

## **ORDINANCE RELATING TO CONDITIONS OF SERVICE OF APPOINTED TEACHERS OF THE UNIVERSITY**

### **1) Teachers to be a whole-time employees**

No teacher of the University, without the permission of the Executive Council shall engage directly or indirectly in any Trade or Business or any private tuition or any other work to which an emolument or honorarium is attached:

Provided that nothing contained in this clause shall apply to the work undertaken in connection with the examination of universities or learned Bodies or Public Service Commissions or to any literary work, publication or radio talk or extension lectures. The Teacher will have to take permission of the Vice-Chancellor for any other academic work.

**Explanation :** For the purpose of this Ordinance, 'teacher' means a whole-time salaried teacher of the University and does not include honorary, visiting or part-time teacher.

### **2) Nature of Duties**

Every teacher shall take part in the teaching and research programmes activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes and Ordinances framed thereunder, for the time being in force, and generally act under the direction of the authorities of the University.

### **3) Probation**

- (i) Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed twenty-four months:

Provided that the Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of twelve months from the date of his/her appointment but not earlier than ten months from the date:

Provided further that the Executive Council may for reasons to be recorded in writing waive the condition of probation:

Provided further that the condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of Statue 19(1).

- (ii) It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation not later than forty days before the end of the period of probation.
- (iii) The Executive Council may then either confirm the teacher from the date of his/her joining duty, or decide not to confirm him/her, or extend the probation for a further period not exceeding twelve months. In case the Executive Council decides not to confirm the teacher, whether before the end of the twelve months period of his/her probation, or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of that period:  
  

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.
- (iv) A teacher appointed by the Executive Council under Statute 19(1), shall be deemed to be confirmed with effect from the date he/she joining duty.

#### **4) Increment**

Every teacher shall draw increment in his/her Pay Band plus the AGP (Academic Grade Pay) as provided below unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make his/her written representation:

- (1) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- (2) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (3) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

#### **5) Age of Superannuation**

5.1 Every teacher in the service of the University shall superannuate from service on the afternoon on the last date of the month in which he/she attains the age as prescribed by the University Grants Commission/Government of India from time to time.

5.2 Subject to availability of vacant positions and fitness, if the Executive Council is satisfied that such an appointment is in the interest of the University, it may, on the recommendation of the Vice-Chancellor, re-employ a teacher on contract on his/her superannuation against the post held by him/her for a limited period of three years in the first instance and then for another further period of two years purely on the basis of merit, experience, area of specialization, peer group review and if he/she is in sound health, and is able to perform his/her duties satisfactorily, and on such other terms and conditions as the Executive Council may specify.

5.3 Where the date of superannuation or the expiry of the term of re-employment of a teacher falls due during the course of a semester, the Executive Council may, on the recommendation of the Vice-Chancellor, allow the teacher to continue in service on re-employment basis till the end of the semester:

Provided, however, that such re-employment shall not be granted to a teacher beyond the date on which he/she completes a total of 5 years of re-employment.

5.4 A re-employed teacher shall not be eligible to be appointed as Head/Chairperson of a Department/Centre or Dean of a School or for any other administrative assignment such as Dean of Students. However, in other situations not involving administrative functions and responsibilities such as Advisory and Consultative Bodies, the University can continue to utilize the expertise of all its faculty members. The superannuated teacher shall continue to contribute for not only teaching and research guidance, but also for academic evaluation and assessment as well as management of research projects. They shall also continue to be members of various academic bodies such as School Board, Special Committees, Department/Centre Committees, Selection Committees and various other committees constituted at the level of University, School or Department/Centre for making recommendations for the consideration of the Authorities of the University.

## **6) Resignation**

A permanent teacher or a teacher appointed on contract for a specified period may, at any time, resign from service by giving the Executive Council three months' notice in writing, and a temporary teacher or teacher on probation may, at any time, resign from service by giving one month's notice in writing:

Provided that the Executive Council may waive the requirement of notice at its discretion.

## **7) Voluntary Retirement**

A teacher on permanent appointment who has completed 20 years of service may, by giving notice of not less than three months in writing to the appointing authority, retire from service voluntarily:

Provided that the appointing authority shall withhold permission to a teacher under suspension who seeks to retire under this clause.

**Note :** (a) A notice of less than three months may be accepted by the appointing authority in deserving cases.

(b) If a teacher retires under the above clause while he/she is on leave which is not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the salary paid in respect of such leave shall be recovered in terms of Ordinance for regulating leave to teachers of the University.

#### **8) Superannuation Benefits**

Superannuation benefits will be as per Government of India / UGC guidelines in this regard.

#### **9) Variations in Terms and Conditions of Service**

Every teacher of the University shall be bound by the Statutes, Ordinances and Regulations for the time being in force in the University:

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, Pay Band, Grade Pay, increment, provident fund, retirement benefits, age of superannuation, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.

#### **10) Fixation of Pay of Re-employed Teachers**

Fixation of pay of re-employed teachers shall be as prescribed in the Rules to these Ordinances as per the Government of India/University Grants Commission Guideline in this regard issued from time to time.

#### **11) Contract**

The written contract between a teacher and the University required to be entered into under Clause (3) of Statute (22) shall be in the prescribed form.

#### **12) Special Contracts**

Notwithstanding anything contained in these Ordinances, the Executive Council may appoint a person selected for fixed tenure under statute 20, on contract on such terms and conditions as it may deem fit.