

THE NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL



Executive & Service Regulations

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PART - I

PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

1. These Regulations shall be called the National Law Institute University, Bhopal “Executive & Service Regulations”. 2012
2. They shall be deemed to have come into force on the 26 December 2000.

2. APPLICATION

1. These Regulations shall apply to every employee of the University.
2. Notwithstanding anything contained in clause 1 the Executive Council may, by agreement with any employee, make such special provisions regarding his/her conditions of service as it considers necessary and thereupon these Regulations shall not apply to such employee.

3. INTERPRETATION

1. In these Regulations, unless the context otherwise requires -
 - (i) “Academic Council” means the Academic Council of the University.
 - (ii) “Act” means The National Law Institute University Act 1997 No.41 of M.P..
 - (iii) "Appointing Authority", in relation to any post in the University, means the authority competent to make appointments to that post under Regulation 5.
 - (iv) “Chairman” means the Chairman of the General Council of the University.
 - (v) "Controlling Authority" means
 - a. in relation to posts in Group ‘D’ the Registrar;
 - b. in relation to posts in Group ‘A,’ ‘B’ and “C” the Director.
 - (vi) “Deputationist" means an employee of any other authority whose services are obtained by the University on loan.
 - (vii) "Director" means the Director of the University.
 - (viii) "Employee" means a person serving the University on any post specified in the Schedule -1 including those on contract or deputation.
 - (ix) “Executive Council” means the Executive Council of the University.
 - (x) “General Council” means the General Council of the University.
 - (xi) "Pay" means the pay admissible on the relevant date and includes special pay and personal pay, but shall not include any allowance, fee or honorarium;

- (*xii*) "Registrar" means the Registrar of the University.
- (*xiii*) "Sanctioning Authority" means -
- a.* in relation to posts in Group 'D', 'C' and 'B' the Director.
 - b.* in relation to posts in Group 'A' and other Grades the Executive Council.
- (*xiv*) "Schedule" means schedule to these Regulations;
- (*xv*) "Selection Committee" means -
- a.* in relation to Group 'C' and 'D' posts, a Committee consisting of the Registrar, Head of the concerned section and another member specified by the Registrar in consultation with the Director.
 - b.* in relation to Group 'B' posts, a Committee consisting of Director and two other persons nominated by him;
 - c.* in relation to Group 'A' and other posts, a Selection Committee as prescribed under Regulation 8 of Part II.
- (*xvi*) "Service" means in the service of the University.
- (*xvii*) "University" means the National Law Institute University, Bhopal.
2. All words and expressions used but not defined in these Regulations and defined in the Act of the University shall have the meaning respectively assigned to them in the said Act and the General Clauses Act of M.P, 1957.

PART-II

EXECUTIVE REGULATIONS

CHAPTER-I

1. AUTHORITIES OF THE UNIVERSITY

- 1.** The following shall be the authorities of the University:
 - (i)** the General Council;
 - (ii)** the Executive Council;
 - (iii)** the Academic Council;
 - (iv)** the Finance Committee; and
 - (v)** such other authorities as may be prescribed by the Regulations.
- 2.** The draft of a regulation declaring anybody to be an authority of the University shall not be introduced in the Executive Council without the recommendation of the Academic Council.
- 3.** A vacancy in the General Council or Executive Council may arise in terms of Sections 11(3) and 16(2) of the Act of the University dealing with the General Council and the Executive Council respectively.

2. COMMITTEES

Any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

3. PROCEDURE FOR THE MEETINGS OF THE GENERAL COUNCIL

- 1.** The meetings of the General Council shall be either (a) annual or (b) special.
- 2.** The annual meeting of the General Council shall be held in the month of October / November, on such date as the Director may fix in consultation with the Chairman, and may be adjourned from time to time to conclude any unfinished business.
- 3.** At the annual meeting of the General Council, the Director shall present the Budget together with the auditor's report for the previous financial year, and the Director shall lay the Annual Report of the University prepared under the direction of the Executive Council in accordance with Section 37 of the Act.

4. If the quorum is not present on the day fixed for the meeting of the General Council, the Chairman, after waiting for one hour, shall declare that there shall be no meeting.
5. No business shall be conducted at a meeting unless the quorum is present.
6. The Registrar shall, not less than 20 days previous to annual meeting and 10 days previous to special meeting, issue to each member a notice stating the time and place of the meeting. This notice shall be accompanied by an agenda paper, showing the business to be brought before the meeting. In case of emergency a shorter notice may be given for special meeting of the General Council, provided that the business transacted at the special meeting shall be laid before the next annual meeting of the General Council for confirmation.
7. No business other than that included in the agenda paper shall be transacted at a meeting except with the consent of the Chairman of the meeting.
8. Proposals relating to the conferring of i) honorary degrees, ii) votes of thanks, iii) messages of congratulations, or iv) condolence, addresses and other matters of a like nature may be moved by the Chairman without previous notice.
9. The Chairman at a meeting of the General Council shall have a vote and a casting vote.
10. Every motion must be seconded, otherwise it shall be deemed to be dropped.
11. A motion once disposed of shall not be brought forward at the same meeting or at any adjournment thereof.
12. No amendment shall be proposed which would in effect constitute a direct negative to the original motion.
13. The Chairman may at any stage in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting.
14. Any member may with the permission of the Chairman rise even while another is speaking, to explain any expression used by himself which may have been misunderstood by the speaker, but he shall continue himself strictly to such explanation.
15. Any member may call the Chairman's attention to a point of order even while another member is addressing the meeting, but no speech shall be made on such point of order.
16. The Chairman shall be sole judge of any point of order, and may call any member to order and may, if necessary, dissolve the meeting, or adjourn it to some other time or day.

17. On putting any question to vote the Chairman shall call for an indication of the opinion by a show of hands and shall declare the results thereof according to his opinion.
18. No question may be put which reflects upon the personal character of a member of the University staff.
19. No question may be put which seeks to divulge information regarding matters which any of the authorities of the University has in the exercise of its powers and functions under the Act, or Regulations decided to treat as confidential.
20. Copies of the minutes of the General Council shall be circulated to all members, who shall be entitled to communicate to the Registrar within one week of the receipt of such minutes, any objections to its correctness or any omissions in it.

4. PROCEDURE FOR THE MEETING OF THE EXECUTIVE COUNCIL

1. The meetings of the Executive Council may be (a) Ordinary, and (b) Special.
2. Ordinary meetings of the Executive Council shall be held in Bhopal on such a day as the Director may fix.
3. Special meetings of the Executive Council shall be such as are convened by the Director either on his own motion or on the written request of any five members of the Executive Council.
4. The Registrar shall, not less than ten days previous to each Ordinary meeting, issue to each member of the Executive Council a notice stating the time and place of the meeting, and this notice will ordinarily be accompanied by an Agenda paper showing the business to be brought before the meeting.
5. In the case of Special meetings the Registrar shall give such previous notice of the time and place as the circumstances in each case may permit. Such notice shall be accompanied by an Agenda paper, and no motion shall be discussed at the Special meeting which is not on the Agenda paper.
6. Reports and recommendations of the Academic Council or of any of the committees of the Executive Council, if they are not included in the Agenda paper shall be laid before the Executive Council provided they are received by the Registrar 05 days before the date fixed for the meeting of the Executive Council.
7. All reports and recommendations of the Academic Council or of any of the Committees of the Executive Council shall pass through the Director.

8. All questions considered at the meetings of the Executive Council shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided, the Chairman shall have a Casting Vote.
9. The proceedings of each meeting of the Executive Council shall be entered in a Minute Book and signed by the Director and shall be confirmed at the next meeting.
10. In all the meetings of the Executive Council the Regulations relating to procedure for the meeting of the General Council shall apply *mutatis mutandis*.
11. The Registrar shall issue notice of all meetings of committees and shall act as Secretary of all such committees for which a Secretary or Convener has not been appointed or if so appointed, is unable to attend or act.

5. PROCEDURE FOR THE MEETING OF THE ACADEMIC COUNCIL

1. The meetings of the Academic Council shall be (a) Ordinary, and (b) Special.
2. Ordinary meetings of the Academic Council shall be held in Bhopal on such a day as the Director may fix.
3. Special meetings of the Academic Council shall be such as are convened by the Director either on his own motion or on the written request of any five members of the Academic Council.
4. The Registrar shall, not less than ten days previous to each Ordinary Meeting, issue to each member of the Academic Council a notice stating the time and place of the meeting, and this notice will ordinarily be accompanied by an Agenda paper showing the business to be brought before the meeting.
5. In the case of Special meetings the Registrar shall give such previous notice of the time and place as the circumstances in each case may permit. Such notice shall be accompanied by an Agenda paper, and no motion shall be discussed at the Special Meeting which is not on the Agenda.
6. The Registrar shall act as Secretary to the Academic Council and the Standing Committees or sub-committee appointed by it, provided no Convener has been appointed.
7. All motions shall pass through the Director.
8. All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided, the Chairman shall have a Casting Vote.

- 9.** The proceedings of each meeting of the Academic Council shall be entered in a Minute Book and signed by the Director and shall be confirmed at the next meeting.
- 10.** All Regulations relating to procedure for the meetings of the General Council shall in other respects apply *mutatis mutandis* to the meetings of the Academic Council.

CHAPTER-II

6. OFFICERS OF THE UNIVERSITY

In addition to the Officers of the University declared by S. 26 of the Act, the Finance Officer and Proctor shall also be Officers of the University.

(i) DIRECTOR: APPOINTMENT, POWERS, TERMS & CONDITIONS

1. Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as the Director. The Director to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor of Law in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.
2. Subject to the provisions of S. 27 of the Act, the Director shall be appointed by the General Council on the recommendations of a Search Committee consisting of one person of eminence in legal education nominated by the Executive Council who is not connected with the University, one person nominated by the Chairman, University Grants Commission, New Delhi and one distinguished legal educationist nominated by the Chairman of the General Council, the Chief Justice of Madhya Pradesh. The Chief Justice of M.P. shall nominate the Chairman of the Search Committee.
3. The Committee after considering academic persons of great distinction in the field of legal education who could eminently fit into the post of Director, shall submit a panel of not less than three persons out of whom the Chairman, General Council shall choose one in consultation with the Visitor or his nominee as the case may be for approval by the General Council.
4. The Director shall be a whole-time salaried officer of the University.
5. The Director shall hold office for a term of five years from the date on which he enters upon his office. His term of office shall be renewable by a resolution to that effect by the General Council. Upon the expiry of his term, he shall continue in office until his successor is appointed and enters his office.
6. If the office of the Director becomes vacant due to his death, resignation or otherwise or if he is unable to perform his duties owing to absence, illness or any other cause, the senior most Professor of Law shall discharge the duties of the Director until the Director appointed by the General Council assumes office.
7. The Director shall be the Ex-officio Chairman of the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Visitor and Chairman, preside at the Convocation held for conferring degrees. He shall be entitled to

be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote there at unless he is a member of such authority or body.

8. It shall be the duty of the Director to see that the Act and the Regulations are duly observed, and he shall have all powers necessary to ensure such observance.
9. The Director shall have the power to convene or cause to be convened meetings of the General Council, the Executive Council, the Academic Council and the Finance Committee.
10. The terms and conditions of the service of the Director shall be such as are fixed by a resolution of the General Council from time to time.
11. The Director shall be entitled to free furnished residential accommodation at the Head Quarter of the University, and shall also be entitled to the transport and other office facilities at his residence.

(ii) REGISTRAR: APPOINTMENT, POWERS, TERMS & CONDITIONS

1. The Registrar shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee duly constituted for the purpose.
2. The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed for the time being for Registrars of other Universities in the State of Madhya Pradesh.

Provided that notwithstanding his attaining the age of sixty-two years, he shall continue in office until his successor is appointed and enters upon office.

3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Director may appoint for the purpose.
 - i. The Registrar shall have power to take disciplinary action against such of the non-teaching employees of the University as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or of the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- ii.* An appeal shall lie to the Director against any order of the Registrar imposing any of the penalties specified in item (a).
- iii.* In case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Director along with his/her recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Director imposing any penalty.

- 4. The Registrar shall be ex-officio Secretary of the Executive Council, Academic Council, but shall not be a member of any of these authorities.
- 5. It shall be the duty of the Registrar —
 - i.* to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
 - ii.* to issue all notices convening meetings of the General Council, Executive Council, Academic Council and of any Committees appointed by the authorities of the University;
 - iii.* to keep the minutes of all the meetings of the General Council, Executive Council, Academic Council and of any Committees appointed by the authorities of the University;
 - iv.* to conduct the official correspondence of the General Council, Executive Council and Academic Council;
 - v.* to supply to the Visitor or his nominee and the Chairman, General Council copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the meetings;
 - vi.* to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - vii.* to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - viii.* perform such other duties as may be specified in these Regulations or as may be required from time to time, by the Executive Council or the Director.

(iii) FINANCE OFFICER: APPOINTMENT, POWERS, TERMS & CONDITIONS

6. The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee duly constituted for the purpose on such terms and conditions as may be prescribed by the Regulations of the Executive Council.

1. The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed for the time being for Finance Officers of other Universities in the State of Madhya Pradesh.

Provided that the Finance Officer shall retire on attaining the age of sixty years.

Provided further that notwithstanding his attaining the age of sixty years, he/she shall continue in office until his/her successor is appointed and enters upon his/her office for a period of one year whichever is earlier.

2. When the office of the Finance officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Director may appoint for the purpose.

3. The Finance Officer shall be *ex-officio* Secretary of the Finance Committee but shall not be a member of such Committee.

4. The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by Regulations.

5. Subject to the control of the Executive Council or the Director, the Finance Officer shall –

- i.* hold and manage the property and investments including trust and endowed property;
- ii.* ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are spent on the purposes for which they are granted or allotted;
- iii.* be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;
- iv.* keep a constant watch on the state of the cash and bank balance and on the state of investment;
- v.* watch the progress of the collection of revenue and advise on the methods of collection employed;

- vi.* have the accounts of the University regularly audited by an internal audit party;
- vii.* ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date, and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, and institutions maintained by the University; and
- viii.* brings to the notice of the Director any unauthorised expenditure and other financial irregularities and suggest appropriate action against the person(s) at fault;
- ix.* call for from any office or institution under the University, any information or returns that he may consider necessary for the performance of his duties.

(iv)

PROCTOR: APPOINTMENT, POWER, TERMS & CONDITIONS

- 1.** The Proctor shall be a person not below the rank of Professor of the University. He shall be appointed by the Director with the approval of the Executive Council from amongst the Professors of the University.
- 2.** The Proctor shall hold office for a term of 5 years and shall be eligible for re-appointment.
- 3.** The Proctor may resign from his office with the approval of the Director.
- 4.** The Director shall have right to terminate the services of the Proctor, in case his/her conduct is not in the general interest of the University. The termination order shall be reported to the Executive Council in its next meeting.
- 5.** When the office of the Proctor is vacant or when the Proctor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duty of the office shall be performed by such person as the Director may appoint for the purpose.
- 6.** Assistant Proctor(s) may be appointed by the Director in consultation with the Proctor on such terms and conditions as the Director may think appropriate. The Assistant Proctor(s) shall extend help to the Proctor in performance of his duties.
- 7.** The Proctor shall look after the law and order problems in the University premises.
- 8.** He shall look after the maintenance of discipline of students or any other person on the University Campus.
- 9.** The Proctor shall exercise such other powers and perform such duties as may be assigned to him by the Director from time to time.
- 10.** He shall report to the Director from time to time, the problems of law and order in the University campus.
- 11.** The Proctor shall be accountable to the Director alone in maintaining law and order problem in the University campus.
- 12.** The Proctor in case of emergency may take action in case of an act of indiscipline or law and order problem in the University campus with the approval of the Director.
- 13.** The Proctor shall be provided transport facilities for his official purpose.
- 14.** The teachers holding the office of the Proctor & Assistant Proctor(s) shall be given telephone facilities and reimbursement of mobile phone expenses as may be fixed by the Director from time to time.

CHAPTER--III

1. APPOINTMENT OF TEACHERS, ELIGIBILITY, PROCEDURE OF SELECTION COMMITTEES

(i) PROFESSOR

A. (i) An eminent scholar with Ph.D. Degree in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation.

OR

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

(ii) ASSOCIATE PROFESSOR

1. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.

2. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

3. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

4. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.

5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation.

(iii) ASSISTANT PROFESSOR

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

2. COMPOSITION OF SELECTION COMMITTEES

1. **The Selection Committee for the post of Assistant Professor in the University shall have the following composition.**
 - i.* The Director shall be the Chairperson of the Selection Committee.
 - ii.* Three experts in the concerned subject nominated by the Director out of the panel of names approved by the Executive Council of the University.
 - iii.* Dean of the concerned Faculty, wherever applicable
 - iv.* Head/Chairperson of the Department, wherever applicable.
 - v.* An academician nominated by the Visitor or his nominee.
 - vi.* An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Director, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
 - vii.* At least four members, including two outside subject experts shall constitute the quorum.
2. **The Selection Committee for the post of Associate Professor in the University shall have the following composition.**
 - i.* The Director to be the Chairperson of the Selection Committee.
 - ii.* An academician who is the nominee of the Visitor or his nominee.
 - iii.* Three experts in the concerned subject/field nominated by the Director out of the panel of names approved by the Executive Council of the University.
 - iv.* Dean of the faculty, wherever applicable.
 - v.* Head/Chairperson of the Department/School.

- vi.* An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Director, if any of the above members of the selection committee does not belong to that category.
- vii.* At least four members, including two outside subject experts, shall constitute the quorum.

3. The Selection Committee for the post of Professor in the University shall have the following composition.

The composition of the Selection Committee for the post of Professor in the University shall be the same in composition as that for the post of Associate Professor set out above.

4. The composition of Selection Committee for the post of Librarian, Deputy-Librarian and Assistant Librarian and senior administrative staff shall be on the pattern of Professor, Associate Professor and Assistant Professor respectively as mentioned above.

3. COMPOSITION OF SCREENING CUM EVALUATION COMMITTEE

- (i)* The Director as the Chairperson of the Selection Committee;
- (ii)* Two Professors nominated by the Director;
- (iii)* One subject expert in the concerned subject nominated by the Director from the University panel of experts.

The quorum for above committee shall be three including the one subject expert.

4. CAREER ADVANCEMENT SCHEME FOR TEACHERS AND EQUIVALENT POSITIONS

- 1.** The pay structure for different categories of teachers and equivalent positions shall be as indicated in schedule-I Assistant Professor / Associate Professors / Professors in the University.
 - i.* An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of ₹7,000.
 - ii.* Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M etc. shall be eligible for the AGP of ₹7,000 after completion of 5 years service as Assistant Professor.
 - iii.* Assistant Professors who do not have Ph.D or M.Phil degree in the relevant Professional course shall be eligible for the AGP of ₹7,000 only after completion of 6 years service as Assistant Professor.

- iv.* The upward movement from AGP of `6,000 to AGP of `7,000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.
- v.* The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of `10,000-15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of `15,600-39,100 based on their present pay, with AGP of `7,000.
- vi.* Assistant Professors with completed service of 5 years at the AGP of `7,000 shall be eligible, subject to other requirements laid down by the UGC, to move up to the AGP of `8,000.
- vii.* Posts of Associate Professor shall be in the Pay Band of `37,400-67,000, with AGP of `9,000. Directly recruited Associate Professors shall be placed in the Pay Band of `37,400-67,000 with an AGP of `9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- viii.* Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of `12,000-18,300 on 01.01.2006 shall be placed in Pay Band of `37,400-67,000 with AGP Pay of `9,000 and shall be re-designated as Associate Professor.
- ix.* Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of `12,000-18,300 on 01.01.2006 shall be placed at the appropriate stage in the Pay Band of `15,600-39,100 with AGP of `8,000 till they complete 3 years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of `37,400-67,000 and accordingly re-designated as Associate Professor.
- x.* Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of `37,400-67,000 and re-designated as Associate Professor in the manner described in (ix) above.
- xi.* Assistant Professors completing 3 years of teaching in the AGP of `8,000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the university, to move to the Pay Band of `37,400-67,000 with AGP of `9,000 and to be designated as Associate Professor.
- xii.* Associate Professor completing 3 years of service in the AGP of `9,000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor , subject to other conditions of academic performance as laid down by the UGC and if any by the university . No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be `37,400-67,000 with AGP of `10,000.
- xiii.* The pay of a directly recruited Professor shall be fixed at a stage not below `43,000 in the Pay Band of `37,400-67,000, with the applicable AGP of `10,000.
- xiv.* Ten percent of the posts of Professors in a university shall be in the higher AGP of `12,000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher

Academic Grade Pay shall be as may be laid down by the UGC, and such eligibility conditions shall, inter-alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of `12,000 shall be fixed at a stage less than `48,000 along with the AGP.

- xv.** For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as per UGC Regulations.

5. PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS, ETC.

- i.* Assistant University Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC shall be eligible for the higher grade (stage 2).
- ii.* Assistant Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC shall become eligible for the next higher grade (stage2).
- iii.* Assistant Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC shall become eligible for the next higher grade (stage 2).
- iv.* On completion of service of five years, Assistant Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian.
- v.* After completing three years in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.

NOTE— The University Shall follow API scoring system PBAS methodology as laid down by the UGC Regulation.

PART-III

SERVICE REGULATIONS

CHAPTER-I

1. GROUPS AND CATEGORIES OF POSTS

1. The posts in the University shall be of the groups and categories as specified in the ***Schedule-I***.
2. The Executive Council may direct-
 - (i) the creation of any new group or category of posts;
 - (ii) the abolition of any group or category of posts; or
 - (iii) the transfer of any category of posts from one group to another;
 - (iv) to keep in abeyance any of the post.

2. NUMBER AND DUTIES OF POSTS

The Sanctioning Authority in relation to any category of posts shall have, subject to the superintendence of Executive Council, the power to:

- (i) determine the number of posts in that category;
- (ii) create or abolish or keep in abeyance any post in that category;
- (iii) determine whether any post created in that category shall be temporary or permanent;
- (iv) specify the period for which a temporary post is created; and
- (v) specify the duties attached to any post in that category.

3. TEACHING DAYS

The University shall adopt at least 180 working days, i.e. there shall be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, foundation day, etc., 8 weeks for vacations and 2 weeks maybe attributed to various public holidays.

The above is summarized as follows:

Sl. No.	Particular	Number of weeks: 5 day a week pattern
1.	Teaching and Learning Process	36 (180 days) weeks
2.	Admissions/Examinations preparation for Examination	8
3.	Vacation	6
4.	Public Holidays to increase and adjust teaching days accordingly	2
Total:		52

In lieu of curtailment of vacation by 2 weeks, the university teachers Shall be credited with 1/3rd of the period of earned leave every year.

4. WORKLOAD

- (i) The workload of the teachers in full employment shall 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. Direct teaching-learning process hours should be as follows:
- | | |
|---|----------|
| Assistant Professor & Associate Professor | 16 Hours |
| Professor | 14 Hours |
- (ii) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

CHAPTER-II

5. APPOINTING AUTHORITIES

Appointment to a post in the University shall be made -

- (i) In the case of a post in Group 'D', by the Registrar
- (ii) in the case of posts in Group 'C' & 'B', by the Director
- (iii) in the case of posts in Group 'A', by the Director with the approval of the Executive Council.

6. METHODS OF RECRUITMENT

1. Recruitment to a post in the University may be made -

- (i) by promotions;
- (ii) by direct recruitment; or
- (iii) by appointment on deputation or contract.

2. The appointing authority shall in each case determine the method of recruitment.

7. RECRUITMENT BY PROMOTION

1. Appointment to a post in any category/group by promotion shall be made, whether in substantive or officiating capacity from among employees serving on a post in the next lower category/grade.
2. Every appointment by promotion shall be by selection on the basis of merit, with due regard to seniority and on the recommendations of a Selection Committee. Provided that every appointment to Group 'B' and above shall be made solely on the basis of merit.

8. DIRECT RECRUITMENT

Appointment to any post by direct recruitment for all the Groups shall be made on the recommendation of a Selection Committee

- (i) In Groups 'D' and 'C', from amongst candidates recommended by the Employment Exchange on requisition; or public notice displayed on University's Notice Boards.
- (ii) In Groups 'B' and 'A' from amongst candidates applying in response to public advertisement.

9. VARIANCE IN TERMS AND CONDITION OF SERVICE

All teachers of the university shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as prescribed in the regulations of the University.

Provided that no alteration in the salary, the rate of Contribution of Provident Fund and the age of superannuation of the teacher in the service of the University shall be made to his/her disadvantage after he/she has joined the University.

10. APPOINTMENT ON DEPUTATION/CONTRACT

- (i) A person may be appointed on any post on deputation/contract for a period of one year by the Director with the approval of the Executive Council on such terms and conditions, as appropriate in a given circumstances..
- (ii) The term of the deputation/lien in case of new appointees will be settled in advance before their joining.

11. AGE OF APPOINTMENT

No person shall be appointed in the University, who is below 18 years of age.

12. FITNESS

A person selected for appointment to any post by direct recruitment shall be required to produce at his own cost a certificate of good health in the prescribed form from a medical practitioner. The approved Medical Form is at **Annexure-I**.

The Appointing Authority shall satisfy that selected candidate possesses good character and antecedents.

13. AGREEMENT OF SERVICE

- 1. Every employee, who is drawing basic salary in the pay Band 3 with Grade Pay of Rs. 1900/- or more, shall sign Agreement of Service in the prescribed form, before joining the University, accepting in writing the terms and conditions of appointment. (**Annexure-II**)
- 2. Every teacher and member of the academic staff of the University shall be appointed on a written contract.
- 3. A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

CHAPTER-III TENURE

14. PROBATION

1. Every person appointed to a post in the University after the commencement of these Regulations, whether by promotion or by direct recruitment; shall be on probation in such post for a period of one year. The confirmation at the end of one year shall be automatic, unless the Appointing Authority extended the probation for another year by a specific order, before expiry of the first year. Subject to this clause, it is obligatory on the part of the University to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
2. Where a person is appointed to a post in the University on probation, during his period of probation, if found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may:
 - (i) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
 - (ii) in the case of a person appointed by direct recruitment, terminate his services in the University without notice.
3. Every person appointed to a permanent post in the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for substantive appointment to that post.

15. TEMPORARY AND PERMANENT SERVICE

- (i) An employee shall be a temporary employee of the University until he is appointed substantively to a permanent post in the University.
- (ii) An employee appointed substantively to any permanent post in the University shall be a permanent employee of the University.

16. SUBSTANTIVE APPOINTMENTS

No employee shall be appointed substantively to any post unless:

- (i) Such post is permanent and no body else has been substantively appointed to it; and
- (ii) The service of the employee in the University is approved by the Appointing Authority.

17. TERMINATION OF SERVICE

1. The service of a temporary employee may be terminated by the Appointing Authority without assigning reasons:
 - (i) during the period of probation following the first appointment, at anytime without notice;
 - (ii) After such period of probation, at any time by a notice of one month in writing given by the Appointing Authority to the employee or at anytime without notice on payment of one month's pay.
2. Without prejudice to the provisions of clause 1 the service of a temporary employee shall be terminated:
 - (i) if his appointment is made for a specified period, on the expiry of such period; or
 - (ii) if his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.
3. The services of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months pay, if the post to which he is substantively appointed is abolished.
4. An employee who is given notice of termination of service under clause 3 may be granted during the period of notice such Earned Leave as may be admissible to him and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

18. LIEN

A permanent employee of the University shall hold lien for not more than two years on the post substantively held by him provided his appointment in the other organisation was made through the University. However, the Executive Council may consider relaxations as a special case.

19. RETIEMENT

1. An employee shall retire on superannuation from the service of the University:
 - (i) on his attaining the age of sixty years (other than Teachers; Registrar and Librarian). The age of retirement on superannuation for Teachers shall be sixty five years and Registrar and Librarian shall be sixty two years.

- (ii)* on his being declared medically unfit for service by a Medical Board to be designated by the Executive Council in this behalf; or
 - (iii)* on the imposition of the penalty of compulsory retirement.
- 2. The retirement shall take effect from the afternoon of the last date of the month in which an employee attains the age of superannuation instead of the afternoon of the actual date of superannuation. In case of the date of birth of an employee falls on 1st of a month, he will be deemed to have retired with effect from the afternoon of the last date of preceding month.

20. RE-EMPLOYMENT/EXTENSION IN THE SERVICE OF THE UNIVERSITY AFTER RETIREMENT ON SUPERANNUATION

It will be open to the University to re-employ an employee, subject to physical fitness, on his superannuation for a period of one year at a time if his services are needed by the University.

21. VOLUNTARY RETIREMENT AFTER TWENTY YEARS' OF SERVICE

- (i)* University employees who have put in not less than 20 years' qualifying service may, by giving notice of three months in writing to the appointing authority retire from service voluntarily. The scheme is purely voluntary, the initiative resting with the University's employee himself. The University does not have the reciprocal right to retire its employees on its own, under this Scheme.
- (ii)* A notice of less than three months may also be accepted in deserving cases, with the concurrence of the Sanctioning Authority.
- (iii)* If an employee retires under the Scheme of voluntary retirement while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave not due shall be recovered.
- (iv)* Before an employee gives notice of voluntary retirement with reference to these instructions, he should satisfy himself by means of a reference to the Registrar that he has, in fact, completed 20 years' qualifying service.
- (v)* A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided the request for such withdrawal is made before the expiry of the notice.
- (vi)* A notice of voluntary retirement given after completion of 20 years qualifying service will require acceptance by the appointing authority if the date of retirement on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing rules applicable to him. (Regulation No.19 (1) (ii).

Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the employee and the

disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a Court of law against the employee concerned. The notice of voluntary retirement even in such cases could also be accepted with the approval of the Chairman of the General Council of the University. Even where the notice of voluntary retirement given by the University employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the competent authority issues an order to the contrary before the expiry of the period of notice.

- (vii) The weightage up to five years would be given as an addition to the qualifying service actually rendered by him for purpose of gratuity. The total qualifying service after allowing the weightage should not, in any event, exceed 33 years of qualifying service. The total qualifying service after giving the weightage should also not exceed the qualifying service which he would have had rendered if he had retired voluntarily. It will, however, not entitle the University employee retiring voluntarily to any notional fixation of pay for purposes of calculating the gratuity, which will be based on the actual emoluments calculated with reference to the date of retirement.
- (viii) The scheme of voluntary retirement under these orders will not apply to those employees who retire voluntarily under the provisions of Regulation 19 (1) (ii).
- (ix) The scheme of voluntary retirement under these order will also not apply to those University employees on deputation to autonomous bodies/public sector undertakings, etc., who propose to get absorbed in the autonomous bodies/ public undertakings, etc.
- (x) An employee giving notice of voluntary retirement may also apply, before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice. The period of leave, if any, extending beyond the date on which University employee should have retired on attaining the age of superannuation, may be allowed as terminal leave. Leave salary for such terminal leave shall be payable in accordance with the provisions of Regulations.

22. RESIGNATION

1. An employee may, by notice of one month in writing addressed to the Appointing Authority, resign from the service of the University.
2. The appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the University by notice of less than one month.

CHAPTER- IV PAY

23. SCALES OF PAY

The scales of pay for the posts in the University have been specified in the First Schedule and shall be such as notified by the UGC from time to time.

24. INITIAL PAY

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the lowest stage of the time-scale unless the Sanctioning Authority decides that he shall draw pay at any higher stage;

Provided that, when such appointment is made by promotion:

- (i) If the employee has been drawing a higher pay in any other substantive appointment in the University immediately before his appointment to such post, he shall draw pay at the stage next higher to such pay; and
- (ii) If he has previously served in the same post or in any other post in the University on the same or identical time-scale of pay admissible to him under clause (I), he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for purpose of increment.

25. INCREMENTS

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.
- (ii) An increment shall not be drawn unless it is sanctioned in writing by the Sanctioning Authority.
- (iii) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory.
- (iv) An increment shall be due from the first of the month in which it falls due.
- (v) The Executive Council may in recognition of the exceptional merit of an employee sanction such additional increment to the employee as it may deem fit.

26. SERVICE FOR INCREMENTS

The following service shall count for increment in the time-scale:

- (i) duty in that post or in any other post of the same or higher grade, whether continuous or not;
- (ii) leave other than extra ordinary leave; and
- (iii) if he has previously served in the same post or in any other post in the University on the same or identical time scale or pay, and was drawing a pay higher than the pay admissible to him under clause (i), he shall draw such higher pay and the period of his duty in such post in such pay shall also be counted for purpose of increment.

27. PAY DURING LEAVE

1. An employee on casual leave or compensatory leave or quarantine leave shall draw pay as on duty.
2. An employee on earned leave or commuted leave shall draw pay as drawn by him before proceeding on leave.
3. An employee on leave on half pay shall draw pay at half the rate of pay drawn by him before proceeding on leave.
4. An employee on study leave shall draw pay at such rate as may be specified by the Executive Council.
5. No pay shall be admissible to an employee on extraordinary leave.
6. An employee shall draw leave salary equal to the pay drawn by him immediately before proceeding on earned leave.

28. PAY DURING SUSPENSION

An employee under suspension shall, during the period of suspension, be paid subsistence allowance as admissible *mutatis mutandis* in Government of India.

29. SPECIAL PAY, PERSONAL PAY, HONORARIUM AND FEE

The Executive Council may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

30. DRAWAL OF PAY

1. An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post.
2. The Pay and Allowances to the employees of the University shall be payable on the last working day of the month to which they relate, except for the month of March, which shall, however, continue to be payable on the first working day of April.
3. An employee resigning from the service of the University without the notice required under regulation shall not, unless the Sanctioning Authority directs otherwise, be allowed to draw pay due but not drawn:
Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.

CHAPTER-V ALLOWANCES

31. KINDS OF ALLOWANCES

The following allowances are admissible to the employees of the University (1) Dearness Allowance; (2) Compensatory (City) Allowance; (3) House Rent Allowance; (4) Leave Journey Allowance; (5) Travelling and Daily Allowances; (6) Interim Relief (7) Washing Allowance; (8) Overtime Allowance (9) Transport Allowance (10) Children Education;

32. DEARNESS ALLOWANCE

Dearness allowance shall be admissible at the rates of the Central Government and will be subject to such conditions as prescribed by it. The present rates of dearness allowance are shown in Schedule Two.

33. COMPENSATORY (CITY) ALLOWANCE

Compensatory (City) Allowance shall be admissible to an employee at the rates prescribed by the Government of M.P. in various pay ranges at the fixed rates as mentioned in the VI Pay Commission

34. HOUSE RENT ALLOWANCE

The House Rent Allowance payable to the Staff shall be as provided under the VI Central Pay Commission.

35. ALLOWANCES DURING SUSPENSION

An employee under suspension shall, during the period of suspension, draw House Rent Allowance admissible to him and Dearness Allowance at half the rate admissible to him immediately before the suspension;

Provided that the House Rent Allowance and the Compensatory (City) Allowance shall not be admissible unless the employee resided at the Headquarters of the University for substantial part of the month for which it is claimed.

36. ALLOWANCES DURING LEAVE

1. House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:
 - (i) During causal leave, compensatory leave or quarantine leave, the same as on duty.
 - (ii) During leave with allowances for the first four months, the same as he was drawing immediately before proceeding on leave.
Provided that the CCA shall not be admissible unless the employee resided at the headquarters of the University for not less than half of the month for which it is claimed, and in the case of HRA he continues to actually incur the expenditure.
2. DA may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowance during leave will be based on the leave salary actually drawn.
3. During the study leave DA, HRA and CCA whether in India or abroad will be regulated by the EC by special orders.

37. LEAVE JOURNEY ALLOWANCE/ LEAVE TRAVEL CONCESSION

1. Leave Journey Allowance shall be admissible to an employee in accordance with the provisions in the Government of India to be prescribed by the Executive Council from time to time.

38. TRAVELLING ALLOWANCE

1. Travelling Allowance for journeys performed by an employee on duty within India shall be admissible in accordance with the provisions of the *Fourth Schedule* as and when prescribed by the Executive Council of the University.

39. DAILY ALLOWANCE

1. Daily Allowance for each day of absence of an employee from the headquarters of the University on duty within India shall be admissible in accordance with the provisions of the *Fourth Schedule*.
2. Daily allowance for each day of absence of an employee from the headquarters of the University duty outside India shall be admissible at such rate as may be determined in each case by the Executive Council.

40. TRANSPORT ALLOWANCE

All employees of the University are entitled to Transport Allowance as per the provisions of VI Central Pay Commission.

41. DRAWAL OF ALLOWANCES

- 1.** Dearness Allowance, City Compensatory Allowance and House Rent Allowance admissible to an employee for any month shall be payable with his Pay';
- 2.** Leave Journey Allowance/Leave Travel Concession shall be paid in accordance with the provisions of the third Schedule;
- 3.** Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters;
- 4.** Provided that the Director may sanction payment in advance of such sum as he deems fit towards such allowance;
- 5.** An employee resigning from the service of the University without the notice prescribed by regulation shall not, unless the Controlling Authority directs otherwise, be allowed to draw the allowances due but not drawn;
- 6.** Provided that the allowances so not allowed to be drawn shall not exceed the allowances for one month.

CHAPTER-VI FACILITIES

42. MEDICAL FACILITIES

- 1.** Medical reimbursement claims shall be paid to the employees of University subject to the upper limit of the Scale of Pay of one month applicable under the Fifth Central Pay Commission.
- 2.** Cases requiring relaxation of rules, if any, will be sanctioned by the Director with approval of the Executive Council.
- 3.** The medical bills shall be presented for reimbursement within six months from the date of issue.

CHAPTER-VII

LEAVE

43. KINDS OF LEAVE

The following kinds of leave shall be admissible to an employee: (i) Casual Leave, (ii) Compensatory Leave, (iii) Quarantine Leave, (iv) Earned Leave, (v) Leave on half pay, (vi) Study Leave, (vii) Extraordinary Leave, (viii) Academic Leave to the Faculty Members, (ix) Maternity Leave, (x) Paternity Leave, (xi) Special Casual Leave and (xii) Leave not due.

44. CASUAL LEAVE

An employee may be granted casual leave of not more than 6 days at a time and not more than 13 days in a calendar year.

45. SPECIAL CASUAL LEAVE TO UNDERGO STERILISATION OPERATION

Special casual leave for a maximum of six days to employees who undergo sterilisation operation under the Family Planning Scheme shall be granted to employees to enable them to take some rest after the operation.

The grant of the concession is subject to the following conditions:

- (i) The employee must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have two or three living children.
- (iii) The sterilisation operation must be conducted and the sterilisation certificate must be issued by a government hospital. Where this is not possible, the hospital or an institution recognised by the government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the employees or his/her spouse provided the conditions at Sl.No. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilisation operation on or after the date of issue of these orders.

46. COMPENSATORY LEAVE

An employee required to perform duties on a Sunday or a holiday shall be eligible for compensatory leave for a corresponding number of days:

Provided that compensatory leave shall not be granted to an employee for more than three days at a time and shall not be carried forward to the next calendar year.

47. QUARANTINE LEAVE

An employee may, on production of a Quarantine Certificate from a Medical or Public Health Officer, be granted quarantine leave for such period, not exceeding 30 days, as may in each case be necessary.

48. EARNED LEAVE

1. The credit to be afforded to the Leave account of a non-teaching employee in respect of earned leave at the commencement of each calendar half year shall be at a uniform rate of 15 days.
2. The credit afforded under clause (1) above, shall be reduced by 1/10 of the period of extraordinary leave only availed of during the previous half year, subject to maximum of 15 days.
3. Earned leave shall not be accumulated for more than 300 days.
4. Earned leave shall not be granted for more than 180 days at a time. However, if any period of such leave is spent outside India, earned leave in excess of 180 days to the extent of such period may be granted, the total period of leave not exceeding 240 days.

EXPLANATION

For the purpose of this Regulations, a Sunday or a holiday not falling within the period of any leave shall be deemed to be a day of duty.

49. LEAVE NOT DUE (LND)

Leave Not Due (LND) shall be granted to an employee as given below:

1. Save in the case of leave preparatory to retirement, LND may be granted to an employee in permanent employment or quasi-permanent employee subject to the following conditions :
 - (i) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of such leave;
 - (ii) LND shall be limited to the half pay leave he is likely to come thereafter;
 - (iii) LND during the entire service shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate;
 - (iv) LND shall be debited against the half pay leave that the employee may earn subsequently;

- (v) the authority competent to grant leave obtains an undertaking from the employee that in the event of his resigning or retiring voluntarily from service, he shall refund the leave salary paid to him/her.

2.

- (i) Where an employee who has been granted LND resigns from service or at his request permitted to retire voluntarily without returning to duty, his resignation or retirement will take effect from date on which such leave had commenced, and leave salary already paid, if any, shall be recovered;
- (ii) Where an employee who having availed himself of LND returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently
Provided that no leave salary shall be recovered under clause (i) or clause (ii) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death

50. SPECIAL CASUAL LEAVE

An employee on consolidated salary shall be allowed special casual leave at the rate of 1/22 of the period on duty.

51. LEAVE ON HALF PAY

1. An employee shall be eligible for leave on half pay for 20 days for each completed year of his service.
2. An employee may be granted leave on half pay
 - (i) on a certificate of sickness from a medical practitioner approved by the University in this behalf; or
 - (ii) An employee may be granted leave on half pay on private affairs.

Certificates of sickness for leave by any registered Medical Practitioner will suffice.

52. STUDY LEAVE

An employee may be granted study leave for such period and on such terms as the Executive Council may determine to enable him to undergo within or outside India, a special course of study or instruction.

- (i) An employee granted study leave under provision of the Regulation will be required to execute a bond for serving the University for a minimum period of three years after his return from study leave. The salary during the period may be regulated with reference to the UGC Regulations.

- (ii) The Executive Council at its discretion may grant study leave to an University employee:
 - i. who has satisfactorily completed period of probation and has rendered not less than five years of regular continuous service including the period of probation in the University.
 - ii. who is not due to reach the age of superannuating from the University service within three years from the date on which he is expected to return to duty after the expiry of the leave.

53. EXTRAORDINARY LEAVE

- (i) A permanent employee may be granted extraordinary leave: when
 - i. No other leave is admissible; or
 - ii. No other leave is admissible and the employee 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:
 - i. Leave taken on medical certificate.
 - ii. Cases where the Director is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty to civil commotion or a natural calamity, provided the employee has no other kind of leave to his/her credit;
 - iii. Leave taken for prosecuting higher studies; and
 - iv. Leave granted to accept an invitation to a teaching post or fellowship or research—cum—teaching post or assignment for technical or academic work of extraordinary importance to be decided by the Executive Council in each case.
- (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 two (2) years, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three year in the full working life of the individual teacher.

The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.

Note I:

- (i) Ordinarily EOL of 6 months or more will not be permitted unless the teacher has put in at least five years of service in the University. This maybe relaxed in the case of those who are awarded fellowships to go abroad for a specified period.
- (ii) No teacher shall be sanctioned more than 2 years of Extraordinary leave at a time.

Note II:

The extraordinary leave granted to teachers selected for award of commonwealth Scholarship/fellowship, Fulbright Scholarship / fellowship U.G.C career Award, U.G.C, Research Scientist Award and U.G.C, Fellowship will count for increments.

54. DUTY LEAVE TO FACULTY MEMBERS

The Member of the Faculty may be granted 'duty leave' up to 12 days in a year for attending to academic work not connected with the official duties of the University, such as, meetings of the Board of Studies of Universities; Selection Committees, delivering lectures at sister professional or academic institutions, etc., and the leave is termed as "academic leave".

55. MATERNITY LEAVE

1. Admissible to married/unmarried female employees during:
 - (i) Pregnancy: 180 days. - Admissible only to employees with less than two surviving children.
 - (ii) Miscarriage/abortion (induced or otherwise): Total of 45 days in the entire service excluding any such leave taken prior to 16-6-1994. Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
2. The leave is not debited to the leave account.
3. It is granted on full pay.
4. It may be combined with leave of any other kind.
5. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation.
6. Counts as service for increments.
7. Counts as service for pension.
8. Not admissible for 'threatened abortion'

56. PATERNITY LEAVE

1. Admissible to married male employees:
 - (i) Male employee with less than two surviving children.
 - (ii) Fifteen days during wife's confinement.
 - (iii) Leave salary will be equal to last pay drawn.
 - (iv) Not to be debited to the leave account. May be combined with any other kind of leave except casual leave.
 - (v) Not to be refused normally.
 - (vi) To be applied up to fifteen days before or up to six months from date of delivery.

57. RIGHT TO LEAVE

1. No leave can be claimed as of right and the grant of leave shall be subject to the exigencies of service and the circumstances of each case.
2. An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.

58. COMBINATION AND CONVERSION OF LEAVE

1. Subject to the other provisions of this Chapter, any kind of leave other than casual leave and compensatory leave may be granted in combination with or in continuation of any other kind of leave.
2. The Controlling Authority may permit an employee to convert any kind of leave other than casual leave or compensatory leave to any other kind of leave admissible to him.

59. OTHER EMPLOYMENT DURING LEAVE

1. An employee on leave other than leave preparatory to retirement shall not take any service or accept any employment.
2. An employee on leave preparatory to retirement shall not take any service or accept any employment without the prior permission of the Sanctioning Authority.

Provided that where any such permission is granted, the employee shall be precluded from cancelling his leave and returning to duty.

60. RETURN TO DUTY

1. No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the Sanctioning Authority.
2. An employee on leave on a certificate of sickness shall not return to duty unless he produces a certificate of health from a medical practitioner approved by the Director in this behalf.

61. OVERSTAY AFTER EXPIRY OF LEAVE

An employee who remains absent on the expiry of his leave shall not, unless the Sanctioning Authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the University if the period of such absence exceed 30 days.

62. LAPSE OF LEAVE/REFUSED LEAVE

Leave at the credit of an employee shall lapse on the date of his compulsory retirement:

Provided that where an employee, if in sufficient time before the date of his retirement under sub-clause (1) of Regulation 17 applies for leave, and the leave or any portion thereof has been refused in the interest of the University, he may be granted after that date the amount of leave so refused not exceeding the period of earned leave due on such date.

63. LIMIT ON LEAVE PREPARATORY TO RETIREMENT / REFUSED LEAVE

Earned leave taken as leave preparatory to retirement can be availed of subject to a maximum of 300 days.

64. CASH PAYMENT IN LIEU OF UN UTILISED EARNED LEAVE ON THE DATE OF RETIREMENT

An employee will be entitled to cash equivalent of leave salary in respect of the period of Earned Leave at the credit of an employee at the time of retirement on superannuation subject to the following conditions;

1. The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days earned leave.
2. The cash equivalent of leave salary thus admissible will become payable on retirement.
3. Cash payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance shall be payable.
4. The authority competent to grant leave shall *suo motu*, issue order granting cash equivalent of earned leave at credit on the date of retirement.

The above concession shall not apply to cases of premature retirement or in respect of the employees who are compulsorily retired as a measure of punishment under the disciplinary rules. An employee can also avail of as leave preparatory to retirement a part of earned leave at his credit. In that case he will be allowed benefit of these orders for the leave that remains at credit on the date of retirement.

65. ENCASHMENT OF HALF PAY LEAVE ON RETIREMENT

The entire Half-Pay leave (HPL) at the credit of the employee who retires on superannuation shall be encashed as per rules of the Government of India. The encashment will be subject to the following conditions:

1. In respect of future retirees, the amount of encashment of HPL will be calculated and paid together with encashment of E.L;

2. Calculation of cash equivalent in respect of HPL at credit shall be made *mutatis mutandis* in the manner given for E.L.

66. LEAVE SALARY DURING REFUSED LEAVE

Leave salary during the period of refused leave shall be allowed on the analogy of the rules in the Government of India.

67. ENCASHMENT OF UN UTILISED EARNED LEAVE ON RESIGNATION, ETC.

1. The Government of India order regarding encashment of earned leave at the credit of an employee at the time of retirement will apply *mutatis mutandis*
2. The Government of India rule in regard to encashment of unutilised earned leave on resignation which shall apply to the employees of the University is as follows:

When an employee resigns or quits service on his own accord, the lumpsum cash payment will be only to the extent of half of the earned leave at his credit subject to a maximum of 150 days including the number of days for which encashment was availed along with LTC on the date of cessation from service.

68. ENCASHMENT OF UNUTILISED EARNED LEAVE ON DEATH OF EMPLOYEE IN SERVICE

In the case of death in service of an employee the cash equivalent of leave salary in respect of earned leave at the credit to be paid to his family shall be subject to a maximum of 300 days. Further such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

69. AUTHORITIES EMPOWERED TO SANCTION LEAVE

The Authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the employee concerned.

Sl.No.	Kind of leave (2)	Sanctioning Authority (3)	Extent of Power
I.	Casual Leave and Special Casual Leave to:		
	(a). Teaching	Director	Full
	(b). Non Teaching	Registrar	Full
II.	Earned Leave/Half Pay/Commutated Leave/ Maternity/Duty Leave to: Teaching & Non Teaching	Director	Full

III.	Extra Ordinary Leave to: Teaching & Non Teaching	Director with the approval of Executive Council	Full
IV.	Leave not due & Quarantine Leave to: Teaching & Non Teaching	Director	Full

70. PROCEDURE FOR GRANT OF LEAVE

1. An employee before proceeding on leave shall take prior sanction (except in emergencies), and shall apply on prescribed form (Annexure 2) stating in writing his contact address while on leave. The employee shall also keep the University informed of any subsequent changes in such address. (Annexure II)
2. The Registrar is empowered to sanction Casual Leave / Earned Leave / Commuted Leave in respect of Group 'B' 'C' and 'D' employees.
3. An application for leave other than study leave shall be considered and disposed of by the Registrar in case of non-teaching and by the Director in case of teaching faculty.
4. An application for study leave shall be considered and disposed of by the Director with the approval of the Executive Council.
5. The University shall maintain a leave account in respect of every employee.

71. INTIMATION OF LEAVE AT CREDIT

The order sanctioning earned leave/half pay leave to employee shall indicate the balance of such leave at his credit.

CHAPTER-VIII

RETIRMENT AND OTHER BENEFITS

72. CONTRIBUTORY PROVIDENT FUND (CPF)

CPF shall be admissible to such employees who were in Service of the University as on or after August 1998. Such employees, other than a borrowed/contract employees, shall be entitled to the benefits of the Contributory Provident Fund of the University.

73. GRATUITY

1. A permanent employee who has completed five years' qualifying service and whose service in the University is terminated under Regulation or who retires under sub-clause (i) of clause (1) of Regulation 17 may be paid a gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service.
2. If a permanent employee who has completed five years' qualifying service dies while in the services of the University, such member or members of his family as may have been nominated by him in this behalf in the manner prescribed by the Director, may be granted gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service, subject to a minimum of twelve times the emoluments at the time of his death.
3. The amount of gratuity admissible under clauses (1) and (2) shall in no case exceed 16.5 times the emoluments of the employee or `10,00,000 (Ten Lakh Rupees), whichever is less or as notified by the Government of India.

The Death gratuity as admissible in the case of death in service of an employee is at the following rates:

Length of Service Death Gratuity payable to family

Less than one year	2 times of emoluments.
One year or more but less than 5 years (ii)	5 times of 'emoluments'
5 years or more, ' ' 12 times of 'emoluments' but less than 20 years	(iv) 20 times of 'emoluments'
20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times 'emoluments' of `3,50,000 (Three Lakh Fifty Thousand Rupees), whichever is less.

4. For the purpose of this regulation:
 - (i) 'emoluments' means the monthly pay plus dearness allowance to which the employee may be entitled at the time of termination of his service or his retirement or his death, as the case may be.
 - (ii) 'qualifying service' means continuous service in the University as a permanent employee.
 - (iii) 'family' should not include relations other-than the wife, husband, children or parents of the employee.

CHAPTER-IX

GENERAL CONDITIONS OF SERVICE

74. WHOLE TIME EMPLOYMENT

- (i) An employee may be required to undergo 1 refresher course of study or instruction in every two year within or outside India.
- (ii) An employee may be required to serve the University at any place and in any post not lower than the post to which he is substantively appointed.
- (iii) An employee on his request or otherwise may be sent on deputation, whether within or outside India for such period as may be determined by the Executive Council..

75. CODE OF PROFESSIONAL ETHICS

1. TEACHERS AND THEIR RESPONSIBILITIES:

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

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical courses, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

2. TEACHERS AND THE STUDENTS

Teachers should:

- (i)* Respect the right and dignity of the student in expressing his/her opinion;
- (ii)* Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii)* Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv)* Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v)* Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi)* Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii)* Pay attention to only the attainment of the student in the assessment of merit;
- (viii)* Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix)* Aid students to develop an understanding of our national heritage and national goals; and
- (x)* Refrain from inciting students against other students, colleagues or administration.

3. TEACHERS AND COLLEAGUES

Teachers should:

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

4. TEACHERS AND AUTHORITIES:

Teachers should:

- (i)* Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of agreement of service;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

76. TIME-BOUND PERSONAL PROMOTION SCHEME FOR NON-TEACHING STAFF

1. Personal Promotion of Employees.
 - (i) The existing employees who have continued in the same scale of pay for 10 years, may be promoted to the next higher scale of pay subject to their suitability for such personal promotions.
 - (ii) The employees who have been drawing the maximum in their scales of pay for two or more years and have also put in 20 or more years of service in the University with only one promotion so far may be promoted to the next higher pay scale.
2. All these promotions mentioned at (i) and (ii) above will be personal promotions and the posts held by these persons shall be filled only in the lower scale as and when the same falls vacant.
3. The promotions given to the employees of the University on completion of 10/20 years of service in the same post may be given with effect from the date of completion of the requisite number of years of service in a particular post.
4. Career Advancement for faculty members and Senior Administrative and Library Staff covered under UGC service conditions would be guided by the same.

CHAPTER- X CONDUCT

77. GENERAL CONDUCT OF EMPLOYEES

- (i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (ii) Every employee shall abide by and comply with the rules and regulations of the University and all orders and directions of his/her superior authorities.
- (iii) Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- (iv) Every employee shall endeavour to promote the interests and reputation of the University and shall not act in any manner prejudicial there to.
- (v) No employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race or sex in respect of his/her relationship with his/her colleagues and trying to use the above activities for improvement of his/her prospects or any other such activity which is against the interest of the University.
- (vi) No employee shall refuse to carry out the decisions of appropriate administrative and academic bodies and or/ functionaries of the University.
- (vii) No employee shall bring political influence in any matter of the University including pertaining to his/her service.
- (viii) No employee shall indulge in any act of sexual harassment of any woman at her work place.

78. ACTS, CONDUCT AND COMMISSIONS WHICH AMOUNT TO MISCONDUCT

The following acts, conduct and commissions of an employee of the University shall amount to misconduct:-

1. If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University.
2. If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his duty to the University.
3. If the act or conduct of an employee makes it unsafe for the University to retain him in service.
4. If the act or conduct of an employee is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
5. If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee.
6. If the act or conduct of the employee is such as to open before him temptations for not discharging his/her duties properly.
7. If an employee is abusive or if he disturbs the peace at the place of his/her employment.

8. If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee.
9. If the employee is habitually negligent in respect of the duties for which he/she is engaged.
10. If the neglect of the employee, though isolated, tends to cause serious consequences.
11. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property.
13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law.
14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
15. Riotous and disorderly behaviour during and after the office hours or in office premises.
16. Habitual late attendance,
17. Negligence or neglect of work or duty amounting to misconduct— Habitual negligence or neglect of work.
18. Habitual absence without permission and overstaying leave.
19. Conviction by a Criminal Court.

79. TAKING PART IN POLITICS AND ELECTION

- (i) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- (ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the University qualified to vote at such elections may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

80. CRITICISM OF THE UNIVERSITY

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

- (i) Which has the effect of an adverse criticism of any current or recent policies or action of the University, or
- (ii) Which is capable of embarrassing the relation between the University and of the Central Government or any state government or any other Institution or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in due performance of the duties assigned to him/her.

81. UNAUTHORISED COMMUNICATION OF INFORMATION

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

82. GIFTS

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than a trifling value. Interpretation of the term trifling value shall be the same as laid down in Government Servants Conduct Rules.

83. PRIVATE TRADE OR EMPLOYMENT

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards acceptance of remuneration as may be laid down by the Executive Council or the Director.

84. INVESTMENTS, LENDING & BORROWING

- 1.** No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him to the discharge of his official duties.
- 2.** No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

CHAPTER-XI DISCIPLINE

85. DISCIPLINE

1. The Director is empowered to take disciplinary action against Group 'B' and 'C' employees.
2. The Director is also empowered to take disciplinary action against Group 'A' employees with the approval of the Executive Council.
3. The Registrar is empowered to take disciplinary action against Group 'D' employees.
4. The Registrar is also empowered to institute any legal proceeding with the prior approval of the Director.

86. POWER OF APPOINTING AUTHORITY

1. The Appointing Authority or any other authority superior thereto may place an employee under suspension:
 - (i) where a disciplinary proceeding against him is pending; or
 - (ii) where a case against him in respect of any criminal offence is under investigation or trial.
2. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the Appointing Authority and shall remain under suspension until further orders.
3. An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

87. PENALTIES

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

- (i) Censure;
- (ii) Withholding of increments or promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules or regulation of the University or orders or directions of superior authorities;
- (iv) Reduction to a lower grade or post or to a lower stage in a time-scale;
- (v) Compulsory retirement;

- (vi) Removal from Service; or
- (vii) Dismissal from service.

88. AUTHORITY COMPETENT TO IMPOSE A PENALTY

The Appointing Authority may impose on an employee any of the penalties specified in Regulation 87.

89. PROCEDURE FOR IMPOSING PENALTIES

No order imposing any penalty on an employee shall be passed, except after:

1. the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and except after an enquiry has been held and the employee has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
2. Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases:
 - (a). Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge;
 - (b). Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or
 - (c). Where the Executive Council is satisfied that in the interest of the University it is not practicable to hold an enquiry than it can dispense with such enquiry and impose the penalties prescribed under (vi) or (vii) of Regulation 87.

90. PROVISION REGARDING EMPLOYEES ON DEPUTATION

1. Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.
2. In the light of the findings in the disciplinary proceeding taken against such employee:
 - (i) If the authority imposing the penalty is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Regulation 87 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
 - (ii) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary;

- (iii)* Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be placed at the disposal of the lending authority.

EXPLANATION

In these regulations, the expression ‘lending authority’ means the authority which has placed the services of the borrowed employee at the disposal of the University.

CHAPTER- XII

APPEALS AND REVIEW

91. APPELLATE AUTHORITIES

An appeal shall lie from any original order made;

- (i) by the Registrar, to the Director and
- (ii) by the Director to the Executive Council.

92. PERIOD OF LIMITATION FOR APPEALS

No appeal shall be entertained unless it is submitted within a period of three months' from the date on which the order appealed against is communicated to the person concerned.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

93. FORM, CONTENTS AND SUBMISSION OF APPEALS

1. Every person submitting an appeal shall do so separately and in his own name
2. The appeal shall be addressed to the appellate authority shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
3. Every appeal shall be submitted to the Director, who shall, unless he is himself the appellate authority, transmit it to the appellate authority.

94. CONSIDERATION OF APPEALS

The appellate authority shall consider every appeal in such manner as it deems fit and pass such order as it deems proper in the circumstances of the case; Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

95. REVIEW

The Executive Council may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

96. ORDER ON RE-INSTATEMENT

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

- (i)* Whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances, admissible under regulations.
- (ii)* Whether such period may be treated as duty for all or any purposes.

CHAPTER-XIII

MISCELLANEOUS

97. SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every person holding a post in the University at the commencement of these regulations shall, on such commencement, be deemed to have been appointed under the provisions of these regulations to the corresponding post in the First Schedule to be specified wherever necessary by the Director, and shall draw the pay drawn by him immediately before such commencement.

98. AUTHENTICATION

All orders and decision of the Executive Council shall be authenticated by the signature of the Director or by such other authority as may be specified by the Executive Council in this behalf.

99. HOLIDAY, WORKING DAYS AND WORKING HOURS

The University shall observe such holidays, working days and working hours as are observed by the Secretariat of the Government of M.P. located in Bhopal for non-teaching employee and such other holidays, working days and working hours as may be determined by the Executive Council.

100. SERVICE BOOKS AND CHARACTER ROLLS

- 1.** The University shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Executive Council.
- 2.** The entries in the Service Book of an employee shall be made by the Sanctioning Authority.
- 3.** The entries in the Character Roll of non-teaching employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Sanctioning Authority with his/her remarks.

101. RESIDUARY CONDITIONS OF SERVICE

Any matter relating to the conditions of service of an employee for which no provision is made in these regulations shall be determined by the Executive Council.

102. ADOPTION OF UGC SERVICE CONDITIONS TO THE ACADEMIC/SENIOR ADMINISTRATIVE AND LIBRARY STAFF OF THE UNIVERSITY

1. The VI Central Pay Commissions of UGC service conditions such as the pay scales, eligibility, recruitment/career advancement, workload norms, accountability, etc., shall apply to teachers, senior administrative and library staff.
2. Every faculty member will submit a self-assessment of the work done by him/her in relation to the workload indicating the targets set and targets achieved during the year. A similar self-assessment system for senior administrative / library staff will also be applicable. The Director will record his remarks on the academic output and other aspects in each case.

103. POWER TO RELAX

Notwithstanding anything contained in these regulations, the Executive Council may, in the case of any employee, relax any of the provisions of these regulations to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the University.

104. REMOVAL OF DOUBTS

Where a doubt arises as to whether any authority of the University is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the decision of the Executive Council thereon shall be final.

105. SAVING CLAUSE

Wherever these regulations are found to be silent on any matter, relevant Rules and provisions as applicable in Government of India or UGC Regulations will apply *mutatis mutandis* to the employees of the University.
