

FOR REFERENCE ONLY

REPORT OF THE COMMITTEE
ON
GOVERNANCE OF UNIVERSITIES AND COLLEGES

PART II

'TEACHERS'

UNIVERSITY GRANTS COMMISSION

1973

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The Committee on Governance of Universities and Colleges considered the question of the service conditions of teachers in Universities and Colleges. The Committee took into account the suggestions made by various teachers' Organisations and individuals in this regard. The Committee noted that the University Grants Commission had recommended the scales of pay for teachers in universities and colleges indicated in Annexure II to be effect/ from / 1.4.1966. The Committee also noted that the Education Commission (1964-66) had expressed the view that the disparity in the salary scales of university and college teachers should be reduced. The scales recommended by the University Grants Commission earlier were a step in this direction.

(1) General Observations:

The development of higher education is very vital for the economic and social development of the country. If higher education is to play the role which is expected of it, the crucial importance of the teacher has to be recognised. It is most important that a fair proportion of the most talented people should go into the field of education and research. The scales of pay should signify the high priority given to education, especially higher education. The level of scales provided to teachers in universities and colleges should take note of all these points.

(a) The need to attract the best talent

Since the Universities and all-India institutions, the scales of pay of university teachers should not be inferior to those available to the members of all India services so that a reasonably good proportion of the most talented students is attracted to the teaching profession. In the field of teaching, it may be very difficult to judge the teaching potential or research capability of an individual unless he has actually made some contribution in these fields. It is hardly possible to determine on the basis of examination performance, including aptitude tests, how well an individual will do in teaching and research. The special and important aspects of university and college services have to be recognised and incorporated in the rules and conditions of the service. These relate to effective evaluation of work and adequate opportunities for promotion.

(b) The need to improve the functions and professional competence of teachers.

It is hardly necessary to emphasise that there has been a tremendous explosion of knowledge in recent times. This has happened more particularly in the fields of science, technology and social sciences. It is, therefore, the duty of all teachers, and especially of those working in institutes of higher education and research, to ensure that the vast increase of knowledge is

Constitution of the Committee is at Annexure I.

made available to their students.

Two very important functions of a teacher are to 'discover and disseminate'. In order to discover new knowledge he should constantly engage himself in research which may be of some use of society. He should encourage his students to do research and he should guide them properly using new techniques and suitable methodology. The more important function of the two is "dissemination" - dissemination of knowledge. It should be the endeavour of every teacher to disseminate the knowledge he acquires about society to all his students. How does a teacher disseminate knowledge? Herein lies the importance of preparation. In order to be well acquainted with the subject he should keep abreast of the books, journals, learned articles etc., as they are published, digest the information and put it in writing to be used in the class either for lecturing or tutorials or for discussion. He should employ suitable techniques for his teaching. He should provide an outline of his lecture with suggestive reading material. Fund may be provided for this purpose, if necessary. It should be his constant endeavour to continuously acquire new knowledge which alone will make him thorough and a specialist in his field i.e. he should be a life-long student.

A word about professional standards may not be out of place. Every profession is expected to maintain certain standards and society has a right to demand these standards from the teaching community. A teacher's research publications, his writings and their impact on society, his skills and his behaviour pattern with his students etc., are some of the many professional standards set for the members of the teaching profession as an indication of the acquisition and contribution to the understanding and growth of accumulated knowledge.

Everybody is aware of the qualities that a teacher is normally expected to have - academic excellence, human sympathy, interest in work and environment. We also feel that during the early part of a teacher's career, he should be exposed to some training in methods of teaching, human psychology, problems of students, organisation and management of higher education and its role in contemporary society etc. The U.C. in collaboration with the universities, might make arrangements for such courses for the research students and young teachers. They should be able to work as a part of a team, be willing to give and take, and learn to respect the opinions of others. During their probation, advice should be freely available to them from the Head and other colleagues. Senior members of the department, who have to take up administrative work as a part of their duties, might be exposed to some training in matters of administration, management and finance through courses arranged by the university or specialized institutions. These courses may be held during the summer vacations.

(2) Pay scales and their rationale

We have given careful thought to the number of pay scales in the universities and colleges. We feel that there cannot be only one scale of pay for all categories of teachers in the universities. Nor do we agree with a system in which all recruitment is made at one initial point from where upward movement is more or less automatic. This will not, in our considered opinion, be compatible with the very exacting and somewhat peculiar requirements expected from a teacher and researcher. We feel that what is required is that the teaching service at the university level should be divided into a small number of grades in which there would be no artificial barriers preventing persons doing outstanding work from moving from lower to higher grades. Movement from a lower grade to a higher grade should not be by mere flux of time but determined on the basis of some appropriate selection procedures, including competition with outside candidates. While recommending the continuation of three grades in the universities we have kept in view the qualitative difference in the duties and responsibilities of the Lecturers, Readers and Professors. It is in view of this recommendation that we have suggested the abolition of the existing two grades of junior and senior teachers (e.g. Rs.300-600 and Rs.400-800) of the college teacher and instead suggested one scale in colleges. In the case of university departments, there is again a difference between the work of a Lecturer, a Reader and a Professor. For example, the professor is expected to be a person of eminence in his academic field, conversant with current trends and developments in his subject, and also to provide academic leadership. Thus in the University Departments a certain degree of functional hierarchy is unavoidable. We do recognise that every opportunity and encouragement should be given to teachers for their professional advancement. We have considered the question of prescribing a running scale for teachers and feel that every teacher should be assured of a minimum scale of pay which will allow him to maintain a reasonable standard of living. At the same time, those who are more qualified or show evidence of scholarly work should be granted scales which provide them with adequate incentives and recognition. The very best people should get to the highest positions. Therefore, a single running grade to cover all the categories of teachers would curb initiative and be lacking in incentives. Considering the practice prevalent in this and other countries, we recommend that there should be three-tiers of posts in the universities - lecturers, readers and professors. To select the best candidate the requirement should be through open competition at all levels and not at a single point entry like the administrative services.

(3) University Teachers :

(a) Recommended scales of pay

In the light of the above , the Committee recommends

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the following scales of pay for the University teachers:

- | | | | |
|-------|-----------|-----|--------------------------------|
| (i) | Lecturer | ... | Rs.400-40-800-50-1250 |
| (ii) | Reader | ... | Rs.900-50-1250-60-1550-75-1700 |
| (iii) | Professor | ... | Rs.1300-75-1600-100-2000. |

The scales recommended above are exclusive of the usual allowances as are available in the Government services. The scales have also been recommended in the context of the present structure of salaries in the Government services. These scales will have to be readjusted if basic scales are provided in similar services and professions.

(b) The need for improved qualifications

We feel that just a master's degree will not be enough for the selection of a lecturer. There should be teaching/research advanced study qualifications beyond the M.A./M.Sc. Standards cannot improve if the teachers are not well qualified. The improvement of salary scales should, therefore, be linked with the improvement of qualifications. Education for 16-17 years should no longer be enough for the selection of a teacher in a college/university. It should include at least a couple of years more of advanced study/teaching research. The minimum qualification for appointment in the universities should be something comparable to advanced courses after the postgraduate degree to be found in developed countries. It is not only a radical and crucial but a worthwhile reform. A major programme for providing such training will have to be undertaken by the University Grants Commission in cooperation with the universities at suitable centres, and it should be immediately initiated and actively supported by the University Grants Commission. The programme could form the basis of an M.Phil. or M.Litt. degree or be a part of the Ph.D. or Pre-Ph.D. programme. Institutional facilities will have to be provided for this purpose.

(c) Assessment of teachers

The Lecturer/reader who completes six years of service and claims that he has done outstanding work and fulfils the minimum qualifications laid down by the university for Reader/Professor as the case may be, may offer himself for assessment by a duly constituted selection committee of the university. If he is found to have done outstanding work he should be given the next scale and rank which should be personal to him. In case he is not found fit at the time of first assessment, he could offer himself again for assessment after a lapse of three years. Similarly, a lecturer/reader who has reached the maximum of the scale may offer himself for assessment by a duly constituted selection committee for promotion to the next scale. This proposal envisages that there should be no limit to the number of posts of Readers and Professor within the total sanctioned strength of the Department. However,

the work-load should be so arranged that it will not involve the appointment of additional staff while making possible the promotion of existing staff.

The University concerned would appoint a committee consisting of some experts to assess the work of the teacher for consideration for further promotion. The teacher concerned would have to produce evidence regarding the good work done by him during the previous six years. This work may be in the form of papers published in research journals of repute, participation in processes of planning and policy formulation, contribution to group and team research and teaching, books including text books of university level of high quality written by him in the field of his specialization etc. If he is a scientist, the experiments he is conducting as his personal research can be shown to experts. This should, of course, be in addition to the preparation he makes for his daily work in the class and the laboratory showing the methodology he employs.

(d) Methods of appointment

To inspire confidence in the appointment of teachers in universities, the selections should be on merit. We have visualised three modes of appointment.

(i) Open recruitment, where the vacancies are advertised and selection is made on an all-India basis.

(ii) Appointment after at least six years of service on the basis of outstanding work.

(iii) Promotion after reaching the maximum of the scale.

We are of the view that for selection under (ii) and (iii) above, a centralized machinery in each State be set up for all the universities and provided for on a statutory basis. A view has been expressed that this centralised machinery in each state may also deal with appointments through open recruitment.

The scales recommended by us should be applicable to all the faculties uniformly and no distinction should be made between one field and another.

The Committee also recommends that eminent Professors in the country ought to be given scales of pay applicable to Directors of National Laboratories. The U.G.C. may evolve a suitable machinery for such an all-India selection of eminent professors in order to inspire confidence.

(4) College Teachers:

(a) Equal pay for equal qualifications

With regard to colleges, the Committee is strongly of the

view that people having similar qualifications, whether working in a university or a college, should have similar scales of pay. It is very necessary to attract well-qualified teachers to the colleges also which provide higher education to about 85% of the students. Taking into account various factors, viz., quality of teachers to be attracted to colleges, removing the gap as far as possible in the salaries of the university and college lecturers etc., we recommend that the scale of a lecturer in an undergraduate college should be Rs. 400-440-800-950 assessment-50-1250. A Lecturer after reaching Rs. 950 will be assessed by a duly constituted committee of the university and if found fit will automatically proceed further in the scale. If, however, he is found unfit for the enhanced slab he can offer himself/the assessment after a lapse of three years. for

(b) Postgraduate teaching

Facilities for postgraduate education are now being provided in the universities and also in university centres and selected colleges. Such teaching should preferably be cooperative in the institution itself, no postgraduate teacher should detach himself completely from undergraduate work. University teachers should be encouraged and assisted to teach in colleges. Conversely outstanding undergraduate teachers should also be allowed to participate in post-graduate work. In all such arrangements the basic criteria should be efficiency of teaching and increased benefits to students.

(c) Method of promotion

Posts of readers/professors may be sanctioned in selected affiliated colleges, both undergraduate and postgraduate, on the basis of prescribed criteria. Persons appointed to these posts should have the same qualifications as those of university teachers and will also have the same facilities for assessment for promotion to a higher grade as are available to university teachers subject to the same selection procedure.

The existing postgraduate teachers in the affiliated colleges undertaking postgraduate teaching will only be given these higher scales after their cases have been assessed by the University selection committee to determine whether they should be placed on the revised scales or not.

(5) Evaluation of teachers:

We are not in favour of introducing the system of confidential reports as in Government services. However, the evaluation of the work of the teachers in universities and colleges seems desirable. As a beginning the teacher may prepare his

academic programme at the beginning of the session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the Department/Institution. The UGC may evolve a suitable procedure for the proper evaluation of a teacher.

(6) Principals of Colleges:

In view of the complex problems which have to be faced by the Principals of the colleges, the scales of pay of Principals should be either of the following:

(i) Rs.900-50-1250-60-1550-75-1700

(ii) Rs.1300-75-1600-100-2000.

The actual scale to be adopted in each college should be approved by the university. The Committee is not in favour of linking the scale of pay with the enrolment in a college. The presence of the Principal in the campus of the college will have a salutary influence on the effective functioning of the college. It will be very desirable to provide residential accommodation free of charge to the Principal of a College in the campus. It is also recommended that every college should provide residential accommodation for a good proportion of their staff members on campus.

(7) Tutors and Demonstrators:

The Committee further feels that there is no need for tutors and demonstrators in universities and colleges. For the existing incumbents, the scale should be revised to Rs.300-600. Facilities, however, should be provided to enable them to improve their qualifications with a view to their ultimate appointment as Lecturers.

(8) Basis of Fixation of Pay:

The Committee has considered the basis of fixation of pay and agrees that the basis of fixation adopted for the university teachers for the Fourth Plan scales of pay (pay to be fixed in the revised scale at the next higher stage after taking into account the allowances etc., to the advantage of the individual) may be adopted for both the university and college teachers. However, in the case of teachers who have been on the maximum of the existing scale for more than three years, one increment in the revised scale for every three years, of service on the maximum pay may be given provided the total financial benefit does not exceed three increments in the revised scale, the maximum of the scale being exceeded.

(9) Scale of pay of Library staff and Physical Instructors/Directors of Physical Education:

The Committee is not making any recommendations regarding

the revision of scales of pay of Librarian and other staff in the libraries and Physical Instructors in Universities and colleges and suggests that this may be considered along with the revision of scales of pay of non-teaching staff. However, when teachers are appointed in the universities/colleges for teaching in the Departments of Library Science and Physical Education, they should be treated on a par with other teachers provided they fulfil the qualifications.

(10) The need for a national wage policy:

We are of the view that the basic problems facing the country in education - or any other walk of life- cannot be solved unless an appropriate national wage policy is evolved and enforced. We have, however, assumed the present pattern of remuneration of the employees of the Government of India as valid and, relative to that pattern indicated what the scales of pay of teachers in higher education should be if university education is to have its due share of talent. But we agree in principle that there should be a national wage policy covering all sectors of life. The teachers of all categories should be given their due place within this over-all frame; and to expect the teachers of the country will not hesitate to support the proposals even if, in terms of the national wage policy, it may imply a reduction of remuneration in monetary terms.

(11) Recruitment of Teachers in Affiliated Colleges:

The Committee has also considered the issues relevant to the recruitment of lecturers in the affiliated colleges. The Committee has taken note of the existing procedures followed in this behalf in different States. The Committee has specially noted that the recruitment of teachers for affiliated colleges in Bihar is done through the Bihar State University Commission. The Committee feels that since the scales being recommended for the college and university lecturers are almost similar, it is essential that the mode of recruitment of the college teachers should be such that it inspires confidence. The Committee suggests the following alternatives with regard to the recruitment of teachers for affiliated colleges:

- (i) A joint Universities Commission to be set up by the State for recruiting teachers of all affiliated colleges in a State;
- (ii) University Committee(s) for recruiting teachers of colleges affiliated to that University;
- (iii) College based selection committee.

The composition of the University Committee may be

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as follows:

- (1) The Vice-Chancellor or his nominee.
- (2) A senior teacher from the university department concerned.
- (3) Two experts nominated by the Vice-Chancellor from a panel recommended by the Academic Council.
- (4) One Principal or a senior teacher of a College.

The quorum for the selection committee may be three and at least two experts in the subject concerned should be present. The Committee should make out a panel of selected candidates with ranking. The choice of selecting the candidates from the panel may be left to the college. However, if a vacancy arises during the currency of the session, the college could make appointment on an ad-hoc basis for not more than six months. If a university has a large number of affiliated colleges, it could appoint more than one selection committee depending upon the requirements.

With regard to the college based selection committee, it is felt that the university concerned should be associated with the selections to improve the standard of choice. The composition of the selection committee may be as under:

- (1) Chairman, Governing Body, or his nominee to be the Chairman of the selection committee.
- (2) The Vice-Chancellor's nominee.
- (3) Two experts from a panel of names suggested by the university to be selected by the Governing Body.
- (4) The Principal of the college concerned.
- (5) The Head of the Department concerned in the college.

The quorum should be four and at least two experts from out of the three, (The Vice-Chancellor's nominee and two experts suggested by the University) should be present.

The Committee further recommends the following composition for the selection committee for Principals of the colleges.

- (1) Chairman of the Governing Body.
- (2) One member of the Governing Body.
- (3) Two nominees of the Vice-Chancellor.
- (4) One expert from a panel prepared by the Director in charge of Higher Education in the State.

(12) Conditions of Service:

In creative work like teaching and research, the provision of proper conditions of service is extremely important and can play a very significant role in helping to attract and retain the right type of persons in the profession. The conditions should be such as to enable teachers to function at their highest level of efficiency. The Committee has considered at length some of the important conditions of service and our recommendations are given in the paragraphs following:

(a) Security of Service of Teachers:

As recommended in Part I of our report, the University Act should make provision for framing statutes with regard to security of service. The statutes should provide for a contract between the university and every teacher. Provision should also be made for the settlement of disputes. An aggrieved teacher in an affiliated college should have the opportunity to appeal to the university. The university may appoint a tribunal comprising one representative of the college, one representative of the teacher and one representative of the Vice-Chancellor who shall be Chairman of the tribunal. The management shall be required to nominate its representative within a period of one month. If the management does not nominate a representative before the end of this time, the tribunal may proceed with its work and finalise its recommendations. In case the two-member tribunal fails to come to a unanimous decision, the University may appoint an umpire who is not connected with the University and his decision shall be final. If the management does not accept the decision of the umpire or of the tribunal, the university shall have the power to supersede the governing body.

The Committee also noted that the Delhi School Education Bill, 1973, which had recently been passed by the Lok Sabha and Rajya Sabha provides for the security of service etc. of the teachers. We suggest that the State Governments should make similar provisions for the security of service of teachers in the affiliated colleges through appropriate legislation.

(b) Pension-cum-Provident Fund :

The University Grants Commission has introduced a scheme of pension-cum-gratuity-cum-general provident fund and contributory provident fund-cum-gratuity in the Central Universities. These schemes may be extended to the employees of other universities and affiliated colleges. It would be desirable to have a uniform superannuation scheme for universities/colleges throughout the country so that it will not hinder mobility and make inter-State transfers possible. This would also encourage mobility between universities, other organisations and Government.

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(c) Probation

The period of probation should in no case be more than 24 months. The Executive Council/Governing Body may for reasons to be recorded waive the condition of probation. The Executive Council/Governing Body should have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than 9 months from that date. A suitable provision may be made in the Ordinances/Statutes prescribing a schedule for placing cases regarding confirmation before the appropriate authorities well in time before the date of expiry of the probationary period.

(d) Workload

The work-load of all university and college teachers should be the same and not less than 40 hours a week. This will include preparation for teaching, actual class-room teaching, correction and examination work(including invigilation), research, tutorials and guidance to students, extra-curricular activities, and administrative and professional work. Whilesome of this work can be done at home, every teacher should be required to be present in his Department for a specified time every workin day and be available for consultation by students. Physical facilities for the purpose should be provided. The precise 'mix' of these activities in the work of any given teacher will vary from time to time and will be distributed by the Principal/ Head of the Department concerned.

No hard and fast rules can be laid down regarding the work-load . However, while discussing the annual budget and strength of his faculty, the Chairman/Head of the Department will have to convinee the Dean/Principal that the average load in his department is comparable to that in other institutions in the country or outside. In the distribution of work, the following among others, should be given due consideration:(i) that young people are given enough time to help in their growth and achievement of potential particularly in the first five years of their service; (ii) that people with research students have adequate time to look after them; and (iii) that the share of 'pleasant' as well as 'unpleasant' work is equitable.

If certain people like to have an extra load at certain times in the year in return for no or little teaching work at some other time, they may be accommodated if this does not cause any serious difficulty in the programme of the department. No member should leave the university in the middle of the session. In case the session is divided into somesters and terms, this restriction may apply to the corresponding period, provided the member has given adequate notice to the university. The 'maximum' work-load should be the same in all Departments and for all teachers. We suggest that the UGC may have this examined in detail with the helpof a Committee.

(e) Age of superannuation:

The age of superannuation should be 60 years and thereafter no further extension in service should be given. If a university/college requires the services of a teacher after the age of superannuation, he should be appointed on a contract not exceeding five years. During the contract period, the teacher should not be given any administrative responsibility e.g. Head of a Department or Dean of a faculty etc. He should devote himself entirely to teaching and research.

(f) Medical Facilities

The provision of medical facilities for teachers in universities and colleges is very essential to attract talented people to this profession. As the teachers are dispersed, it may not be possible to cover them by the Government Health Schemes except in big towns. The possibility of extending the group medical insurance scheme to teachers may be explored by the U.G.C.

(g) Adequate housing facilities should be provided for teachers where land is available. Advantage may also be taken of the loan schemes available for construction of houses.

(h) Examination work

The Committee is not making any recommendations with regard to the maximum remuneration a teacher may earn from examinerships as it understands that with the reform in the system of examination under active consideration of the UGC, this would materially change the remuneration that can be earned by teachers.

i) Leave Rules:

A set of model leave rules is attached (Annexure III).

(13) Code of Conduct:

While making these recommendations we have assumed that the teachers in general will not misuse their responsibilities and privileges. We venture to suggest that the following lapses would constitute improper conduct on the part of a University/College teacher:

i) Failure to perform his academic duties such as preparation/lectures demonstrations, assessment, guidance, invigilation etc.

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- ii) Gross partiality in assessment of students, deliberately over-marking/under-marking or attempts at victimisation on any grounds.
- iii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present).
- iv) Raising questions of caste, creed, religion, race or sex, in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
- v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the university. This will not inhibit his right to express his differences with their policies or decision.

(14) Acknowledgement

We would like to express our appreciation for the assistance we have received from Shri L.R.Mal, Education Officer, University Grants Commission, in preparing this report. He has been of great assistance to the Committee for collecting the material required by the different groups and arranging their meetings.

(R.K.Chhabra)
Member-Secretary

(S.N.Sen)
Chairman

ANNEXURE I

List of Members of the Committee on Governance of
Universities and Colleges.

....

1. Dr. S.N. Sen, Vice-Chancellor,
Calcutta University,
Calcutta. ... Chairman
2. Professor R.P. Bambah,
Department of Mathematics,
Panjab University,
Chandigarh.
3. Rev. Mother Mary Braganza,
Principal,
Sophia College, Bombay.
4. Dr. L. Bullaya,
Vice-Chancellor,
Andhra University, Waltair.
5. Dr. M.M. Chakravarty,
Department of Applied Chemistry,
University College of Science & Technology,
Calcutta.
6. Dr. Kamla Chaudhuri,
Indian Institute of Management,
Vastrapur, Ahmedabad-15.
7. Dr. Chandran D.S. Devanesen,
Principal,
Madras Christian College,
Madras.
8. Dr. S.N. Ghosal,
Professor of Physics,
Presidency College, Calcutta.
9. Professor Tapas Majumdar,
Centre for Education Studies,
Jawaharlal Nehru University,
New Mehrauli Road, New Delhi-57.
10. Professor M.V. Mathur,
Director,
Asian Institute of Educational Planning
and Administration,
New Delhi.
11. Dr. Sukumar Mitra,
Principal,
Charuchandra College,
Calcutta.

12. Shri J.P. Naik,
Adviser,
Ministry of Education & Social Welfare,
New Delhi.
13. Shri D.P. Nayar,
Senior Specialist (Education),
Planning Commission, New Delhi.
- *14. Professor T.S. Sadasivan,
Department of Botany,
Madras University, Madras.
15. Sardar Bishan Singh Samundri,
Vice-Chancellor,
Guru Nanak University, Amritsar.
16. Shri J.B. Sandil,
Pro-Vice-Chancellor,
Saurashtra University,
Gijubhai Badheka Marg,
Bhavnagar-2.
17. Shri Hridya Narain Singh,
Principal,
Tilakdhari College,
Jaunpur. (U.P.)
18. Shri Ram Swarup Narain Singh,
Principal,
Nalanda College,
Bihar Sharif (Patna)
19. Dr. L.S. Chandrakant,
Educational Adviser (Technology),
Ministry of Education & Social Welfare,
New Delhi.
- *20. Professor M.N. Srinivas,
Institute for Social & Economic Change,
7A, "Krishna Kripa",
VIII Block, Jayanagar,
Bangalore.
21. Shri R.K. Chhabra,
Secretary,
University Grants Commission. Member-Secretary

* Did not attend any meeting of the Committee.

ANNEXURE II

Scales of pay for teachers in Universities and Colleges recommended by the University Grants Commission for the Fourth Plan period.

University Teachers

Professor	...	Rs. 1100-50-1300-60-1600
Reader	...	Rs. 700-50-1250
Lecturer	...	Rs. 400-40-800-50-950

Note : 1/3 of the total number of Professors in a University may be appointed as Professors in the senior scale of Rs. 1600-100-1800.

College Teachers

1. Postgraduate Colleges

Principal	...	Rs. 800-50-1250/1000-50-1500
Sr. Lecturer/Reader	...	Rs. 700-40-1100 (not to exceed 25% of total number of posts of Sr. Lecturers, Readers and Lecturers)
Lecturer (Sr. Scale)		Rs. 400-30-640-40-800
Lecturer (Jr. Scale)		Rs. 300-25-600
Demonstrator/Tutor		Rs. 250-15-400

Note : The existing Heads of Departments, Sr. Lecturers and Readers will be eligible for appointment as Sr. Lecturers/Readers in the new set-up if they possess the necessary qualifications and experience.

2. Undergraduate Colleges

Principal	...	Rs. 700-40-1100
Lecturer (Sr. Scale)	...	Rs. 400-30-640-40-800 (not to exceed 25% of the total number of posts of Lecturers).
Lecturer (Jr. Scale)		Rs. 300-25-600
Demonstrator / Tutor		Rs. 250-15-400

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ANNEXURE III

RULES GOVERNING LEAVE TO TEACHERS OF THE
UNIVERSITIES / COLLEGES

<u>Sl. No.</u>	<u>Particulars</u>	<u>Page Number</u>
	<u>A. Permanent Teachers</u>	
1.	Kinds of leave admissible	
2.	Casual leave	
3.	Special casual and academic leave	
4.	Duty Leave	
5.	Earned leave	
6.	Half pay leave	
7.	Commutated leave	
8.	Extraordinary leave	
9.	Leave not due	
10.	Study leave	
11.	Sabbatical leave	
12.	Maternity leave	
13.	Quarantine leave	
14.	Vacation	
	<u>B. Teachers appointed on probation</u>	
15.	Teachers appointed as a probationer or on probation.	
	<u>C. Temporary teachers</u>	
16.	Temporary teachers	
	<u>D. Teachers appointed on contract</u>	
17.	Teachers on contract	
	<u>E. Honorary and part-time teachers</u>	
18.	Honorary and part-time teachers.	

RULES
GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITIES / COLLEGES

(A) Permanent Teachers

Kinds of leave admissible -

1. The following kinds of leave would be admissible to permanent teachers -

(i) Leave treated as duty -

Casual leave
Special Casual leave
Duty leave

(ii) Leave earned by duty -

Earned leave
Half pay leave
Commutated leave

(iii) Leave not earned by duty -

Extraordinary leave
Leave not due

(iv) Leave not debited to leave account -

(a) Leave for academic pursuits -

Study leave
Sabbatical leave

(b) Leave on grounds of health -

Maternity leave
Quarantine leave

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

CASUAL LEAVE

2. i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed ten days in an academic year.

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

SPECIAL CASUAL AND ACADEMIC LEAVE

3. 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;
 - b) to inspect academic institutions attached to a Statutory Board etc.

NOTE: In computing the ten days, leave admissible, the days of actual journey, if any, to and fro the places where such conferences/activity takes place will be excluded.

- ii) Special academic leave upto 30 days in an academic year may be granted with the permission of the Vice-Chancellor for such work as may be approved by the Vice-Chancellor as academic work provided it does not interfere with academic work.
- iii) In addition special casual leave to the extent mentioned below may also be granted -
 - a) to undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme. Leave in this case will be restricted to six working days;
 - b) to a female teacher who undergoes non-perurporal sterlization. Leave in this case will be restricted to fourteen days.

Note : Special casual and academic 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 the vacation.

DUTY LEAVE

4. i) Duty leave 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 this 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) working on a delegation or committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body, and
 - e) for performing any other duty for the University.
- ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he 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.

EARNED LEAVE

5. 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 is required to perform duty during vacation.

Note : For purpose 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 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on 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 cases 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.

HALF PAY LEAVE

6. Half pay leave admissible to a permanent teacher shall be 20 days for each completed years of service. Such leave may be granted on medical certificate, for private affairs or for academic purposes.

Note - A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

COMMUTED LEAVE

7. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate 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.
- 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 this. Rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

EXTRAORDINARY LEAVE

8. i) A permanent teacher may be granted extraordinary leave -
- a) when no other leave is admissible, or
 - b) when no other leave is admissible, the teacher applies in writing for the grant of extraordinary leave.

- ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases -
 - a) Leave taken on medical certificates;
 - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - c) Leave taken for prosecuting higher studies; and
 - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all.
- iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

LEAVE NO DUE

- 9. i) Leave not due may, at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire 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 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 resignation from services so long as the debit balances in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further 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.

STUDY LEAVE

10. i) Study leave may be granted to a permanent whole time teacher with not less than three years continuous service to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University organisation and methods of education. Provided that the Executive Council may in the special circumstances of a case, waive the condition of three years service being continuous.

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

- a) the person is a teacher on the date of the application; and
 - b) there is no break in service.
- ii) Study leave shall be granted on the recommendation of the Committee for Advanced Studies and Research. The leave shall not be granted for more than two years. Save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interests 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 is expected to return to duty after the expiry of study leave.

- iv) Study leave may be granted more than once provided not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave or sabbatical leave.
- 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. 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 to treat shortfall as ordinary leave has been obtained during the period)
- vi) a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay upto two years at the discretion of the University.

Note : The term 'pay' refers to average pay.

- b) The teacher shall not ordinarily be entitled to house rent allowance or city compensatory allowance during the period of study leave. Provided that the Vice-Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowances in part or in full.
- vii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his 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.
- viii) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

It shall be the duty of the teacher granted study leave to communicate immediately to the University financial assistance in any form received by him during the course of study leave from any person or institution whatsoever.

- ix) 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 commencement of the study leave. When study leave is taken in continuation of a vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.

- x) A teacher granted study leave shall on his return and re-joining the service of the University be eligible to the benefit of the annual increments(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- xi) Study leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his study leave.
- xii) 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 ~~there~~ where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xiii) A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave.
- xiv) A teacher -
 - a) who is unable to complete his studies within the period of study leave granted to him, or
 - b) who fails to rejoin the service of the University on the expiry of his study leave, or
 - c) who rejoins the University but leaves the service within three years of the date of rejoining the service, or
 - d) who within the said period is dismissed or removed from service by the University shall be liable to refund to the University the amount of leave salary and allowance and other expenses, spent on the teacher or paid to him or on his behalf in connection with the course of study, together with interest thereon at the rate of 6% per annum to be charged from the date of such payment.

Provided that if a teacher has served the University for a period of not less than 18 months on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher had been granted study leave without pay and allowances he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study, together with interest thereon at the rate of 6% per annum.

Explanation - If a teacher asks for extension of study leave and in not granted the extension but does not rejoin on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this Rule.

(e) Notwithstanding the above, the Executive Council may order that nothing in this Rule 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 may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Rule.

- xv) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University binding himself 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 or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xiv) above.
- xvi) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his 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 time specified, the payment of leave salary may be deferred till the receipt of such report.

SABBATICAL LEAVE

- II. i) Permanent wholetime teachers of the University who have completed three years of service 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. This leave shall not be granted to a teacher who has less than five years of service in the University to retire.
- ii) The duration of leave shall not exceed six months two semesters according as the teachers has actually worked in the University for not less than five years since his return from the earlier spell of sabbatical leave.

Provided further that sabbatical leave shall not be granted untill 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.

- iii) The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he will return to the service of the University and serve thereafter at least for three years failing which he will refund to the University the leave salary and allowances and other expenses, if any spent on him, paid to him or on his behalf together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may in any exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under this Rule.
- 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 immediately prior to his 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 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 a regular employment in an institution of advance studies, provided that in such cases the Executive Council, may if so desires, sanction sabbatical leave on reduced pay and allowances.

- vi) During the period of sabbatical leave the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his 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.

- 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.

MATERNITY LEAVE

- 12. i) Maternity leave on full pay may be granted to a woman teacher for a period which may extend upto the end or three months from the date of commencement of leave or to end of six weeks from the date of confinement whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks 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.

QUARANTINE LEAVE

- 12. i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.

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- ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days in exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extraordinary leave.
- iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

VACATION

- 14. i) Vacation may be taken in combination with any kind of leave except casual and special casual and academic leave provided that vacation shall not be both prefixed and suffixed to leave.
- ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- iii) When a vacation falls between two periods of leaves so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during vacation or within one month from the last day thereof.

B. Teachers appointed on probation

15. A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he hold his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant

to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to a higher post he shall not, during probation be deprived of the benefit of leave rules applicable to his permanent post.

C. Temporary teachers

16. Temporary teacher shall be governed by the provision of part (A) of these Rules subject to the following conditions and exceptions:

(1) Earned leave

- (a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:
 - (i) 1/60th of the period of actual service plus
 - (ii) 1/3rd of the period, if any, during which ~~h~~ he is required to perform duty during vacation.
- (b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if this previous duty had been in permanent employ, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Rule.

(2) Half pay leave -

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

(3) Commuted leave -

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

(4) Extraordinary leave -

In the case of temporary teacher the duration of extraordinary leave on any occasion shall not exceed the

following limits -

- a) Three months at a time;
- b) Six months in cases where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
- c) eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis cancer or leprosy;
- d) i) 24 months in cases where the leave is required for prosecuting studies certified to be in the University interest provided that the teacher has completed three years continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extraordinary leave under (a) above) if the teacher completes three years continuous service on the date of expiry of such leave.
ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he w could have been granted such leave under (i) above, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly ceases to be in the University employ.

5. Leave not due, study leave and sabbatical leave -

Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

6. Vacation -

- i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he has worked during the major part of the academic year.
- ii) In other cases, the vacation salary may be paid to the teacher, if that temporary appointment continues for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

D. Teachers appointed on contract -

17. Teachers appointed on contract will be granted leave in accordance with the terms of the contract.

E. Honorary and part-time teachers -

18. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time teachers of the University.

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