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 she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application  
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

**APPENDIX – III 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 Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
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>e) Academic Background (20%)</li> <li>f) Research performance based on API score and quality of publications (40%).</li> <li>g) Assessment of Domain Knowledge and Teaching Skills (20%)</li> <li>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-III - TABLE: III**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS**  
**IN UNIVERSITIES AND COLLEGES**

S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. <u>or</u> five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., <u>or</u> 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 concerned university as per the norms provided in Table II(A)/II(B) of Appendix III.</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 III</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 week duration.</li> <li>(iii) Screening cum Verification process for recommending promotion.</li> </ul>

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>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 III.</p> <p>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..</p> <p>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.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(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 III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
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 III</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 degrees like D.Sc., D.Litt., 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 III.</p>

\* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors 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: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively**

**APPENDIX – III: TABLE – IV**

**ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY THE UGC 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**

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
<b>CATEGORY -I</b>		
1	<p>Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points)</p> <p>Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points)</p>	40
2	Extending services, sports facilities and training on holidays to the institutions and organisations	10
3	<p>Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points)</p> <p>Organizing and conducting coaching camps / sports person development / training programmes (15 Points)</p>	40
4	<p>Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points)</p> <p>Identifying sports talents and Mentoring sports excellence among students (10 Points)</p>	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15
	<b>Total Score</b>	<b>125</b>
	<b>Minimum API Score Required</b>	<b>75</b>

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

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS/NCC and other channels,	20
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	<b>Minimum API Score Required</b>	<b>15</b>

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

S.No.	APIs	Faculties of Physical education	Max. points for University and college teacher position
III(a)	Research Publication (Journals)	Refereed Journals*	15/ Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10 / publication
III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers **	50 /sole author 10 / chapter in an edited book
		Text or Reference Books Published by National/ Central/ State Government/ Societies **	25/sole author, 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers **	15/ sole author, 3/ chapter in edited books

	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories **	5 / Chapter
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\*For Joint Research papers, the First/Principal author will share 60%, while the rest joint authors will share the 40% of API scores

\*\* Scores (50/25/10/03 whatever the case may be) to be shared equally by all authors

<b>III(C)</b>	<b>RESEARCH PROJECT</b>		
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project
		Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major project
		Minor projects from central / state funding agencies with grants below 4.00 lakhs	10 each minor Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs
III (C) (iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Policy document of Govt. Bodies at Central and State level	30 / each output or outcome for National patents etc/50 /each for International patents.
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>		
<b>III (D)(i)</b>	M.Phil.	Degree awarded only	3 /each candidate
<b>III (D) (ii)</b>	Ph.D	Degree awarded	10 /each candidate
		Thesis submitted	7 /each candidate
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>		
<b>III(E)(i)</b>	Research Methodology/ Training/ Coaching	Research methodology / Training/ Coaching programme (not less than three weeks)/workshops of not less than one week.	20



	Workshops		
<b>III(E)(ii)</b>	Papers in Conferences/ Seminars/ workshops etc	Participation and Presentation of research papers (oral/poster) in:	
		a) International conference	10 / each
		b) National	7.5 / each
		c) Regional/State level	5 /each
		d) Local – University/College level	3 / each
<b>III(E)(iv)</b>	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures/chair sessions	(a) International	10 /each
		(b) National	7.5 /each
		(c) State level/Regional	5 /each
		(d) University/College level Endowment lectures	5 /each

**APPENDIX – III TABLE – V (a)**

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

		<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 Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (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 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 contribution and organisation track record with vision plan. 20 % - Interview performance

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

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

**APPENDIX – III TABLE – V (b)**

**MINIMUM APIS AS PROVIDED IN APPENDIX – III 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.**

S. 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-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required- to 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 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

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

Note: For colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000 and 9000 respectively

**APPENDIX – III TABLE – V(c)**

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS/COLLEGES**

**( TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)**

<b>S. No. of category</b>	<b>Minimum Norm / Criteria</b>	Assistant Director of Physical Education/College Director of Physical Education (Entry Stage – Stage 1)	Deputy Director of Physical Education in university (Stage 4)	Director of Physical Education in university (Stage 5)
I	API score (Research and Academic Contribution – Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee (Total weightage = 100)	d) Track Record of championship won (30%) e) Sports and athletic skills (40%) f) Interview performance (30%)	h) Research papers (3 nos) evaluation: (40%) i) Organisational skills / Plans of sports: (30%) j) Interview performance: (30%)	a) Research papers (5 nos) evaluation: (50%) b) Organisational track vision plan: (25%) c) Interview performance: (25%)

Note: For universities/colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 9000 and 10000 respectively

**APPENDIX-III. TABLE: VI**

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

S. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. <b>or</b> five years of service who are with M.Phil. <b>or</b> six years of service who are without Ph.D/M.Phil	(iv) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (v) One Orientation and one Refresher Course of 3/4 weeks duration. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
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	(iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for DPEs cadres in Colleges. (v) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
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.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (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. (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for the university DPE cadres in universities and in Table V(b) of Appendix III for cadres in colleges.
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for DPEs in university. These may be achieved over two assessment periods, if required. (v) A minimum of five publications over two assessment periods (six years). (vi) Evidence of having produced teams / athletes. (vii) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for DPEs in the university.

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

**Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively**

**APPENDIX – III: 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) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN /COLLEGE LIBRARIAN.**

**Category – I : Procurement, organisation, and delivery of knowledge and information through Library services**

S.No	Nature of Activity	Maximum Score
1.	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30
3.	Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
<b>Total Score</b>		<b>125</b>
<b>Minimum API score required</b>		<b>75</b>

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

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	<b>Minimum API Score Required</b>	<b>15</b>

**Category – III – Research and academic contributions**

<b>S No.</b>	<b>APIs</b>	<b>Activity</b>	<b>Maximum Point</b>
<b>III A</b>	Research Papers published in:	Refereed Journals	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		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	50 /sole author; 10 / chapter in an edited book

		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		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>III (C) (i)</b>	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
<b>III (D)</b>			
<b>III (D) (i)</b>	M.Phil.	Degree awarded only	3 /each candidate
<b>III (D) (ii)</b>	Ph.D	Degree awarded	10 /each



			candidate
		Thesis submitted	7 /each candidate
<b>III(E)</b>			
<b>III(E) (i)</b>	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
<b>III(E) (ii)</b>	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		International conference	Each
		b) National	/ each
		c) Regional/State level	/each
		Local –University/College level	3 / each
<b>III(E) (iv)</b>	Invited lectures or presentations for conferences/ / symposia	International	10 /each
		National level	5

\* 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)).

**Notes.**

1. 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 equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**APPENDIX – III TABLE – VIII (a)**

**Minimum APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of universities and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)**

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2 )	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
I	Procurement, organisation and delivery of knowledge and information thro' 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 annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
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	
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 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 Organisational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organisation of digital library services 20% Interview performance

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

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

**APPENDIX – III TABLE – VIII (b)**

**Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)**

		<b>College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)</b>	<b>College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)</b>	<b>College Librarian (selection Grade) (Stage 3 to Stage 4)</b>
I	Procurement, organisation and delivery of knowledge and information thro' 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 annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	<b>Expert Assessment System</b>	<b>Screening Committee</b>	<b>Screening Committee</b>	<b>Selection Committee</b>
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 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 Organisational skills 20 % - Interview performance

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

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

**APPENDIX – III: 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 UGC REGULATION)**

<b>S. No. of category</b>	<b>Minimum Norm / Criteria</b>	<b>Assistant University Librarian / College Librarian (Stage 1)</b>	<b>Deputy Librarian in universities (Stage 4)</b>	<b>Librarian (university only) (Stage 5)</b>
I	API score (Research and Academic Contribution – Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)	<p>a). Teaching / compute and communication skills by a Lecture demonstration (30%)</p> <p>b). Record of Library management skills (20%)</p> <p>c). Interview performance (50%)</p>	<p>a). Library related Research / Theme papers (3 Nos) Evaluation: (50%)</p> <p>b). Library automation skills and Organisational Plans (20%)</p> <p>c). Interview performance (30%)</p>	<p>a) Library Research papers (Five) evaluation (60%)</p> <p>b) organisational track record of innovation library service and vision plan (20%)</p> <p>c) Interview performance (20 %)</p>

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4, 5 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

**APPENDIX – III: TABLE - IX**

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

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College 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.	<p>(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and Table VIII(b) of Appendix III for college Librarian cadres.</p> <p>(ii) One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
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	<p>(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (a) of Appendix III for Librarian Cadres in universities and Table VIII (b) of Appendix III for college librarian cadres.</p> <p>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and in Table VIII (b) of Appendix III for Librarian Cadres in Colleges.</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 the Regulation and in Table VIII (a) of Appendix III for university in Table VIII (b) of Appendix III for librarian cadres in colleges.</p>
4.	Librarian (university) (Stage 5) -	Deputy Librarian in university with three years of completed service 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 III 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 5 publications over current and previous assessment periods.</p> <p>(iii) Evidence of innovative library service and organisation of published work</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix III for Librarian (university)</p>

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

**Item No. 5.5/BOM/31.05.2010**

**To consider enhancement of age of retirement of teachers to 65 years and Registrars to 62 years**

The Board of Management in its meeting held on 12<sup>th</sup> December 2009 approved the implementation of the UGC's scheme of revision of pay of teachers and equivalent cadres in Universities following the revision of pay scales of Central Government employees on the recommendations of the Sixth Pay Commission. The Board had also authorized the Vice-Chancellor to initiate steps for the implementation of the aforesaid scheme and to act on any further amendments/clarification issued in this regard by the UGC/Government of India and/or Government of NCT of Delhi.

The above Scheme, amongst others, enhanced the age of superannuation of teachers to sixty five years subject to amendments in the respective Statutes with the approval of the competent authority.

The retirement age of the teachers in Central Universities has been enhanced to 65 years. Further the Central Government also agreed to pay the 80% of the additional requirement of the States to meet the expenditure for revision of pay scales of their teachers, if they adopt the complete package (including adoption of the age of superannuation of teachers at 65 years). This was done to attract eligible persons to the teaching career and to retain teachers in service for a longer period. Moreover in all the Central Universities in Delhi, as well as in GGSIP University retirement age of teachers has been enhanced, to 65 years. To attract senior faculty, the university will also have to match the retirement age of these Universities.

In view of the above, it is proposed that the Ambedkar University, Delhi may also enhance the age of superannuation of teachers to 65 years.

In accordance with proviso under clause 7(2) of the Statutes, a Dean shall cease to hold office on attaining the age of sixty two years. This will need to be increased to sixty five years.

It is also proposed that re-employment beyond the age of superannuation be raised to 70 years. However, this may be done selectively subject to fitness and for a limited period of 3 years in the first instance and then for a further period of

5.5 Considered enhancement of age of retirement of teachers to 65 years and Registrars to 62 years, and

Resolved to approve the following:

- i) Enhancement of the age of superannuation for the teachers to 65 years;
- ii) The reemployment beyond the age of superannuation to 70 years, subject to fulfilling criteria laid down through due process to be approved by the BoM.
- iii) The age of superannuation for the Registrars as 62 years;
- iv) To authorize the Vice-Chancellor to take follow up action with regard to making necessary amendments in the existing Statutes with regard to the age of retirement of Deans and Registrars.

5.6 Considered the structure of the Bachelor's Degree Programme, and

After detailed deliberations,

Resolved to approve the structure of the Bachelor's Degree Programme as given in **Annexure III** and its launching with effect from the academic session 2010-11. Suggestions made during the deliberations of the Board on compulsory and optional courses under the foundation category may be deliberated further at the level of the School of Undergraduate Studies.

Resolved further to authorize the Vice-Chancellor to approve the course structures, changes in the structure of the programme and take decisions as per the need for implementing this programme of study effectively.

A mechanism for wider publicity of the Bachelor's Degree Programme like counseling sessions in Schools may be explored.





**Appendix-16**

**ADMN. BRANCH**

The Board of Management in its meeting held on 12<sup>th</sup> December 2009 approved the implementation of the UGC's scheme of revision of pay of teachers and equivalent cadres in Universities following the revision of pay scales of Central Government employees on the recommendations of the Sixth Pay Commission. The Board had also authorized the Vice-Chancellor to initiate steps for the implementation of the aforesaid scheme and to act on any further amendments/clarification issued in this regard by the UGC/Government of India and/or Government of NCT of Delhi.

The above Scheme, amongst others, enhanced the age of superannuation of teachers to sixty five years, subject to amendments in the respective Statutes with the approval of the competent authority.

Further in accordance with the clause 8 (3) of the statutes, the Registrars shall retire on attaining the age of sixty years. It also provides that the appointment shall be for a fixed tenure of 5 years. The UGC has enhanced the age of retirement for the Registrars as 62 years from 60 years.

As provided under Section 30(2) of the Bharat Ratna Dr. B.R. Ambedkar Vishwavidyalaya Act, 2007, the Board of Management of the Ambedkar University, Delhi in its 7<sup>th</sup> Meeting held on 31.05.2010 approved that the age of superannuation for the Dean and Registrar be 65 and 62 years respectively, accordingly the following amendments in the statutes are submitted for approval:-

Existing			Proposed Amendment		
<b>Statute 7(2)</b>					
xxx	xxx	xxx	xxx	xxx	xxx
Provided that a Dean on attaining the age of sixty two years, shall cease to hold office as such:			Provided that a Dean on attaining the age of sixty five years, shall cease to hold office as such:		
xxx	xxx	xxx	xxx	xxx	xxx
<b>Statute 8(3)</b>					
xxx	xxx	xxx	xxx	xxx	xxx
Provided that a Registrar shall retire on attaining the age of sixty years			Provided that a Registrar shall retire on attaining the age of sixty two years		
xxx	xxx	xxx	xxx	xxx	xxx

*R*  
*27/10*  
*2010*

SLG/L/18233  
Dated 16/10/10

RAJ NIWAS, Delhi  
Diary No. 36380  
Filed 06-10-10

A copy of the Minutes of the 7<sup>th</sup> Meeting of the Board of Management is also enclosed herewith.

The aforesaid amendments in the Statutes are being submitted herewith for kind approval of the Chancellor, as per provision under Section 30(3) of the Act.

Office of the Registrar  
Dy. No. 1485  
Date 05/10/2010

*A 4/10*  
Registrar

Vice-Chancellor

*Submitted for kind consideration and approval please.*

Hon. Chancellor

*Approved - J. Bahama*  
*22/10/2010*

Office of the Vice-Chancellor  
Dy. No. 592  
Date 27/10/2010

*Pl. keep it in your custody*

*Hon. V.C.*  
*Registrar*

*J. Bahama*  
*22/10/10*



No.PF/K-38/2021/HR/ 128

Dated: 25.02.2021

Office Order No. 42/2021

In pursuance to Offer of appointment to the post of Deputy Registrar on deputation vide letter No.AUD/1-3(7)/HR/2019/22 dated 20.01.2021 and consequent upon his relieving from University Grants Commission vide Office Order No.33/2021 dated 17.02.2021, Shri Kishor Kumar, Education Officer, UGC is hereby taken on strength as Deputy Registrar (on deputation) in AUD w.e.f. 19.02.2021(A/N) on usual terms and conditions of deputation for a period of one year.

2. This issues with approval of the Competent Authority.

  
(Noorul Haq)  
Deputy Registrar (HR)

Copy to:-

1. Shri Kishor Kumar, Deputy Registrar (on deputation), AUD: He is requested to submit Option for fixation of Pay within one month from the date of his joining.
2. The Secretary, University Grants Commission, Ministry of Education, Govt. of India, Bahadur Shah Zafar Marg, New Delhi – 110 002
3. Office of the Vice Chancellor, Ambedkar University Delhi
4. All Deans of Schools/ Divisions
5. OSD, Kashmere Gate/ Karampura/ Lodhi Road Campus
6. The Registrar/ Controller of Finance/ Librarian
7. All Directors of Centres/ Director, IT Services
8. Deputy Registrar (Finance), AUD – with copy of LPC for further necessary action
9. All Deputy Registrars/ Assistant Registrars
10. Webmaster – For uploading on AUD's Intranet.
11. Office Order File | Office Copy



No.AUD/1-10(4)/HR/2021/29

Dated:13.04.2021

### NOTIFICATION

Due to shortage of Senior Level Officers in administration, the administrative work of the campuses had been assigned and managed by the designated OSDs to look after the additional duties related to the administration besides academic and research works.

2. It was observed by the Authorities that involvement of Faculty members by designating them as OSDs of the campuses has over burdened them with administrative work, affecting their academic and research work. Since a good number of Officers at the rank of Deputy Registrars / Assistant Registrars have joined the University, the administrative work, which was presently being managed by the OSDs, may be taken up by these officers.

3. In order to reduce the additional work load of Faculty as OSD, as recommended by then I/C, Pro-Vice Chancellor & Registrar and also in consonance with the present Competent Authority, the following are hereby notified:

- (i) The OSDs for the campuses shall cease to exist forthwith.
- (ii) The administrative work of all the campuses shall be looked after & routed through designated officers i.e. Deputy Registrar(s) / Assistant Registrar(s), as the case may be, who shall report to the Registrar.

4. This is for information of all concerned.

  
 (Noorul Haq)  
 Deputy Registrar (HR)

Copy to:

1. Office of the Vice Chancellor, AUD
2. Office of the Registrar, AUD
3. Office of Controller of Finance/ Proctor/ Librarian, AUD
4. All Deans and Directors, AUD
5. OSD Karampura Campus / Lodhi Road, AUD
6. Director of Centres / Director (IT), AUD
7. All Deputy Registrars / Assistant Registrars / Executive Engineer (Civil)
8. Webmaster – for uploading on AUD's Intranet
9. Office Copy



**RECRUITMENT NOTICE**

**Teaching Positions: The University invites application from the prospective & eligible candidate for the various vacant teaching posts on regular basis in the following disciplines**

Sl. No.	School	Discipline	Professor (Level 14)	Associate Professor (Level 13A)	Assistant Professor (Level 10)
1	School of Human Ecology	Ecology and Environmental Studies	ST-1	-	-
2		Ecology and Conservation Biology	-	-	UR-1
3	School of Vocational Studies	Vocational Studies	UR-1	02 (UR-01 & OBC-01)	03 (SC-01, ST-01 & UR-01)
4	School of Law Governance and Citizenship	Law, Governance and Citizenship	OBC-1	UR-1	01 (OBC)
5	School of Global Affairs	Global Studies	-	-	02 (OBC-01 & UR-01)
6		Urban Studies	SC-1	SC-1	OBC-1
7	School of Design	Design	EWS-1	EWS-1	02(OBC-01 & SC-01)
8	School of Culture and Creative Expression	Visual Arts	UR-1	-	-
9	School of Letters	Hindi	-	-	UR-02
10	School of Business Public Policy and Social Entrepreneurship	Management	UR-1	ST-1	UR-01
11	School of Undergraduate Studies/School of Liberal Studies	Sociology	-	UR-1	UR-1
12		History	-	-	EWS-1
13		English	-	-	UR-1
<b>Total Posts</b>			<b>7</b>	<b>7</b>	<b>16</b>

Of these 30 teaching posts, 02 are reserved for the Person with Disabilities in the following categories:-

- i) HH(Hard of Hearing), Deaf ; (ii) Multiple Disability

**Non-Teaching Positions: The University invites application from the prospective & eligible candidate for the following non-teaching vacant posts on regular / deputation / tenure basis**

Sl. No.	Name of the post	Pay Level	Number of Vacancies	Mode of Recruitment
1.	Controller of Finance	Level – 14	01 (UR)	Tenure / Deputation
2.	Assistant Registrar	Level - 10	04	Deputation
3.	Section Officer#	Level – 07	06(UR-5, OBC-1)	Direct
4.	Jr. System Administrator (IT) #	Level – 07	01 (UR)	Direct
5.	Sr. Assistant #	Level – 06	05 (UR-3, SC-1,OBC-1)	Direct
6.	Jr. Assistant / Jr. Assistant cumCaretaker	Level – 02	07 (UR-5, SC-1,OBC-1)	Direct

# Out of the 12 posts as specified at S.No. 3, 4, & 5 above, 01 post is reserved for the Persons with Disabilities in the category of HH (Hard of Hearing), d (Deaf)



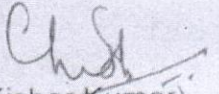
No. AUD/3-3(366)/2019/Acad./115

Dated: 16<sup>th</sup> March, 2021**OFFICE ORDER**

Consequent upon successful completion of one year probation period on 02.01.2021, the service of Dr. Sunil Kumar Dahiya has been confirmed as Assistant Director, Physical Education & Sports in the Academic Pay Level-10 as per 7<sup>th</sup> CPC with effect from 03.01.2020.

Further, the AUD is in the process of finalizing rules and regulations and other matters relating to service conditions for the faculty members/other academic staff. As such, Dr. Sunil Kumar Dahiya will be governed by the AUD/GNCT of Delhi rules issued from time to time.

This issues with the approval of the Competent Authority.

  
(Kishor Kumar)

Dy. Registrar (Acad. Services)

Dr. Sunil Kumar Dahiya  
Assistant Director, Physical Education & Sports  
Dr. B.R. Ambedkar University Delhi  
Kashmere Gate Campus  
Delhi-110006

Copy to:

1. The Dean, SS
2. The Controller of Finance
3. Webmaster for uploading on Intranet
4. Guard File

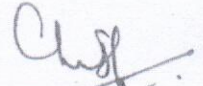


No. AUD/3-3(366)/2019/Acad./119

Dated: 17<sup>th</sup> March, 2021Corrigendum

In continuation of the Office Order No. AUD/3-3(366)/2019/Acad/115 dated 16<sup>th</sup> March, 2021, the date of confirmation of the service of Dr. Sunil Kumar Dahiya as Assistant Director, Physical Education & Sports in the Academic Pay Level-10 as per 7<sup>th</sup> CPC shall be **with effect from 03.01.2021 instead of 03.01.2020**, as his one year probation has completed on 02.01.2021.

The rest of the contents of the above mentioned Office Order dated 16<sup>th</sup> March, 2021 shall remain the same.

  
(Kishor Kumar)

Dy. Registrar (Acad. Services)

Dr. Sunil Kumar Dahiya  
Assistant Director, Physical Education & Sports  
Dr. B.R. Ambedkar University Delhi  
Kashmere Gate Campus  
Delhi-110006

Copy to:

1. The Dean, SS
2. The Controller of Finance
3. Webmaster for uploading on Intranet
4. Guard File



No. AUD/3-3(237)/2015/Acad./ 139

Dated: 30<sup>th</sup> March 2021**RELIEVING ORDER**

Consequent upon his selection to the post of Assistant Professor in Indian Institute of Foreign Trade (IIFT) followed by acceptance of Technical Resignation by the Competent Authority, Dr. Anirban Biswas, Assistant Professor is hereby relieved from this University w.e.f. 30.03.2021 (A/N).

2. His lien on the post of Assistant Professor shall be retained for a period of one year subject to the following:

- i) Terms and Conditions of lien will be governed as per DoPT Office Memorandum No.28020/1/2010-Estt.(C) dated 17.08.2016 and other subsequent guidelines issued by the Govt. of India/ Govt. of NCT of Delhi from time to time.
- ii) Payment of Leave Salary & Pension Contribution (as applicable) for maintaining the lien period at AUD.

3. This issues with the approval of Competent Authority.

(Manjeet Singh Rana)  
Assistant Registrar (AS)

Copy to:-

1. Dr. Anirban Biswas, Assistant Professor, Dr. B.R. Ambedkar University Delhi
2. Office of the Vice Chancellor, Ambedkar University Delhi
3. All Deans of Schools/ Divisions
4. Registrar/ Controller of Finance/ Librarian
5. All Directors of Centres/ Director, IT Services
6. Deputy Registrar (Finance) – For necessary action please
7. All Deputy Registrars/ Assistant Registrars/ System Administrators
8. Webmaster – For uploading on AUD's Intranet.
9. Office Order File | Office Copy

## Appendix-23

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi

No. AUD/3-5(7)/LAC/2012/Acad./74

Dated: 11<sup>th</sup> February 2021

### OFFICE ORDER

Consequent upon the approval of the Competent Authority, Dr. Niharika Banerjea, Associate Professor, SLS has been granted Extra Ordinary Leave (without pay) for six months from 01.03.2021 to 31.08.2021.

2. Accordingly, Dr. Niharika Banerjea, Associate Professor will be relieved from her duties from the Dr. B.R. Ambedkar University Delhi w.e.f. 28.02.2021 (AN) to join the new assignment as Research Scientist in the School of Geography at University College of Dublin.

  
(Sameer Saini) 11/2/21

Dy. Registrar (Acad. Services)

3u

Copy to:

- 1) Office of the Vice Chancellor, Ambedkar University Delhi
- 2) The Dean, SLS/ Student Services/ AES/ Planning, Ambedkar University Delhi
- 3) Dr. Niharika Banerjea, Associate Professor, SLS, Ambedkar University Delhi
- 4) The Registrar/ Controller of Finance, Ambedkar University Delhi
- 5) Dy. Registrar (Finance) – for further necessary action
- 6) Webmaster – for uploading on Intranet
- 7) Personal File No. AUD/3-3(202)/2015/Acad.
- 8) Guard File | Office Copy



## Appendix-24

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi


No. AUD/3-5(7)/LAC/2012/Acad./76

Dated: 11<sup>th</sup> February 2021

### OFFICE ORDER

Consequent upon the approval of the Competent Authority, Prof. Sumangala Damodaran, School of Development Studies has been granted Sabbatical Leave for ten months from 01.03.2021 to 31.12.2021.

2. Accordingly, Prof. Sumangala Damodaran will be relieved of her duties from the Dr. B.R. Ambedkar University Delhi w.e.f. 28.02.2021 (AN).

  
(Sameer Saini) 11/2/21  
Dy. Registrar (Acad. Services)

Copy to:

- 1) Office of the Vice Chancellor, Ambedkar University Delhi
- 2) The Dean, SDS/ Student Services/ AES/ Planning, Ambedkar University Delhi
- 3) Prof. Sumangala Damodaran, School of Development Studies, AUD
- 4) The Registrar/ Controller of Finance, Ambedkar University Delhi
- 5) Dy. Registrar (Finance) – for further necessary action
- 6) Webmaster – for uploading on Intranet
- 7) Personal File No. AUD/3-3(22)/2010/Acad.
- 8) Guard File | Office Copy

## Appendix-25

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi


No. AUD/3-5(7)/LAC/2012/Acad./ 75

Dated: 11<sup>th</sup> February 2021

### OFFICE ORDER

Consequent upon the approval of the Competent Authority, Prof. Sanjay Kumar Sharma, SLS has been granted Extra Ordinary Leave (without pay) for six months from 01.09.2021 to 31.05.2022.

2. Accordingly, Prof. Sanjay Kumar Sharma will be relieved from his duties from the Dr. B.R. Ambedkar University Delhi w.e.f. 31.08.2021 (AN) to join the new assignment at School of Humanities, University of Dundee, UK.

  
(Sameer Saini) 11/2/21  
Dy. Registrar (Acad. Services)

Copy to:

- 1) Office of the Vice Chancellor, Ambedkar University Delhi
- 2) The Dean, SLS/ Student Services/ Planning, Ambedkar University Delhi
- 3) Prof. Sanjay Kumar Sharma, Dean, AES, Ambedkar University Delhi
- 4) The Registrar/ Controller of Finance, Ambedkar University Delhi
- 5) Dy. Registrar (Finance) – for further necessary action
- 6) Webmaster – for uploading on Intranet
- 7) Personal File No. AUD/3-3(57)/2011/Acad.
- 8) Guard File | Office Copy