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No.:TU:EST-545:2021-22/5493

Date:25.03.2022

: NOTIFICATION :

Sub: STATUTES RELATING TO PROMOTION OF ACADEMIC STAFF AT TUMKUR UNIVERSITY UNDER CAREER ADVANCEMENT SCHEME – reg.

Ref.: 1. Government Letter E-Office: No. ED 19 UTT 2021 Dated:21.02.2022

- Ammendment E-No. ED 19 UTT 2021 Dated:02.03.2022
- Approval of the Hon'ble Vice-Chancellor Dated:24.03.2022 (Para 48 Pg.No. 12)

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The "STATUTES RELATING TO PROMOTION OF ACADEMIC STAFF AT TUMKUR UNIVERSITY UNDER CAREER ADVANCEMENT SCHEME" assented by His Excellency the Chancellor on 06.01.2022 as communicated in the above referred letters is hereby notified for implementation.

By Order

Registrar VS Turnkur University

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Copy to:

- 1. The Principal Secretary to the Governor, Rajbhavan, Bengaluru.
- The Additional Chief Secretary to the Government, Education Department(Higher Education), M.S. Building, Bengaluru.
- The Registrar (Evaluation), Tumkur University, Tumakuru.
- 4. The Finance Officer, Tumkur University, Tumakuru.
- System Analyst, Tumkur University, Tumakuru For publishing in University website.
- 6. The P.S. to the Hon'ble Vice-Chancellor, Tumkur University, Tumakuru.
- 7. Office copy.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಇ-ಕ್ರಮಾಂಕ: ಇಡಿ 19 ಯುಟಿಟಿ 2021

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು, ದಿನಾಂಕ:02.03.2022

ತಿದ್ದೋಲೆ

ಸರ್ಕಾರದ ಪತ್ರಸಂಖ್ಯೆ:ಇಡಿ 19 ಯುಟಿಟಿ 2021, ದಿನಾಂಕ:21.02.2022 ರಲ್ಲಿ ಪರಿನಿಯಮಗಳ ಹೆಸರು "STATUTES RELATING TO DIRECT RECRUITMENT OF ACADEMIC STAFF IN TUMKUR UNIVERSITY" ಎಂದು ಕಂಡು ಬರುವ ಕಡೆಯೆಲ್ಲಾ "STATUTES RELATING TO PROMOTION OF ACADEMIC STAFF OF TUMKUR UNIVERSITY UNDER CAREER ADVANCEMENT SCHEME" ಎಂದು ತಿದ್ದಿ ಓದಿಕೊಳ್ಳತಕ್ಕದ್ದು

(ಮಹೇಶ್ ಆರ್.)

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಶಿಕ್ಷಣ ಇಲಾಖೆ (ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳು-2)

- Fox 103/2022

ಕುಲಸಚಿವರು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು

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ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಇ-ಕಭೇರ ಸಂ: ಇಡಿ 19 ಯುಟಟ 2021

ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಸಚಿವಾಲಯ. ಬಹುಮಹಡಿಗಳ ಕಟಡ ಬೆಂಗಳೂರು, ದಿನಾಂಕ:21.02.2022

ಇಂದ

ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ. ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು

RP/AD

ಇವರಿಗೆ

ಕುಲಸಚಿವರು. ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು.

ಮಾನ್ಯರೇ,

Bounday No.

ವಿಷಯ: STATUTES RELATING TO DIRECT RECRUITMENT OF ACADEMIC STAFF IN TUMKUR UNIVERSITY ಗಳ ಬಗ್ಗೆ

- ಉಲ್ಲೇಖ:- 1) ತಮ್ಮ ಪತ್ರಸಂಖ್ಯೆ:ತುವಿ/ಸಿಬ್ಬಂದಿ/2019-20/1434, ದಿ:03.07,2019
 - 2) ತಮ್ಮ ಪತ್ರಸಂಖ್ಯೆ:ಕುವಿ/ಸಿಬ್ಬೆಂದಿ/2019-20/4577, ದಿ:18.02,2020
 - 3) ತಮ್ಮ ಪತ್ರಸಂಖ್ಯೆತುವಿ/ಸಿಬ್ಬಂದಿ/2021–22/1017. ದಿ:04.08.2021

ಮೇಲ್ವಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖಿತ ತಮ್ಮ ಪತ್ರದಗಳ ಕಡೆಗೆ ಗಮನ ಸೆಳೆಯಲಾಗಿದೆ. ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ STATUTES RELATING TO DIRECT RECRUITMENT OF ACADEMIC STAFF IN TUMKUR UNIVERSITY ಗಳಿಗೆ ಮಾನ್ನ ರಾಜ್ಯಪಾಲರು ಹಾಗೂ ಕುಲಾಧಿಪತಿಗಳು ದಿನಾಂಕ:06.01.2022ರಂದು ಅನುಮೋದನೆ ನೀಡಿರುತ್ತಾರೆ ಎಂದು ತಿಳಿಸಲು ಹಾಗೂ ಮಾನ್ಯ ರಾಜ್ಯಪಾಲರು ಹಾಗೂ ಕುಲಾಧಿಪತಿಗಳಿಂದ ಅನುಮೋದಿಸಲ್ಪಟ್ಟ ಪರಿನಿಯಮಗಳ ಪ್ರತಿಯನ್ನು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಿ ಕಳುಹಿಸಲು ನಾನು ನಿರ್ದೇಶಿತನಾಗಿದ್ದೇನೆ.

(ಮಹೇಶ್. ಆರ್.)

p1/02/2022

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ.

ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ(ವಿಶ್ವವಿದ್ಯಾಲಯಗಳು–2)

TUMKUR UNIVERSITY

STATUTES RELATED TO PROMOTION OF ACADEMIC STAFF OF TUMKUR UNIVERSITY UNDER THE CAREER ADVANCEMENT SCHEME

1. BACKGROUND

Preamble:

- i) The UGC in its communication dated: 31.01.2018 has informed the State Government to adopt the Central Government pay scheme contained in GOI, MHRD letter dated: 02.11.2017 as recommended by the 7th Central Pay Commission to Universities and colleges in the State. Further, MHRD, GOI in its letter dated: 11.09.2019 has informed the State Government that the Central Government would reimburse 50% of its share of the total financial expenditure on account of pay revision for the period 01.01.2016 to 31.03.2019, subject to the fulfilment of conditions stipulated therein and to submit a suitable proposal for financial assistance (reimbursement) before 31.03.2019.
- ii) The revised Central Government Pay Scales have been structured by merging the Dearness allowance of 125% sanctioned from 01.01.2016 in the pre-revised pay scale. Subsequent to the revision of central government Pay Scales w.e.f.01.01.2016, Government of Karnataka in its G.O. dated: 30.10.2018 have sanctioned 148% of Dearness Allowance, subsequent to 01.07.2016 till 01.07.2018 to the Teachers, Librarians, Physical Education personnel & equivalent cadre staff in Govt.,/Aided colleges and Universities in the State, who are drawing pay according to the 2006 Revised UGC Pay scales. Therefore, the State Government has sanctioned 23% of Dearness Allowance in the pre-revised Pay Scales to these categories of employees as against 09% of D.A. sanctioned by the GOI in the 2016 RPS. Further, these employees are paid HRA at the rate of 30%, 20% and 10% of Basic pay till date, as against 24%, 16% and 8% of revised HRA rates applicable to the Central Government
- iii) In the light of the instructions from GOI to revise the Pay Scales of Teachers, Librarians and equivalent cadre Staff working in Govt./Aided Colleges and in State Universities, Karnataka State Government issues an Order No.ED 483 UNE 2017, Bengaluru, dated: 16-03-2019 in order to implement the same.
- iv) These statutes have been framed in order to implement the Career Advancement Scheme for Promotion of Academic Staff at Tumkur University as per the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 and other government orders for implementation of Seventh Pay Commission Pay scales for academic staff of Tumkur University.

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v) Terms and conditions including leaves, workload, professional code of ethics, , maintenance of standards, incentives, allowances, benefits etc... to be implemented at Tumkur University according to UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 is included as Annexures to these statuettes.

2. TITLE, COMMENCEMENT AND APPLICABILITY

- These Statutes shall be called "STATUTES RELATED TO PROMOTION OF ACADEMIC STAFF OF TUMKUR UNIVERSITY UNDER THE CAREER ADVANCEMENT SCHEME".
- These statutes shall come into force with effect from the date of the assent of the Chancellor of the Universities.
- iii) Ministry of Education, Government of India, UGC and State Government orders and /or Notifications/Clarifications/public notices/amendments issued from time to time are deemed to be part of the relevant sections of these statutes.
- iv) For removal of difficulties in implementing these Statutes the Vice Chancellor with the approval of the syndicate may take suitable action in accordance with the provisions of the relevant UGC/ MOE/ state government enabling regulations/ notifications/ clarifications/ orders issued from time to time.

3. COVERAGE

These Statutes apply to Teachers, Library personnel, Physical Education Personnel and other academic staff of Tumkur University and its Constituent Colleges under UGC pay scales.

4. DESIGNATION:

There shall be no change in the present designation of teachers and equivalent cadres. Accordingly, there are only three designations in respect of teachers in University viz; Assistant Professors, Associate Professors and Professors and there is no change in the present designation in respect of Librarians and Physical Education Personnel at various levels. All future UGC/MOE Notifications/clarifications/regulations on designations issued from time to time wil be deemed to be part of the relevant sections of these statuettes

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5. DATE OF EFFECT

The revised seventh UGC Pay scale shall be effective from 01.01.2016 and all other allowances benefits from the date of the Government of Karnataka order No.ED 483 UNE 2017, Bangaluru, dated: 16-03-2019.

6. Fixation of Pay in the Revised Pay Scale:

- i) The initial pay of the incumbent faculty member holding a permanent post in the cadre of Teacher / Librarian / Physical Education Teacher and equivalent posts shall be fixed in the Revised Pay Matrix as specified in Annexure-I appended to this order in the following manner:
- a. The entry pay for each level of Pay Band and Academic Grade Pay in the corresponding academic level and Cells shall be as specified below:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15		67,000

- b. The pay of incumbent employee shall be fixed at the corresponding appropriate level in the Pay Matrix by multiplying the existing basic pay as on 01-01-2016 by a multiplication factor of 2.57, the figure so arrived at shall be rounded off to the nearest rupee and will be located in the applicable level in the Pay Matrix. If the figure so arrived at, corresponds to any identical pay in the applicable level of Pay Matrix, the same shall be the revised pay. If no such Cell is available in the applicable level the pay shall be fixed at the immediate next higher Cell in that applicable level of the Pay Matrix.
- c. In fixation of pay whenever a situation arises that more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched and pay fixed in the subsequent Cell in the Pay Matrix.
- d. If the minimum pay or the first Cell in the applicable level is more than the amount calculated as per (b) above, the pay shall be fixed at the minimum pay or the first Cell of that applicable level.
- e. The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first Cell in the level applicable to the post to which such employees are appointed.

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- f. Fixation of pay by using the above multiplication factor 2.57 is not applicable to employees promoted after 01-01-2016. However, their pay is regulated in accordance with the provisions of relevant state government orders issued from time to time.
- g. After fixation of pay, grant of increment shall be regulated in accordance with the provisions of KCSRs and Orders issued there under, existing as on the date of fixation of pay.

7. FIXATION OF PAY AND ALLOWANCES

As in Appendix - I in the above referred State Govt. Order dated: 16.03.2019.

8. THE FITMENT TABLE FOR FIXATION OF PAY IS APPENDED AS IN

As in Appendix - II in the above referred State Govt. Order dated: 16.03.2019.

9. GENERAL

- i) No one shall be eligible to be promoted or designated as Professor, unless he or she possesses a Ph.D. degree 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'.
- ii) 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.

10. Dearness Allowance:

The dearness allowance in the revised pay scale w.e.f. 01-01-2016 and grant of DA subsequently shall be regulated as specified below. However, the monetary benefit on account of regulation of DA is prospective as indicated in para (5) above.

01-01-2016 - nil

01-07-2016 - 2% of basic pay

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01-07-2017 - 5% of basic pay

01-01-2018 - 7% of basic pay

01-07-2018 - 9% of basic pay

Future grant of Dearness Allowance payable to employees shall be regulated in accordance with the orders issued by the State Government with reference to the orders of GOI.

11. Other allowances:

The rate of HRA shall be as notified by the State Government and shall be applicable at rates of 24%, 16% and 8% of Basic Pay in the Revised Pay Scale and shall be admissible.

12. Promotion:

Subject to the fulfilment of conditions stipulated above and after fixation of pay in the Pay Matrix when an employee gets a promotion his/her pay in the Pay Matrix shall be fixed as follows:

On promotion, he/she would be given a notional increment in his existing Academic Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he/she has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level; otherwise the next higher cell in that level shall be the new pay of the employee.

Constitution of Screening/Selection Committees and Guidelines for Screening/Selection Procedure:

Constitution of Committees and guidelines for promotion to various levels of Posts in Universities and colleges shall be in accordance with the provisions of "UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018" and amendments, orders issued in this regard by the UGC/MOE as well as the provisions of the Karnataka State Universities Act 2000 amended from time to time.

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Vice Chancellor Turnkur University Turnkur 13.1 The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/ equivalent cadres in Librarians/ Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

- The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

E. For University Assistant Director, Physical Education and Sports:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- The Dean of the Faculty concerned;
- iii) The University Director, Physical Education and Sports; and
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

- The Principal shall be the Chairperson of the Committee;
- The University Director, Physical Education and Sports; and
- Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/university nominee.

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Vice Chancellor Turnkur University Turnkur 13.2 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified in the relevant appendices of "UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018" as mentioned below:

Appendix II, Table 1 for Assistant Professors and their subsequent promotions;

Appendix II, Table 4 for each of the cadre of Librarian and their subsequent promotions; and

Appendix II, Table 5 for each of the cadre of Physical Education and Sports and their subsequent promotions

The Screening-cum-Evaluation Committee shall recommend to the Syndicate/Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

The promotion/selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

For all Selection Committees specified in these Regulations, Chairman of the department/Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held

14. SELECTION PROCEDURE:

I. The overall promotion/selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5. UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018.

In order to make the system more credible, Tumkur University may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for CAS promotions, wherever selection committees are prescribed in these Regulations.

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- II. Tumkur University shall adopt these Regulations by incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018. The self-assessment-cum-performance appraisal forms for teachers will be in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018.
- III. .In all the Selection Committees for CAS promotion of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- IV. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts as per the Proforma prescribed for the relevant sections in the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018"

A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

- I. Teaching-Learning and Evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- II. Personal Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of

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Vice Chancellor Tumkur University Tumkur, sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

III. Administrative Support and Participation in Students Co-curricular and Extra-curricular Activities.

B. Assessment Process

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma based on Tables 1 to 5 of Appendix II of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018". The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the Chairman of the department/HOD/Teacher- in-charge etc. The submission should be through promotion.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018.

14.1 Assessment Criteria and Methodology:

- Tables 1 to 2 of Appendix II of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018 are applicable to Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges for promotion under Career Advancement Scheme;
- a. Table 4 of Appendix II UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018 is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- b. Table 5 of Appendix II UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018 is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

Registrar Tumkur University Tumkur

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- 14.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.
- I. The criteria for promotions under Career Advancement Scheme laid down under these statuetes shall be effective from the date of notification of these statutes. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification as mandated in the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018.
- II. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.
- III. The Selection Committee composition as contained in Clauses 5.1 to 5.4 shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor and for all other academic positions in equivalent cadres including library and physical education.
- IV. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table 1 of Appendix II of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018"
- V. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

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- VI. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- VII. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018 at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

14.3 LEGACY ISSUES:

The criteria for promotions under Career Advancement Scheme as given in these regulations shall be effective prospectively from the date of notification of these regulations. However, to avoid hardship to the faculty members who have already qualified or are likely to qualify shortly under existing regulations, a choice may be given to the faculty members to opt for being considered for promotions under existing regulations itself. This option can be exercised only within three years from the date of notification of as mandated in the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018.

Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be

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a. The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

b. The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in 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 and its amendments, is defined as under:

- Exemption from scoring under Category I, as defined in Appendix III of said above mentioned 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 and its further amendments/regulations and public notices.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 further amendments/regulations and public notices with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below

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TABLE-A (Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/-) to (Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/AGP Rs.7000/-) to (Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs.8000/) to Associate Professor (Stage 4/ AGP Rs.9000/)	Associate Professor (Stage 4/ AGP Rs.9000/-) to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table - B (Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

S.No.		Assistant Professor (Stage 1/AGP Rs.6000/-) to (Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/-) to (Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/-) to Professor (Stage 5/ AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C (Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.No.		Assistant Librarian (Stage I/ AGP Rs.6000/-) to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/-) to (Stage 3/ AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/ AGP Rs.9000/-)	Deputy Librarian (Stage 4/ AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/ assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

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Table-D (Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S,No.	Assistant Librarian (Stage I/ AGP Rs.6000/-) to (Stage 2/AGP Rs.7000/-)		Assistant Librarian (Stage 2/AGP Rs.7000/-) to (Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	
I	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	

Table-E
(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director,
Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/-) to (Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade//Deputy Director) (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/ assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F
(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/AGP Rs.6000/-) to (Stage 2/ AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade/Deputy Director) (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

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- 14.4 The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.
- 14.5 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS
- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfil the eligibility and performance criteria as laid down in Clause 6.3 of UGC Regulations, 2018.
- B. Career Advancement Scheme (CAS) for College teachers
- I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days duration on teaching methodology; and
- ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in fourquadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports
 of at least three/four/five of the last four/five/six years of the assessment period as the
 case may be, as specified in Appendix II, Table 1 of UGC Regulations, 2018, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

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II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale,
- 2. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories Refresher Courses/Research Methodology course/Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of atleast two weeks (ten days) duration (or completed two courses of atleast one week(five days) duration in lieu of every single course/programme of atleast two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (atleast one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period,(as prescribed in Appendix II, Table 1) of UGC Regulations, 2018 and
- The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) Eligibility:

- Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Upgradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of atleast two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of atleast two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(atleast one quadrant) minimum of 10 modules of a course/contribution towards development of atleast 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

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A teacher may be promoted if;

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, of UGC Regulations, 2018 and
- The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

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

- 1. Associate Professors who have completed three years of service in Academic Level 13A.
- 2. A Ph.D. degree in subject relevant/allied/relevant discipline.
- A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- A minimum of 110 Research Score as per Appendix II, Table 2 of UGC Regulations, 2018.

CAS Promotion Criteria:

A teacher shall be promoted if;

- The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and atleast 110 research score as per Appendix II, Table 2 of UGC Regulations, 2018.
- The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers

V. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:

- i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii. Attended one Orientation course of 21 days duration on teaching methodology;
- Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5)

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- days) duration, or taken one MOOCs course (with e- certification) or development of econtents in four-quadrants / MOOC's course during the assessment period; and
- Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

A teacher shall be promoted if:

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), of UGC Regulations, 2018, and;
- The promotion is recommended by the screening-cum evaluation committee.

VI. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) of UGC Regulations, 2018, and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

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Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3. Any one of the following during last three years: completed one course / programme amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5. Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if:

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1 of UGC Regulations, 2018 and has a research score of at least 70 as per Appendix II, Table 2.
- The promotion is recommended by a selection committee constituted in accordance ii. with these Regulations.

Associate Professor (Academic Level 13A) to Professor (Academic Level 14) VIII. Eligibility:

- 1. An Associate Professor who has completed three years of service in Academic Level
- A Ph.D. degree in the subject concerned/allied/relevant discipline.
- 3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- Evidence of having successfully guided doctoral candidate.
- A minimum of 110 Research Score as per Appendix II, Table 2 of UGC Regulations, 2018.

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A teacher shall be promoted if;

- He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports
 of at least two of the last three years of the assessment period, as per Appendix II,
 Table 1, and at least 110 research score, as per Appendix II, Table 2 of UGC
 Regulations, 2018.
- The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IX. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i. Ten years of experience as a Professor.
- A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians:

- The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of the Regulations for Colleges/Institutions and for Universities, respectively.
- The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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Vice Chancellor Tumkur University X. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):

Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.

- He/she has attended at least one Orientation course of 21 days duration; and
- Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4 of UGC Regulations, 2018.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, of UGC Regulations, 2018, and
- The promotion is recommended by a screening-cum-evaluation committee.
- XI. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1. He/she has completed five years of service in that grade.
- 2. He/she has done any two of the following in the last five years:
 - i) Training/Seminar/Workshop/Course on automation and digitalisation,
 - Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - Taken/developed one MOOCs course in the relevant subject (with ecertification), or
 - iv) Library up-gradation course.

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An individual shall be promoted if:

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, of UGC Regulations, 2018, and;
- The promotion is recommended by a screening-cum-evaluation committee.
- XII. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)
 - 1. He/she has completed three years of service in that grade.
 - He/she has done any one of the following in the last three years:
 - Training/Seminar/Workshop/Course on automation and digitalization,
 - Maintenance and related activities as per Appendix II, Table 4 of UGC Regulations, 2018, of at least two weeks (ten days) duration,
 - iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - iv) Taken/developed one MOOCs course in the relevant subject (with ecertification), and
 - v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; of UGC Regulations, 2018" and
- The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.
- XIII. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:
 - He/she has completed three years of service in that grade.
 - He/she has done any one of the following in the last three years:
 - i) Training/Seminar/Workshop/Course on automation and digitalization,
 - Maintenance and related activities as per Appendix II, Table 4 of at least two weeks(ten days) duration,
 - Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

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- iv) Taken/developed one MOOCs course in the relevant subject (with ecertification), and
- v) Library up-gradation course.
- Evidence of innovative library services, including the integration of ICT in a library.
- 4. A Ph.D. Degree in Library Science/Information Science/Documentation/archives and Manuscript- Keeping

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4 of UGC Regulations, 2018; and
- The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.
- E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports Note:
- The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of the Regulations for Colleges/Institutions and for Universities, respectively.
- The Deputy Director Physical Education and Sports in Universities shall have two levels ii. i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.
- From Assistant Director of Physical Education and Sports (Academic Level 10)/ XIV. College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- He/she has attended one Orientation course of 21 days duration; and
- He/she has done any one of the following: iii.
 - a) Completed Refresher / Research Methodology Course/ workshop,

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- Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and
- c) Taken/developed one MOOCs course (with e-certification).

An individual may be promoted if:

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5 of UGC Regulations, 2018; and
- ii. The promotion is recommended by a screening-cum-evaluation committee.
- XV. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/ Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/ Academic Level 12)/College Director of Physical Education and Sports (Selection Grade/Academic Level 12)
 - 1. He/she has completed five years of service in that grade.
 - 2. He/she has done any two of the following in the last five years:
 - Completed one course / programme from among the categories of refresher courses, research methodology workshops,
 - Teaching-Learning-Evaluation Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration,
 - iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and
 - iv) Taken/developed one MOOCs course in the relevant subject(with ecertification).

CAS Promotion Criteria:

An individual may be promoted if;

- He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period as specified in Appendix II, Table 5 of UGC Regulations, 2018, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

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- XVI. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)
 - 1. He/she has completed three years of service.
 - 2. He/she has done any one of the following during last three years:
 - Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - ii) Teaching-Learning-Evaluation Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - iii) Taken/developed one MOOCs course in relevant subject (with e-certification).

An individual may be promoted if;

- He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, of UGC Regulations, 2018 and;
- The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.
- XVII. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:
 - He/she has completed three years of service.
 - 2. He/she has done any one of the following during last three years:
 - i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - Teaching-Learning-Evaluation Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - iii) Taken / developed one MOOCs course in relevant subject (with ecertification).
 - Evidence of organising competitions and coaching camps of at least two weeks duration.

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- Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

An individual may be promoted if;

- He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, of UGC Regulations, 2018 and;
- The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

14.6

- 1. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of 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 a Ph. D., M. Phil, or M.Tech, and LLM degree.
- 3. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for award of advanced increments to be given to the person, as per the of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018" and on meeting the conditions specified its clarifications/pubic notices issued from time to time.

15. Counting of Past Services for Promotion:

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 and DBT, may be considered for ascertaining eligibility for the purpose of direct recruitment only to the relevant cadres/posts but fixation of pay, Regulations of Service Conditions in such cases shall be strictly in accordance with the provisions of Rules framed by the State Government. Further, for promotion under the CAS the previous service of a

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teacher in the cadre of Assistant Professor, Associate Professor, Professor or any other nomenclature etc., shall be considered in accordance with the provisions of relevant Service Rules/Orders of the State Government if any and further subject to the fulfilment of the following:

- 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.
- 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 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.
- d. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- e. The previous appointment was not as guest lecturer for any duration.
- f. The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment, promotion provided that:
 - 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
 - The incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective University;
 - iii) The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- g. No distinctions shall be made with reference to the management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this.
- 16. All the annexures, appendices, tables, proforma, formats mentioned in the relevant sections of the statuettes here are as per the prescribed annexures, appendices, tables, proforma, formats are as per the relevant sections of UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018. Notwithstanding, all the sections mentioned in these statutes, any other the appendices, tables, proforma, formats required for the purpose of CAS for academic staff will be adopted by the University on an as-is basis from the appendices, tables, proforma, formats of the UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018 and its subsequent amendments/clarifications/regulations.

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1. DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

1.1 DUTY LEAVE:

- i) Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities and accepted by the relevant authorites of the university;
 - (e) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university or when selected for scholarships/ fellowships/joint projects or nominated by government and other agencies;
 - (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 similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
- The duration of leave shall be need based and on sanction by the University.
- 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.
- iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

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1.2 STUDY LEAVE:

- i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the yndicate of THE University may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) 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/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv) The study leave shall be granted by the Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

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- v) The 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) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii)The study leave may be granted more than once, provided, that not less than five years have clapsed after—the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work—to be done during the proposed spell of study leave.
- viii) 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 Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Syndicate to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- ix) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/ on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

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xiii) A teacher -

- (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
- (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
- (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
- (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

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

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher as per UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for maintenance of standards in Higher Education, 2018".

xiv) 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 paragraph (x) to (xiii) above and give security of

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immovable property to the satisfaction of the Finance Officer 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 paragraph (x) to (xiii) above.

- xv) The teacher on study leave shall submit to the Registrar/ six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi) The teacher on Icave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/.
- xvii) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/ Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University.

1.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, 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 of one year or more.

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- iii) 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.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) 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.
- Other Kinds of Leave Rules for Permanent Teachers of the University The following kinds of leave would be admissible to permanent teachers:
 - Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
 - ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
 - iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
 - iv) Leave not debited to leave account
 - v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- vii) The Syndicate may grant, in exceptional cases, for the reasons to be recorded, any sother kind of leave, subject to such terms and conditions as it may deem fit to impose.

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Casual Leave

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

II. Special Casual Leave

- 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 any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- 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;
 - To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme.
 - Leave in this case shall be restricted to six working days; and
 - (c) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

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For purposes of computation of the 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 period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified:

- 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.
- 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.
- Encashment of earned leave shall be allowed to members of the teaching staff as applicable
 to the employees of the Central Government or State Government.

IV. Half-pay Leave

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

Explanation:

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

Note: Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave

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at the time of superannuation as applicable to the employees of Government of India/State Government.

v. Commuted Leave

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

- Commuted leave during the entire service shall be limited to a maximum of 240 days;
- When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;
- iv) Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. 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) The extraordinary leave shall always be without pay and allowances. It shall not count for an 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

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- (c) a natural calamity, and the teacher has no other kind of leave to his credit;
- (d) Leave taken for pursuing higher studies; and
- (e) Leave granted to accept an invitation to a teaching post or fellowship or research-cumteaching post or on assignment for technical or academic work of importance.
- iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. 'Leave Not Due'

- i) 'Leave not due', may, at the discretion of the Vice-Chancellorbe 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 a 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 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 carned. 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 yet to be earned may be waived by the syndicate. Provided that the syndicate may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

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

IX. Child-care Leave

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

x. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

Adoption leave may be provided as per the rules applicable.

XII. Surrogacy leave

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

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3. 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 appointment.

4. 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.

5. Code of Professional Ethics

I. Teachers and their Responsibilities :

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

Teacher should:

- Adhere to a responsible pattern of conduct and demeanor 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;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;

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- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students Teachers should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;

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- 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.

Teachers and Colleagues Teachers should:

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

Teachers and Authorities:

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

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vi. Adhere to the terms of contract;

vii. Give and expect due notice before a change of position takes place; and

viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

III. Teachers and Non-Teaching Staff:

Teachers should:

 Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

 Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

IV. Teachers and Guardians Teachers should:

Try to see through teachers' bodies and organisations, 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.

V. Teachers and Society Teachers should:

 Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

Work to improve education in the community and strengthen the community's moral and intellectual life;

 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;

 Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

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Vice Chancellor Turnkur University 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.

6. Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the University. The process of evaluation for Ph.D. shall as per the latest UGC regulations and a separate regulation may be drafted by the University if so needed..

- i. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iii. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- iv. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- v. Research clusters shall be created amongst the universities/ within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vi. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.

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- vii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/ shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- viii. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

7. Allowances and Benefits

- i. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- iii. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to state government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Health Scheme of respective State Government, as the case may be.

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