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NOTIFICATION

No. G. 12017/2/98-EDC, the 12th October, 1999. In pursuance of the decision taken in the meeting of the Council of Ministers held on 30.9.99 and circulated vide Memo No. J. 11012/2/99-EDS(Vol.IV) dt. 4.10.99, the Governor of Mizoram is pleased to order adoption and implementation of the U.G.C. norms relating to Revision of pay-scales, Minimum qualification for appointment of teachers in Universities and Colleges and other measures for the maintenance of standards, 1998, in respect of the College Teachers under the Govt. of Mizoram as adopted by the Govt. of India vide No. F.1-22/97-U.I. dt 27.7.98, No. F. 1-22/97-U.I. dt.22.2.98, F.1-22/97-U.I. dt.6.11.98 and UGC Notification issued vide letter No. F. 3-1/94(PS) dt. 24.12.98 which are appended herewith. Pay and allowances of College Teachers covered by the scheme shall be fixed in the Revised scale of pay with effect from 1.1.1996

This issues with the concurrence of Finance Department vide the U.O.No. FIN(PRU)/5 dt. 30.8.1999.

Denghuna,
Secretary to the Govt. of Mizoram.

Dr.G. SHARMA
SECRETARY

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

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

24 December, 1998

To,

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

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

Sir/Madam,

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

1.0. These shall apply to every University established or incorporated by or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the concerned University under Clause (i) of Section 2 of the University Grants Commission Act, 1956, and every institution Deemed to be a University under section 3 of the said Act.

2.0 These shall come into force with immediate effect.

3.0 Qualifications and other service conditions:

3.1 No person shall be appointed to a teaching post in the university or in any institution including constituent or affiliated college recognized under Clause (f) of Section 2 of the University Grants Commission Act, 1956, or in an institution Deemed to be a university under Section 3 of the said Act, in a subject if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in the notification.

3.2 Provided that any relaxation in the prescribed qualifications can only be made by a University in regard to the posts under it, or any of the institutions including constituent or affiliated colleges recognized under Clause (f) of Section 2 of the aforesaid Act or by an institution deemed to be a university under Section 3 of the said Act, with the prior approval of the University Grants Commission.

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

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

- 5.0 The University Grants Commission expects that the entire scheme of revision of pay scales, together with all the conditions attached to it, would be implemented by the State Governments as a composite scheme without any modifications, except the date of implementation of pay as indicated in Government of India notification No. F.1-22/97-U.I. dated 27.7.98, 22.9.98 and 6.11.98. It shall be necessary for the Universities and the management of College to make the necessary changes in their statutes, ordinances, rules, regulations etc. to incorporate the provisions of this scheme.
- 6.0 The UGC has sent the following schemes to the Ministry of Human Resource Development for consideration.
- 1) Scheme for providing incentives to lecturers for professional development.
 - 2) Creation of posts of Professors in colleges.
 - 3) Scheme for rewarding meritorious teachers.
 - a. Super Time Scale to Professors.
 - b. Meritorious teachers who do not have M.Phil/Ph.D.

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

- 7.0 the receipt of this letter may kindly be acknowledged.

Yours faithfully.

(G.D.Sharma) UGC

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

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

1.0.0 COVERAGE

- 1.1.0 The scheme applies to University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities (excluding Agricultural Universities), and college (excluding Agricultural, Medical

and Veterinary Science Colleges) admitted to the privileges of the Universities unless they specifically exercise an option in writing to remain out of this scheme. However, the scheme will apply to the Teachers in the Faculty of Agriculture, Medicine and Veterinary Science in the Central Universities.

2.0.0 PAY SCALES

2.1.0 The revised scales of pay, as decided by the Government of India, Ministry of Human Resources Development (Deptt. of Education) may be seen at Appendix—I.

2.2.0 Pay scale for academic staff of the Departments of Adult and Continuing Education, Women's Studies, Academic Staff Colleges and University Science Instrumentation Centre should be equivalent to those of the Teachers of the corresponding levels and they should have same designation and channel of promotion provided that they have equivalent qualifications.

3.0.0 RECRUITMENT AND QUALIFICATIONS

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

3.2.0 The minimum qualifications required for the post of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians, Assistant Registrars, Deputy Registrars and Registrars, will be those as prescribed by the University Grants Commission from time to time.

3.3.0 The Minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the University to exempt Ph.D. holders from NET or to require NET, in their case, either as a desirable or essential qualification for appointment of 55% should not be insisted upon for Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Directors of Physical Education, Deputy Directors of Physical Education for the existing incumbents who are already in the University system. However, the system from outside and those at the entry point of Lecturers, Assistant Registrar, Assistant Librarians, Assistant Director of Physical Education.

- 3.4.0 A relaxation of 5% may be provided from 55% of the marks, at the master's level for the SC/ST category.
- 3.5.0 A relaxation of 5% may be provided, from 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept., 1991.
- 3.6.0 B in the 7 point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- 3.7.0 The Ph.D. should continue to be a compulsory requirement for the designation of Reader. However, for other categories, like those of Registrars, Librarians and Physical Education Directors, the Ph.D. should be a desirable and not an essential qualification.

4.0.0 DIRECT RECRUITMENT

4.1.0 PROFESSOR

An eminent scholar with published work of high quality, actively engaged in research with 10 years of experience in post-graduate teaching, and/or experience in research at doctoral level.

OR

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

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

4.2.1 PRINCIPAL (Professor's Grade)

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

4.2.2 PRINCIPAL (Reader's Grade)

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

4.3.0 READER

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

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

4.4.0 LECTURER

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

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

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

4.4.2 Journalism and Mass Communication

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

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

OR

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

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

4.4.3 Music

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

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

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-75
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor		
'F' = Fail	0-0.49	0-24

OR

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

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

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

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

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

5.0.0 SELECTION COMMITTEES

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

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

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

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

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

6.3.0 A Lecturer with Ph.D. will be eligible for two advance increments when she/he moves into Selection Grade/Reader.

6.4.0 A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

7.0.0 CAREER ADVANCEMENT

7.1.1 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil. and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

7.1.2 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

7.1.3 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor 7.1.4. The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

7.1.5 The Existing scheme of Career Advancement for non academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

7.2.0 LECTURER (SENIOR SCALE)

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

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

7.3.0 LECTURER (SELECTION GRADE)

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

7.4.0 READER (PROMOTION)

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

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

(v) Possesses consistently good-performance appraisal reports.

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

7.5.0 PROFESSOR (Promotion)

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

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

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

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

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

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

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

The requirement for completing these courses would be as follows :

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

ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).

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

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

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

8.0.0 COUNTING OF PAST SERVICE

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

8.1.0 The post was in an equivalent grade/scale of pay as the post of a Lecturer.

8.2.0 The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.

8.3.0 The candidates who apply for direct recruitment should apply through proper channels ;

8.4.0 The concerned Lecturers possessed the minimum qualifications prescribed by the UGC, for appointment as Lecturers ;

8.5.0 The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations ;

8.6.0 The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided ;

- a) the ad-hoc service was of more than one year duration ;
- b) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
- c) the incumbent was selected to the permanent post continuation to the ad-hoc service, without any break.

9.0.0 MERIT PROMOTION

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

10.0.0 REWARDING MERIT

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

11.0.0 PERIOD OF PROBATION AND CONFIRMATION

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

11.4.0 Since the time required for Career Advancement has now been reduced, an extension may be provided till 31.12.2003 to all candidates for completing refresher courses.

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

12.0.0 PART-TIME TEACHERS

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

3.0.0 CREATION OF POST

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

14.0.0 TEACHING DAYS

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

5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks with a 6 day week. The above is summarised as follows:

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

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

15.0.0 WORK LOAD

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

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

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

16.0.0 SUPERANNUATION AND RE-EMPLOYMENT OF TEACHERS

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

- 16.2.0 Age of retirement of Registrars, Librarians, Physical Education personnel, Controllers of Examinations, Finance Officer and such other university employees who are being treated at par with the teachers and whose age of superannuation was 60 years, would be 62 years.

No re-employment facility is recommended for the Registrars, Librarians and Directors of Physical Education.

17.0.0 SUPERANNUATION BENEFITS

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

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

18.0.0 LEAVE RULES

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

19.0.0 SERVICE AGREEMENT

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

20.0.0 CODE OF PROFESSIONAL ETHICS

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

21.0.0 ACCOUNTABILITY

The self-appraisal of performance should be adopted as a mandatory part of the Career Advancement scheme and should be implemented with the new pay scales within the time-frame of 1 year, if not already implemented.

It would be optional for the institution to consider introducing student evaluation as a method of assessment of the teacher, particularly in small institutions, post-graduate departments, professional colleges and autonomous colleges.

22.0.0 ANOMALIES

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

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

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

1. (i) Pay Scales

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

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

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

(a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. degrees, respectively, at the time of recruitment as Lecturers.

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

(c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as Reader.

(d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

(iii) Career Advancement (Annexure-I)

(a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

(b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go up to the level of Lecturer (Selection Grade).

- (c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
- (d) For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the UGC in consultation with the Government.

(iv) Rewarding the Merit (Annexure-I)

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

(v) Allowances, effective date and fitment formula (Annexure-I)

- (a) The revised scale of pay as contained in the Annexure will be effective from 1.1.1996 (Annexure I, II, III)
- (b) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs. 3700-125-4950-150-2700/- who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade)/Readers as on 1.1.1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 1490/- in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade (Annexure-II).
- (c) The pay of Reader and Professors who were in the pre-revised scales of Rs. 3000-5000/- and Rs. 4500-5700/- will be fixed at the appropriate stage of the revised scales of Rs. 10000-420-15200 and Rs. 16400-450-20900-500-22400/- respectively as on 1.1.1996 (Annexure-III)
- (d) Pay with effect from 1.1.1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rule, 1997 and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997, as applicable.
- (e) Pay in the Revised scales of pay at Annexure of this letter shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In cases where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.

(f) The Payment of arrears will be made in one instalment.

(g) Teachers in Central Universities will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, City Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Government employees.

(vi) Age of Superannuation (Annexure—I)

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

(vii) Professors for colleges (Annexure—I)

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

(viii) Scheme for professional development incentives to Lecturers.

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

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

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

ANNEXURE

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

Sl. No.	Category	Existing scales of pay	Revised scales of pay
1	2	3	4
University and College Teachers			
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer(Sr.Grade)/ Reader	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Principals of Colleges	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (Minimum to be fixed at 12840) (ii) 16400-450-20900-500-22400 (Minimum to be fixed at 17300)
6.	Pro-Vice Chancellor	5900-200-7300	18400-500-22400
7.	Vice Chancellor For Universities.	7000(Fixed)	25000(Fixed)
8.	Registrar/Librarian/ Director of Physical Education/Controller of Examinations/Fina- nce Officer	4500-150-5700- 200-7300	16400-450-20900 500-22400
9.	Dy.Registrar/Dy.Lib- rarian/Dy.Director of Physical Education/Dy. Controller of Examina- tion/Dy. Finance Officer	3700-125-4950- 150-5700	12000-420-18300
10.	Asstt. Librarian/Asstt. Documentation Officer (Sr.Scale)Asstt.Director of Physical Education (Sr. Scale)	3000-100-3500- 125-5000	10000-325-15200

1	2	3	4
11.	Asstt. Registrar/Asstt. Documentation Officer/Asstt. Director of Physical Education/Asstt. Controller of Examination/Asstt. Finance Officer For Colleges	2200-75-2800-100-4000	8000 275-13500
12.	College Librarian (Sl. Grade) Director of Physical Education (Sl. Grade)	3700-125-4950-150-5700	12000-420-18300
13.	College Librarian (Sl. Scale) Dir. of Physical Education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
14.	College Librarian/Director of Physical Education	2200-75-2800-100 4000	8000-275-13500
15.	Demonstrator/Tutor	1740-60-2700-EB-75-3000	5500-175-9000

Annexure-I

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

New Delhi, the 27th July, 1998.

To.

The Education Secretaries
of all States/Union Territories.

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

Madam/Sir,

I am directed to say that in fulfilment of the constitutional responsibility for coordination, determination and maintenance of standards in higher education, the Central Government and the University Grants Commission (UGC) have taken, from time to time, several measures. As a part of these efforts, the Central Government has revised the pay scales of

teachers in Central Universities and Colleges there under in order to attract and retain talent in the teaching profession. A copy of the letter addressed to the UGC giving details of the revised scales of pay and other provisions of the scheme of revision of pay scales is enclosed.

2. In discharging its constitutional responsibility, the Central Government has decided to continue to provide financial assistance to the State Governments who wish to adopt and implement the Scheme of revision of pay scales subject to the following terms and conditions :-
 - (a) The Central Government will provide financial assistance to the State Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
 - (b) The State Governments will meet the remaining 20% of the expenditure from their own sources.
 - (c) The financial assistance, indicated above, would be provided for the period from 1.1.1996 to 31.3.2000.
 - (d) The entire liability on account of revision of pay scales, etc., of university and college teachers would be taken over by the State Governments w.e.f. 1.4.2000.
 - (e) The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up on 1.1.1996.
3. The State Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme and may give effect to the revised of pay from January 1, 1996, or a later date. In such cases, the details of the modifications proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and, subject to the approval being accorded to the modifications, Central assistance on the same terms and conditions as indicated above will be available to the State Governments for implementation of the scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.
4. The payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down in this regard by the UGC by way of Regulations, is implemented by the State Governments as a composite scheme without any modification except to the date of implementation and scales of pay as indicated above.
5. It shall be necessary for the Universities and Managements of College to make necessary changes in their statutes, ordinances, rules, regulations, etc., to incorporate the provisions of this Scheme.

6. The detailed proposal for implementations of the Scheme on the lines indicated above may kindly be formulated immediately and sent to the Department of Education in the Ministry of Human Resource Development for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay.
7. Anomalies, if any, in the implementation, of the Scheme may be brought to the notice of the Department of Education in the Ministry of Human Resource Development for clarification.
8. The Scheme applies to teachers in all Universities (including Agricultural Universities) and colleges (excluding Agricultural, Medical and Veterinary Science Colleges admitted to the privileges of the Universities).

Yours faithfully, .

Sd/- Lalmalsawma.

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

New Delhi, the 27th July, 1998.

To

The Secretary
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi-110002.

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

Sir,

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

1. (i) Pay Scale

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

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

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

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

(iii) Career Advancement

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

(iv) Rewarding the Merit

- (a) A supertime scale of Rs. 22,000-500-24,500 will be given to such Professors of Eminence who are directly recruited and have completed 28 years of service. The eligibility criteria and the selection process will be determined by the UGC.
- (b) University Grants Commission would prepare a specific scheme in consultation with Government to reward and recognise meritorious teachers who may not have M.Phil. or Ph.D. but who have made outstanding contributions in teaching and research.

(v) Allowance, effective date and fitment formula

- (a) The revised scale of pay as contained in the Annexure-I will be given prospective effect from the date of issue of this letter.
- (b) For the period from 1.1.1996 to the day on which the decisions take effect, pay will be fixed in the replacement scales recom-

mended by the UGC appointed Pay Review Committee as per Annexure-II (withdrawn later vide letter dated 6th November, 1998 of Ministry of Human Resource Development).

- (c) Pay with effect from 1.1.96 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Service (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Services (Revised Pay) Rules, 1997 as applicable.
- (d) Pay in the revised scales of pay as Annexure-I of this letter shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In cases where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.
- (e) The payment of arrears will be made in one instalment.
- (f) Teachers in Central Universities will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, City Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Government employees.

(vi) Age of Superannuation

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

(vii) Professors for colleges

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

(viii) Other terms & conditions of service of teachers

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

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

3. The above scheme will be applicable to the teachers in all the Central Universities and Colleges thereunder and the deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in this letter as well as the Regulations to be framed by the UGC in this behalf. The Universities may be advised to amend their statutes and ordinances in lines with the Regulations within three months from the date of issue of this letter.
4. These orders are subject to the conditions as contained in para 4 of Ministry of Finance O.M. No. 7(34)/E. III-A/97 dated 2.12.1997 on pay revision of employees of quasi-Government/autonomous organisations, statutory bodies, etc., set up and funded by the Central Government.
5. It is requested that necessary action may please be taken to revise the pay scales of teachers in the Central Universities and other institutions as per the conditions laid down in the instant letter and the Regulations to be framed by the UGC.
6. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education, Ministry of Human Resource Development for clarification.

The receipt of this letter may kindly be acknowledged.

Your faithfully,

Lalmalsawma,
Director.

Annexure

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

Sl.No.	Category	Existing scale of pay	Revised scales of pay
University and College Teachers			
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer (St. Grade)/ Reader	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900- 500-22400

5. Principals of Colleges	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (Minimum to be fixed at 12840) (ii) 16400-450-2090-500-22400 (Minimum to be fixed at 17300)
6. Pro-Vice Chancellor	5900-200-7300	18400-500-22400
7. Vice Chancellor For Universities	7000 (fixed)	25000 (fixed)
8. Registrar/Librarian Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
9. Dy. Registrar/Dy. Librarian/Dy. Director of Physical Education	3700-125-4950-150-5700	12000-420-18300
10. Asstt. Librarian/Asstt. Documentation Officer (Sr.Scale)/Asstt. Director of Physical Education (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
11. Asstt. Registrar/Asstt. Librarian/Asstt. Documentation Officer/Asstt. Director of Physical Education For Colleges	2200-75-2800-100-4000	8000-275-13500
12. College Librarian (St. Grade) Director of Physical Edn. (St. Grade)	3700-125-4950-150-5700	12000-420-18300
13. College Librarian (Sr. scale)/Director of Physical Edn. (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
14. College Librarian/ Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
15. Demonstrator/Tutors	1740-60-2700-EB-75-3000	5500-175-9000

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

New Delhi, the 22nd Sept. 1998.

To

The Secretary
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi—110002

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

Sir,

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

1. Vice Chancellor

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

2. Pro-Vice-Chancellor

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

3. Principal

Those Principals in the pre-revised scale of Rs. 4,500-7,300 will be given the replacement scale of Rs. 14,300-450-22,400 w.e.f. 1.1.1996 and the minimum basic pay will be fixed at Rs. 15,200/- from that date. With effect from 27.7.98, the pay will be fixed in the pay scale of Rs. 16,400-450-20,900-500-22,400 starting with a basic pay of Rs. 17,300/-. In the case of other Principals, the revised scale of Rs. 12,000-375-18,000 will be given w.e.f. 1.1.96 and the minimum basic pay will be fixed at Rs. 12,750/- from the date. With effect from 27.7.98, the pay will be fixed in the scale of Rs. 12,000-420-18,3000 starting with the basic pay of Rs. 12,840/-.

4. Readers and Professors under Merit Promotion Scheme.

The pay of a Professor under the Merit promotion scheme in the existing scale of Rs. 4,500-150-5,700 will be fixed in the revised scale of Rs. 14,300-400-18,300 w.e.f. 1.1.1996. The Commission may take a decision whether the Merit Promotion Scheme as it exists should continue or not after 27.7.1998.

5. Controller of Examinations/Finance Officer.

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

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

The receipt of this letter may kindly be acknowledge.

Yours faithfully,

Lalmalsawma,
Director.

Annexure-III

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

New Delhi, the 6th November, 1998.

To

The Secretary
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi - 1120 002

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

Sir,

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

1. Pay Scales

- i) The revised scales mentioned in Annexure-I of our letter dated 27.7.1998 shall be effective from 1.1.1996. Accordingly, the Annexure-II enclosed with the letter referred to may be treated as withdrawn.
- ii) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs. 3,700-125-4,950-150-5,700/- who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade) / Readers as on 1.1.1996, will be made in manner that they get their pay fixed at the minimum of Rs. 14,940/- in the revised scale of Rs. 12,000-420-18,300 as and when they complete five years in the grade.

2. Readers & Professors

The pay of Readers and Professors who were in the pre-revised scales of Rs. 3,000-5,000/- and Rs. 4,500-5,700/- will be fixed at the appropriate stage of the revised scales of Rs. 10000-325-15200 and Rs. 16400-450-20900-500-22400/- respectively as on 1.1.1996. 10000-325-15,200.

3. Pay scales of Controllers of Examinations and Finance Officers

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

4. Age of Superannuation

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

5. Scheme for professional development incentives to Lecturers

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

6. Other terms & conditions

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

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

Yours faithfully,

Sd/-Lalmalsawma,
Director.

Annexure-II

Minimum Qualifications for direct recruitment to the post of Librarian, Dy. Librarian and Asstt. Librarian**(i) Librarian (University)**

- i. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record;
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organisation of published work.

Desirable

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

(ii) Deputy Librarian

- i. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record;
- ii. Five Years' experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library services, published work and professional commitment, computerisation of library.

Desirable

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

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

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

Annexure-III

**Minimum Qualifications for the direct recruitment to the post of Registrar,
Dy. Registrar and Assistant Registrar.****(i) Registrar and equivalent posts**

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

or

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

or

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

(ii) Deputy Registrar and equivalent posts :

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

or

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

or

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

(iii) Assistant Registrar and Equivalent Posts.

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

Annexure—IV

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

(a) University : Assistant Director of Physical Education and Sports/College DPEs.

{Lecturer scale}

- (i) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.**
- (ii) Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State in national championships.**
- (iii) Passed the physical fitness test.**
- (iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.**

(b) University : Assistant DPEs/College DPEs (Senior-Scale)

- (i) Should have completed six years of service as university Assistant DPEs/College DPEs with a benefit of two years for Ph.D. and one year for M.Phil. Degree holders.**
- (ii) Passed the physical fitness test.**
- (iii) Consistently good appraisal reports.**
- (iv) Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders)**

(c) University : Assistant DPEs/College DPEs (Selection-Grade)

- (i) Completed five years of service as University/Assistant DPEs/college DPEs in the senior-scale.**
- (ii) Has attended at least two refresher course of about three-four weeks' duration with proper and well-defined evaluation procedure after placement in the scale of Rs. 3,000-5,000.**
- (iii) Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps of at least two weeks' duration.**

(iv) Passed the Physical fitness test 33.

(v) Consistently good appraisal reports.

(d) University Deputy DPEs/College DPEs (Reader's Scale)

(i) Ph.D. in physical education, Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.

(ii) Five years' experience as University Assistant DPEs/College DPEs, with a benefit of two years and one for Ph.D. and M.Phil. Degree holders.

(iii) Evidence of organising competitions and conducting coaching camps of at least two weeks' duration.

(iv) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.

(v) Passed the physical fitness test.

(vi) Consistently good appraisal reports.

(e) University DPEs

(i) Ph.D. in physical education.

(ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College DPEs (Selection grade).

(iii) Participation in at least two national/international seminars/conferences.

(iv) Consistently good appraisal reports.

(v) Evidence of organising competitions and conducting coaching camps of at least two weeks' duration.

(vi) Evidence of having produced good performance teams/Athletes for competitions like state/national/inter-university/combined university, etc.

Selection Committees Recommended by the UGC

Lecturer in a Private College

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

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

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

For the Post of University Lecturer

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

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

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

For the Post of Reader

The process of selection should involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by

the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition:

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

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

For the Post of Professor

The process of selection should involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of a Reader.

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

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

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

For the Post of Principal.

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

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

The process of selection should involve the following:

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

Annexure-VI

Leave Rules Recommended by the UGC for Teachers of the University/Colleges.

1. Leave admissible to permanent teachers :

The following kinds of leave would be admissible to permanent teachers :

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

Quarantine leave

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

2. Casual leave

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3. Special Casual leave

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

NOTE :

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

4. Duty Leave

- (i) Duty leave may be granted for :
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university.
 - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor;
 - (c) working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university;
 - (d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and

- (e) for performing any other duty for the university.
- (ii) The duration of leave should be as may considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

5. Earned Leave

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

NOTE :

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note-1

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note-2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

Note-3

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

5. Half-pay Leave

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

Note :

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

7. Commuted Leave

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

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

8. Extra-ordinary Leave

- (i) A permanent teacher may be granted extra-ordinary leave when:
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extra-ordinary leave.
- (ii) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical Certificates;
 - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the Control of the teacher such as inability to join or rejoin duty to civil commotion or a natural calamity, provided the teacher has not other kind of leave to his credit;

- (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

9. Leave not due

- (i) Leave not due, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-Chancellor/Principal is satisfied that as far as reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organisation and methods of education. The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does

not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Syndicate may, in the special circumstances of case, waive the condition of five years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided :

- (a) the person is a teacher on the date of the application ; and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
 - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
 - (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher, shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increments(s) which he/she would have earned in the course of time if he/she had not preceded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three year to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may, be granted sabbatical leave to undertake study or research or

other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept at a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may if it so desire, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

NOTE-I : The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

NOTE-II : On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

12. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half Pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

Duty leave

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.