

# **SHIVAJI UNIVERSITY, KOLHAPUR**

Shivaji University Act. 1974

(Maharashtra Act XXIV of 1974)

**STATUTES FRAMED UNDER SECTION  
73 OF THE SHIVAJI UNIVERSITY ACT,  
1974**

Statutes governing the terms and conditions of  
service of the teachers in the University  
Teaching Department

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SHIVAJI UNIVERSITY, KOLHAPUR

Statutes governing the terms and conditions of service of the Teachers in the University Departments.

( Under Section 73 of the Shivaji University, Act, 1974.)

Statute 263 : Definitions :

In these Statutes unless there is anything repugnant to the subject or context -

- i) "Act" means the Shivaji University Act, 1974.
- ii) "Appointing Authority" means the authority competent to make appointments to the different posts in University specified in Statute 266.
- iii) "Chancellor" means the Chancellor of the Shivaji University declared as officer of the University under Section 8 and 9 of the Act.
- iv) "Compensatory Allowance" means an allowance granted to meet personal expenditure necessitate by the circumstances in which duty is performed.
- v) "Competent Authority" in the case of University teachers means the authority competent to exercise the different powers and functions mentioned in the Act and Statutes.
- vi) "Continuous Appointment" means an appointment held by the teacher without any break.

Explanation

- 1) Leave of any kind granted to a teacher while holding an appointment does not constituted a break under this definition.
- 2) If a person who is appointed in a clear vacancy and whose services are terminated at the end of the second term and is reappointed at any time in the following terms then he shall be deemed to be in the continuous service for the purpose of counting his probation period.
- vii) "Contract" means a contract entered into the writing between the Registrar or the Competent Authority or the Officer or person to whom the power is delegated by the Executive Council and a teacher.
- viii) "Contract Post" means a post which an individual teacher in Pre-University may not hold for more than a limited period without reappointment.
- ix) "Duty" includes service on probation as well as temporary service.



- x) "Executive Council" means the Executive Council of the Shivaji University declared as an authority of the Shivaji University under Section 19 of the Act and constituted under section 23 of the Act.
- xi) "Holiday" means a Sunday or any other day declared as a "Holiday" by the Executive Council.
- xii) "Honorarium" means payment granted to teacher of the University as remuneration for special work or work of an occasional character.
- xiii) "Lien" means the title of a teacher to hold substantively, a permanent post either immediately or on the termination of a period or periods of absence.
- xiv) "Officiating Appointment" means appointment made on a temporary basis in a clearly vacant post or in a post which is vacant on account of the absence of another person who holds a lien or a suspended lien on the post.
- xv) "Pay" means basic pay.
- xvi) "Personal Pay" means additional pay granted (i) to save an employee from loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, (ii) in exceptional circumstances on other personal considerations.
- xvii) "Probation" means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for eventual substantive appointment to the post.
- xviii) "Registrar" means the Registrar of the Shivaji University already in service or appointed under section 13 of the Act.
- xix) "Salary" means the basic pay plus all other allowances admissible under the University Statutes.
- xx) "Senate" means the Senate of the Shivaji University declared as an authority of the University under Section 19 of the Act and constituted under Section 20 of the Act.
- xxi) "Teacher" shall include Professor of eminence, Professor, Reader, Lecturer, Demonstrators, Tutors in the University Departments. The term "Teacher" includes full-time teachers as well as part-time and honorary teachers.
- xxii) "Temporary Appointment" means an appointment made on a purely temporary basis either in a permanent post or a tenure post or against a temporary position.

- xxiii) "Time Scale of Pay" means the scale in which the pay rises, subject to the conditions prescribed in these Statutes, by periodical increments from a minimum to a maximum.
- xxiv) "University" means the Shivaji University reconstituted by the Government of Maharashtra under Maharashtra Act No. XXIV of 1974.
- xxv) "Vice-Chancellor" means the Vice-Chancellor of the Shivaji University appointed under Section 10 of the Act.

Statute 264 : Power to interpret Statutes :

The power to implement these Statutes shall rest with the Vice-Chancellor, who may, from time to time, issue such administrative instructions or directives as may be necessary to give effect to and carry out the provisions of these Statutes and to secure effective control over the teaching staff employed in the University Departments.

Statute 265 : Power to amend or repeal any of the Statutes :

These Statutes may be amended or repealed as need be, by the Senate with the assent of the Chancellor.

Statute 266 : Salary Scales of teachers in University Departments

The minimum scales of pay for Lecturer, Reader, Professor, Professor of Eminence and other category of existing posts in the University Departments under Section 73(3) of the Act, shall be as follows :

* Demonstrator / Tutor/Lecturer	: Rs. 500-20-700-25-900
Lecturer	: Rs. 700-40-1100-50-1300-50-1600
Reader	: Rs. 1200-50-1300-60-1900
Professor	: Rs. 1500-60-1800-100-2000-125/2 2500
Professor of Eminence	: Rs. 3000/-

The above scales of pay shall be deemed to have come into force with effect from January, 1, 1973.

The scales of pay of University teachers who elect to retain their scales of pay (U.G.C. erstwhile-scales) existing prior to 1st January, 1973 in accordance with Government resolution No. USG-1177/129387/XXXII(CELL) dated 25th October, 1977 shall be as follows :

- a) Professor : Rs. 1100-50-1300-60-1600
- b) Reader : Rs. 700-50-1250
- c) Lecturer : Rs. 400-40-800-50-950
- d) Demonstrator : Rs. 250-15-400

Explanation 1 :

\* For existing incumbents only. No new appointment be made under the above categories.



Explanation 2 :

The revised pay-scales are inclusive of D.A. admissible on 1-1-1973. The teachers will be eligible to get the D.A. equal to the increases sanctioned by the State Government effective from a date after 1-1-1973. Similarly, the teachers will be eligible to get house rent allowance and compensatory local allowance as admissible to State Government employees in addition to the pay in the revised scale.

Explanation 3 :

Those teachers who have opted to remain in the existing scales till the date shown in the option form shall not be permitted to change the option once exercised.

Statute 267 : Qualifications :

Qualifications and classification of teachers in University Departments, shall be as prescribed by ordinances and in accordance with Section 39(iv) of the Act.

Statute 268 : Mode of Recruitment of Teachers :

Recruitment of teachers of the University on permanent, temporary and on contract basis shall be governed by the provisions of Shivaji University Act, 1974. In any case the appointment on contract basis shall not be for more than six months at a time. The appointment orders and the contract shall be in the proformas given in the Appendices Nos. A and A-1 as the case may be.

Statute 269 : Duties and Responsibilities of the Head of the University Departments :

Subject to the supervision and general control of the Executive Council the Head of the University Department as an administrative and academic Head of the University Department shall be responsible for :

- a) academic growth of the University Department,
- b) participation in the teaching work and research and training programmes of the University Department,
- c) assisting in planning and implementation of academic programmes such as orientation courses, seminars, inservice and other training programmes organised by the University/University Department for the academic competence of the Faculty members.
- d) admission of students and maintenance of discipline of the University Department,
- e) receipts, expenditure and maintenance of accounts.
- f) management of the University Departments, Libraries, Laboratories, museums, Animal House, Botanical gardens etc.

- g) correspondence relating to the administration of the University Department.
- h) administration and supervision of curricular, co-curricular/extra-curricular or extra mural activities of the University Department and maintenance of records,
- i) observance of the Act, Statutes, ordinances, Regulations, Rules and other Orders issued thereunder, from time to time.
- j) Supervision of University Department and University Examinations, setting of question papers for the University Department and moderation and assessment of answer-papers and such other work pertaining to the examinations as assigned,
- k) over-all supervision on University Examinations, if required.
- l) assessing reports of teachers.
- m) any other work relating to the University Department as may be assigned to him by the Executive Council from time to time.

Statute 270 : Probation :

- 1) A teacher shall, subject to the procedure prescribed for selection and appointment, be appointed in the first instance on probation for 24 months from the date on which he starts work, at the end of which he shall be confirmed or his services dispensed with provided that notice of such confirmation or termination of service shall in either case be given at least one month before the due date, in the absence of which it shall be construed that he has completed the period of probation satisfactorily and that he has been confirmed in service.

Provided also that it will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he has not completed his probation satisfactorily.

The Executive Council may in very exceptional cases and for reasons to be recorded, reduce the condition of probation and shall have the power to assess the suitability of a teacher for confirmation even before the expiry period of 24 months from the date on which he starts work but not earlier than 9 months from that date on the basis of the assessment report justifying special consideration.

- 2) The Executive Council shall assess the suitability of teachers before the expiry of the period of probation.



3) The Head of the University Department concerned shall assess the work of the teachers on probation and send the assessment reports in the proforma prescribed for the purpose to the Vice-Chancellor, every six months. The Registrar shall maintain the record of such assessment reports. The Head of the University Department under whom a teacher is working shall send to the Registrar at least two months before the date of expiry of the period of probation, his assessment report with definite recommendation for confirmation in service or otherwise. If a person is not to be confirmed at the end of the probationary period a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction. The Executive Council shall be the deciding authority in these cases.

4) The Head of the University Department on probation shall send his self assessment report in the proforma prescribed by the University to the Vice-Chancellor. The Registrar shall maintain a record of such assessment reports. They will be placed before the Executive Council at least two months before the date of expiry of the period of probation with the recommendation of confirmation in service or otherwise. The decision of the Executive Council regarding confirmation or otherwise shall be final.

5) A teacher appointed on probation shall be entitled to his annual increment in the scale prescribed unless otherwise withheld by the competent authority under orders from the Executive Council in writing on consideration of the assessment of a teacher concerned or for any other reasons.

6) If the University terminates the services of a teacher on probation on the ground of reduction in work-load or abolition of the post and if he is re-employed by the University subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment and condonation of break-in-service, for counting his period of probation confirmation, subject to his carrying good Assessment Report.

Statute 271 : Increment :

1) An increment shall be drawn as a matter of routine unless it is withheld.

2) Service as laid down in the following clauses and in such other manner, as the Executive Council may determine from time to time, shall count for increment.

a) All duty in a post on a time-scale shall count for increment in that time scale, provided that service rendered in a post carrying lower time-scale will not count for increment in the higher post.

b) Leave, other than leave without pay, shall count for increment in the time scale of the post in which the teacher has been confirmed.

- c) Should a teacher while holding one post be appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increment in the time scale applicable to such lower post.
- d) Service rendered in a time-scale post during the period of probation shall count as service towards increment.
- e) Service rendered in a temporary post shall count for increment, provided that the post is on a prescribed time scale.
- f) When a teacher who is allowed to keep a lien reverts to his original post, that period of lien granted shall count for increment.

✓ Statute 272 : (A) Leave Rules : The following shall be the Leave Rules applicable to full-time teachers :

- a) No leave can be claimed as a matter of right. Discretion to refuse or revoke leave is reserved with the Vice-Chancellor.
- b) A teacher shall be entitled to vacation as may be specified from time to time. A teacher shall remain present on the first and the last day of each term, unless otherwise permitted by the University Authorities.
- c) DL  
10 days A teacher may be sanctioned leave of absence from duty which would be treated as duty leave for attending Conferences, Seminars, Symposium, Workshops, Schools, Orientation Courses or any other such meetings for academic purposes organised by Central and State Government or organizations under them, or by National agencies such as U.G.C., D.S.T., C.S.I.R., I.C.S.S.R. etc. or by other Statutory Universities, National Institutes and Laboratories etc. meetings of the N.C.C., N.S.S. and delivering lectures in other Universities and academic Institutions and meetings convened by the U.G.C., Government Educational Institutions and Universities for academic purposes, with the permission of the Vice-Chancellor.

O.D.  
No limit Leave of absence from duty shall also be sanctioned for attending teachers' Selection Committee Meetings of other Statutory Universities, U.P.S.C., M.P.S.C. and other Central and State Government agencies, such leave of absence from duty shall also be sanctioned for work such as College teachers Selection Committees, L.I.C. or any other academic or administrative work assigned by the University.



This duty leave will not ordinarily exceed 10 days in an academic year but in exceptional cases, the Vice-Chancellor may sanction duty leave for a longer period. The days spent in attending the meetings of the University authorities mentioned in Section 19 of the Shivaji University Act, 1974 be treated as on duty.

A teacher may be sanctioned leave of absence from duty which would be treated as on duty for attending University examination work of this University and he may be paid T.A. & D.A. for this purpose.

(B) Kinds of Leave :

a) Casual Leave :

- 1) Every teacher will be entitled to casual leave for 15 days in an academic year.
- 2) Ordinarily not more than 7 days' Casual Leave at a time shall be granted to a teacher but in any case it shall not exceed 10 days.
- 3) Casual Leave cannot be prefixed or suffixed to a vacation or other type of leave except duty leave.
- 4) Casual Leave shall not be combined with any other kind of leave, but it may be prefixed or suffixed to holidays and/or Sundays provided the period of total absence does not exceed ten days at a time.
- 5) The Registrar shall sanction the casual leave upto seven days to teachers of the University Departments. However, in the case of the Head of the University Department the Vice-Chancellor shall be the sanctioning authority.
- 6) All applications for casual leave shall ordinarily be sent before the date from which the casual leave is required and the person requiring the casual leave shall make sure that the same is granted to him.
- 7) Record of all casual leave of all teachers shall be maintained.

(b) Earned Leave :

- i) A permanent teacher shall be entitled to earned leave of 10 days for every completed year of active service. This leave can be accumulated to a maximum of 120 days.
- ii) A teacher who is asked by the University authorities to do any work without any additional remuneration during vacation will be entitled to earned leave at the rate of 1/3rd of the period for which he is required to work. This leave should also be credited to the account of earned leave of the teacher.

(c) Half pay leave on Private Work/Sick Leave on Medical Grounds

- i) The half pay leave admissible to a teacher in respect of each completed year of service shall be 20 days. It may be granted on private work or on medical grounds.
- ii) An application for half pay leave on medical grounds shall have to be supported by a Medical Certificate by the University Medical officer or the Registered Medical Practitioner.
- iii) When leave on commutation basis is granted twice the amount of leave shall be debited against the amount of half pay leave due and admissible to a teacher.
- iv) Half pay leave on private affairs i.e. on grounds other than medical, shall not be allowed to commute. However, a teacher, i.e. an employee, who is entitled to vacation shall be entitled to leave on half pay to extent of 20 days for every completed year of service. The leave so earned can accumulated without any limitation.

(d) Study Leave :

On the approval of the Executive Council a teacher will be eligible for study leave as per the following rules :-

- i) Study leave shall not be ordinarily granted to more than one teacher in a department at a time and unless the teacher has been in service for at least three years. Such a teacher shall not ordinarily be of more than fifty years of age.
- ii) The teachers claiming such leave shall have shown interest and aptitude for advanced work in the subject to the satisfaction of the University authorities.
- iii) The teacher must apply for study leave well in advance. He should specify the course or courses of study of research contemplated or any examination he may propose to take. A detailed programme should be submitted.
- iv) Teacher shall give an undertaking that he shall not accept any appointment as an examiner and/or shall not write any text-book or guide during the period of his leave.
- v) The teacher shall give an undertaking to serve the institution for a period of three years for every year of study leave so enjoyed, without claiming an increase in salary.

He shall execute an agreement on requisite stamp-paper with the University to refund the whole of the amount of salary etc. received by him or such part of it as the University may determine with interest at 6% per annum if he gives up the services before the stipulated period or if he fails to complete the course successfully



unless he gives reason to the satisfaction of the University for his failure.

- vi) The teacher shall work under the guidance of a recognised authority in the subject or if he works independently he shall submit six-monthly reports of progress.
  - vii) The teacher going on study leave shall be given his full salary.
  - viii) Extra-ordinary leave may be combined with study leave if permitted by the Executive Council.
  - ix) The Scholarships, fellowships or other financial assistance received by the teacher who is granted study leave will not preclude his being granted study leave with pay and allowances.
  - x) If the University on its own decides that a teacher be sent for studying certain approved courses of instructions and/or approved course of research the teacher shall be treated as on duty and he will draw during that period, his full pay and allowances as admissible under the Statutes.
- Also a teacher of the University/Institutions who is nominated by the University Grants Commission to visit abroad under different programmes approved by Govt. of India or U.G.C., his period of stay abroad be treated as on duty. But no substitute appointment should be made in his place.
- xi) The maximum period of study leave shall not exceed one year at a time and two years in the whole service. He may be permitted to join the study leave in case the Study Leave is less than two years with any other kind of leave provided that the total period of such continued leave does not ordinarily exceed two years under any circumstances.

(e) Extraordinary Leave :

A) A teacher if he is elected to the Parliament or State Legislature, he shall have to go on leave during the period during which he remains a member of the body and his lien on his original post will be kept. This leave will be without pay but he will be entitled to increments during this period and may take advantage of earned leave, if any, to his credit. This period will be considered as active service for the purposes of the normal benefits except Provident Fund.

B) 1. Extraordinary leave may be granted to a teacher in special circumstances i.e.

- a) When no other leave is by rule admissible.

b) When other leave is admissible but a teacher has applied in writing for the grant of extra-ordinary leave without pay.

2. Extra-ordinary leave may be granted in combination of any other leave that is admissible.

3. Extra-ordinary leave is not debited against the leave account.

4. Except in the case of extra-ordinary leave granted to a permanent teacher as study leave, or in the case of periods of suspension converted into leave under Statute the duration of extra-ordinary leave in the case of a teacher shall not ordinarily exceed three months on any one occasion.

(f) Combination of Leave :

Any kind of leave under these Statutes may be granted in Combination with or in continuation of any other kind of leave or vacation except casual leave upto a limit to be decided by the Executive Council.

(g) Leave Preparatory to Retirement :

1. A teacher of University Department shall be eligible for earned leave preparatory to retirement, provided that it is due and admissible to him, and that he has applied for it well in advance of the date on which he intends to proceed on leave.

Subject to availability of earned leave at the credit of the concerned teacher, the maximum of such leave which can be granted to him under this rule shall be restricted to 180 days. A teacher entitled to leave preparatory to retirement and desiring to take up another employment shall be given the option of retiring forthwith, however, in such case all leave due to him shall lapse.

2. The earned leave applied for by a teacher under this rule shall not be refused except when it is necessary to do so in the interest of the University Department.

3. When a teacher applied for earned leave preparatory to retirement sufficiently in advance of the date from which he proposes to proceed on leave but when the competent authority considers that it will not be in the interest of the University Department to allow him to proceed on leave, the authority concerned may refuse the leave applied for.

In such cases the teacher concerned shall be entitled to get refused leave salary on his retirement.



(h) T.B./Cancer Leave :

A permanent teacher after the expiry of earned leave and sick leave admissible to him, shall be granted T.B./Cancer leave on full pay provided that he produces a medical certificate from the Head of the Medical Institute specialised for such diseases, to the effect that he was suffering from the said disease during the leave period. The total period of T.B./Cancer leave will not exceed one year. Similar leave shall be granted to a teacher suffering from any other similar malignant disease of a serious nature.

(i) Leave Sanctioning Authority :

The sanctioning authority for different kinds of leave to teachers shall be as under :

<u>Type of Leave</u>	<u>Sanctioning Authority</u>
1. Casual Leave upto 5 days	Registrar.
2. All other types of leave except those mentioned in 3 below.	Vice-Chancellor
3. Earned Leave, Study Leave, Deputation Leave, Extra-ordinary leave.	Executive Council

(j) Payment of Leave Salary :

1. A teacher on earned leave is entitled to leave salary equal to the monthly salary to which the teacher is entitled immediately before commencement of the leave.
2. A teacher on half-pay leave is entitled to leave salary equal to half of the monthly basic pay drawn by him before the commencement of the leave plus D.A., C.L.A., and H.R.A. admissible on the half of basic pay drawn by him.
3. A teacher on commuted leave is entitled to leave salary equal to the amount admissible under Clause (1) above.
4. A teacher on extra-ordinary leave, is not entitled to any leave salary or allowances, if any.

5. A lady teacher on maternity leave is entitled to leave salary as regulated in clause (1) or (2) above.

(k) Maternity Leave :

A lady teacher who does not have three or more living children on the date of application may be eligible for Maternity Leave on full pay and allowances for a period of 90 days from the date of commencement of leave. If, however, she has put in less than one year of service before the commencement of the Maternity



Leave she will not be entitled to maternity leave. The teacher who has put in less than two years service but more than one year service before the commencement of the Maternity Leave will be entitled to only half average pay.

i) Not exceeding 6 weeks 'Maternity Leave' will be admissible in a case of miscarriage or abortion.

ii) Maternity Leave will be granted to a lady teacher subject to the production of medical certificate.

Statute 273 : Vacation :

The period of vacation shall be as laid down by the University Authorities.

S. 274 : Assessment of Teacher's work :

In order to evaluate the work of a teacher, the teacher should prepare his academic programme at the beginning of a session and then at the end of the academic year prepare a report of the work done by him in the proforma prescribed by the University for self-assessment, which should be submitted to the Head of the University Department by the end of the academic year. The Head of the Department shall give his assessment of the work done by the teacher working under him in the proforma prescribed by the University and shall submit it to the Vice-Chancellor for his remarks. The Registrar shall maintain a record of the assessment reports of the teachers.

The adverse remarks as well as remarks of appreciation of any outstanding work of a teacher be brought to the notice of the teacher by the Vice-Chancellor.

Statute 275 : D E L E T E D

Statute 276 : Seeking Release

a) No teacher shall leave the service of the University Department without giving to the University three months' notice, if he is confirmed, or one month's notice if he is temporary or on probation or in lieu of notice, pay the University an amount equal to three months' or one month's pay as the case may be.

b) The University at its discretion may waive the above notice period or notice pay in part or in full.

Statute 277 : Application for a post elsewhere :

The applications of the Heads of Departments and the teachers in the University Departments should be forwarded through the Vice-Chancellor.



Statute 278 : Handing Over Charge :

A teacher before leaving service shall hand over the charge of his post to a duly authorised person and shall return to the University Department/Library, all books, furniture, equipments etc. issued to him or in the case of loss make good the same and shall pay up in full charges due by him for occupation of residential quarters, water and electricity charges etc. If he fails to do so, the Registrar of the University/Head of the University Department concerned shall recover the amount due by such teacher on account of the above items from his last salary. The last salary will not be paid to the teacher concerned until a clearance certificate in the prescribed form as shown in Appendix 'B' is issued by the Head of the Department/Librarian.

Statute 279 : Discharge Certificate :

The Registrar will give a discharge certificate as shown in Appendix "C", on application, to a teacher who leaves service after due notice or to a teacher whose services, are terminated after making sure that the teacher leaving service, has paid off all amounts due by him to the University and obtained the said clearance certificate.

Statute 280 : Service-Book :

A service book shall be maintained by the Registrar for each teacher of the University and shall contain such information regarding date of birth, date of appointment/and date of joining, scale of pay, increments, probation, particulars of leave and such other information as the University may prescribe.

A Copy of the service book shall be given to every teacher by the University and the teacher will be entitled to have the entries in his service book certified by the Registrar.

Statute 281 : Superannuation :

The age of Superannuation for teachers including Head of the University Department shall be sixty years and thereafter no further extension in service shall be given.

A teacher who retires on reaching the age of Superannuation shall be paid at the time of retirement all the arrears due to him.

A teacher completing the age of superannuation in the middle of the Academic year or term, will retire from the last day of the month in which he attains the age of superannuation.

However, the University may re-employ a teacher, who is due to superannuate in the middle of the academic year, on attaining the age of 60 years, till the end of that academic year only. During the period of re-employment which will be deemed as temporary service, the teacher shall not earn increment and shall not contribute to the Provident Fund. The period of re-employment shall also not count for the purpose of payment of gratuity and pension.

NOTE : It may please be noted that the Chancellor has been pleased to accord his assent to the above Statute 281 subject to the condition that the payment of pay and allowances of the teachers re-employed by the University after attaining the age of Superannation will be borne by the University.

Statute 282 : Assent withhold by the Chancellor :

Statute 283 : Service conditions of University Teachers :

1. Duties :

- a) A teacher shall devote his energies to develop and improve his academic professional competence by taking all opportunities to attend and participate in academic programmes such as Seminars, Orientation Courses, in-service Programmes, etc. The University should give the teacher every possible opportunity to do so.
- ✓ b) A teacher shall perform his academic duties such as preparation, Lectures, demonstrations, assessment, guidance, research, tutorials, etc. and will encourage pursuit of learning in his students.
- ✓ c) A teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Head of the Deptt. shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) A teacher shall faithfully observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force as modified from time to time and abide by the decisions of the University and shall ensure the interest of the University. If it is found by the Executive Council that damage or loss has been caused to the University by an act or wilful neglect or default on the part of the teacher, such damage or loss shall be recoverable from him.
- e) In addition to the duties of teaching and allied activities the teacher shall, when required, attend to extra curricular, co-curricular activities organised by the University and administrative and supervisory work and maintenance of records and assessment reports or any other duties, assigned to him by the Head of the Department.
- f) A teacher shall help the University Authorities to enforce and maintain discipline and good habits among the students.

(2) Code of Conduct :

It is assumed that the teacher will not in general avoid his responsibilities and misuse privileges. However, following lapses would constitute improper conduct on the part of the teacher of the University.



- a) Failure to perform his academic duties such as preparations, lectures, demonstrations, assessment, invigilation etc.
- b) Gross partiality in assessment of students, deliberately over/under marking, or attempt of victimisation on any grounds.
- c) Inciting students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in Seminar or other places where students are present.)
- d) Raising questions of castes, creed or religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospectus.
- e) Refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his difference with their policies or decisions.
- f) A teacher will have freedom of academic thought and expression provided that he will not use the facilities or forum of the University/Department to propogate his own ideas or beliefs for or against particular Political Party or alignment of political parties or political or religious activities.

### (3) Suspension, Dismissal and Termination of Service :

- i) The service of a University teacher on probation shall not be terminated without one month's notice, or the payment of one month's pay in lieu of notice. The services of the Head of the University Department on probation shall not be terminated without three months' notice or the payment of three months' pay in lieu of notice. However, no teacher shall ordinarily leave or be compelled to leave the service in the middle of the term.
- ii) A teacher is liable for disciplinary action on one or more of the following grounds :
  1. Misconduct,
  2. Moral Turpitude,
  3. Wilful and persistent negligence of duty,
  4. Physical or Mental unfitness,
  5. Incompetence,
  6. Participation in Private Coaching Classes, directly or indirectly accepting tuitions, accepting any outside employment or office of profit.

#### Explanation :

- (A) Misconduct shall among other things include the following :



- a) Insubordination.
  - b) An act prejudicial to the proper management of the University Department/University.
  - c) Breach of the terms and conditions of service, prescribed by the statutes and agreement.
  - d) Violation of Code of Conduct.
- (B) Wilful negligence of duty shall among other things include the following :
- a) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus under circumstances not beyond his control.
  - b) Habitual absence from duty without previous intimation
  - c) Failure to discharge any of the duties prescribed under the Statutes.
  - d) Negligence of academic or extra-curricular duty that may be assigned to the teacher by the Head of the University Department/ the University not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules.
- (C) Incompetence among other things will include the following
- a) Failure to complete the teaching of the prescribed syllabus within the prescribed period, because of inability to teach, and
  - b) Such other incapacities in teaching as would lead to failure in imparting of instruction to students.

#### Statute 284 : Penalties :

Without prejudice to the provisions of these Statutes a Teacher guilty of offences specified in Statute 283(3)(ii) shall be liable to receive any of the following penalties depending upon the gravity of the offences.

#### (I) Minor Penalties :

- i) Reprimand, Warning or Censure.
- ii) Withholding of increments or promotion upto one year.
- iii) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the University Department/University by negligence or breach of orders.

#### Explanation :

The Vice-Chancellor shall make necessary inquiry and keep the record of the inquiry before the penalty is levied.



(II) Major Penalties :

- i) Stoppage of increment with or without effect of future increments.
- ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher's own pay-scale.
- iii) Termination of Service.
- iv) Compulsory retirement.
- v) Removal from the service of the University Department.
- vi) Dismissal from the service of the University Department.

Explanation :

The following shall not amount to a penalty within the meaning of this Statute, namely :

- i) Stoppage of increment of a teacher at the Assessment Bar in the time scale of pay on the ground of his unfitness to cross the bar.
- ii) Non-promotion of a teacher, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which a teacher is eligible.
- iii) Reversion of a teacher, appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.
- iv) Reversion of a teacher officiating in a higher grade, or post to a lower grade or post, on the ground that the teacher is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct.
- v) Replacement of the services of a teacher, whose services had been borrowed from outside authority, by another teacher at the disposal of such authority.
- vi) Compulsory retirement of a teacher in accordance with the provisions relating to his superannuation or retirement.
- vii) Termination of the services :
  - a) of a teacher appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or

- b) of a temporary teacher in accordance with the rules made in that behalf by the University; or
- c) of a teacher employed under an agreement, in accordance with the terms of such agreement.

Statute 285 : Scope of application of penalties :

- i) Withholding of increments or promotions : When an increment or increments of a teacher are withheld, the authority/officer imposing the punishment shall specifically mention in the order.
  - a) the number of increments withheld.
  - b) the period for which they are withheld,
  - c) Whether the stoppage of increments shall have temporary or permanent effect of postponing the future increments, and
  - d) that the period for which the increments are withheld shall be exclusive of the leave (except casual leave) taken during the period.

Similarly, when it is decided to debar a teacher from his next promotion, the authority/officer imposing the punishment shall specifically mention in the order the period for which the teacher is not to be considered for such promotion.

- ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher's own pay-scale :
  - a) The authority/officer imposing this punishment shall specifically mention in the order the period for which such reduction shall be effective and whether on restoration, the order of reduction shall have the effect of postponing future increments.
  - b) Notwithstanding anything contained in these statutes and in other rules of the University, if any, a teacher who is reverted to a lower pay-scale or a lower stage of increment in his own time-scale of pay as a measure of punishment shall not ordinarily be restored to his original pay-scale from which he was reverted or to the original incremental stage in his own time-scale of pay unless the period stipulated in the order of punishment is completed exclusive of the period of leave (except casual leave) taken during the term of punishment.

Statute 286 : Authorities competent to inflict penalties :

The power to inflict penalties on teachers (including the Head of the Department) of the University Department will rest with the Executive Council of the University.

However, the power to inflict minor penalties such as Reprimand, warning or censure shall rest with the Vice-Chancellor.



Statute 287 : Procedure for inflicting minor penalties :

The minor penalties may be inflicted for petty offences or lapses on the part of a teacher such as negligence of duty insubordination, disobedience of orders of superiors and such other offences as may be decided as minor offences, by the Vice-Chancellor. Whenever a teacher is found guilty for the commission of such offences or lapses he may be properly dealt with as the competent authority/officer deems fit. Before, however, finally imposing any punishment as contemplated in this Statute, the teacher concerned shall be given in writing a fair opportunity to explain as to why he should not, for good and sufficient reasons, be punished for the lapses, omission etc. on his part. The quantum of punishment shall be finally decided in the light of his explanation.

Statute 288 : Procedure for inflicting major penalties. :

- (A) The service of a teacher shall not be terminated under S.283 Clause 3(ii) (1) to (6) without holding a full inquiry in the matter by the University.

Before holding such inquiry a preliminary inquiry shall be held by a committee consisting of :

1. A nominee of the Vice-Chancellor  
(Chairman of the Committee)
2. Head of the Department
3. A representative of the teacher concerned.

This committee will find out whether there is a prima facie case against the teacher. The teacher concerned shall be given an opportunity to represent his case before this committee.

The findings of the committee shall be forwarded to the Executive Council for further action if necessary.

(B) Suspension :

- i) If the Executive Council finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, it shall first decide whether the person concerned should be placed under suspension.
- ii) During the period of suspension a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible, pending regular enquiry.

- a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 percent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the Executive Council the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
- b) The rate of dearness allowance will, as the case may be vary according to the decreased amount of pay admissible under sub-clause (a) above.

Explanation :

1. No payment under this rule shall be made to a teacher unless he furnishes an undertaking to the effect that he has not accepted any private employment or is not engaged in a trade or business during the period of his suspension.
2. While under suspension, the resignation of a teacher shall not be accepted.
3. No leave shall be granted to a teacher while he is under suspension.
4. The suspension order shall be served in the form as specified. (Appendix-I).

c) Appointment of an Inquiry Authority/Officer :

Immediately after the decision to hold an inquiry of a teacher is taken the Executive Council shall appoint an Authority/Officer to hold the departmental inquiry into the conduct of the teacher concerned. The Officer to be so appointed shall, as far as possible, not be the person who has made any preliminary investigation into the conduct of the teacher. The order appointing the Inquiry Authority/Officer shall be generally in the form as specified (Appendix-J).

d) Charge Sheet

The Inquiry Authority/Officer appointed according to clause (c) above shall prepare the charge sheet in the form as specified (Appendix-K) and serve it on the person concerned. The charge should be very specific. The charge sheet should also be accompanied by statement of allegations on which the charges are based. The documents, which have been relied upon while framing the charges shall be made available to the person charged, to inspect and to take extracts, wherever necessary. The person concerned shall be required, within a period of 30 days to put in a written statement of his defence and to state whether he desires to be heard in person.



e) Oral Inquiry :

- i) On receipt of the written statement of defence of the person charged, the Inquiry Authority/Officer shall fix a suitable date for the oral inquiry at which the person charged shall be heard in person. The Inquiry Authority/Officer shall examine at the oral inquiry, witnesses, if any, on behalf of the University in presence of the person charged who shall be allowed to cross examine the witnesses, if he so desires. The person charged shall also be allowed to present at the oral inquiry his own witnesses, if any. In that case, however, the person charged shall give an advance intimation regarding his intention to produce witnesses on his behalf. It shall, however, lie within the discretion of the Inquiry Authority/Officer to allow or disallow a particular witness or witnesses cited by the person charged. While disallowing such witnesses the Inquiry Authority/Officer shall necessarily record the reasons for doing so.
- ii) The teacher charged shall not be allowed to have the aid of a pleader at the oral inquiry.
- iii) The depositions of the teacher charged and of the witnesses examined at the oral inquiry shall be recorded in writing in a narrative form. The deposition thus recorded shall be read out on the spot to the person charged or the witness, as the case may be, and his signature taken on each deposition in token of having read it out to him.

Explanation :

Even if the teacher charged does not specifically or otherwise express a desire to be heard in person, an oral inquiry shall be held to record the statements of witnesses, if any, on behalf of the university and to corroborate the evidence on hand. The teacher charged shall be informed of the date and time fixed for the oral inquiry and also told that witnesses on behalf of the University will be examined at the oral inquiry in his presence and that he may, if he so desire, cross-examine them.

f) Final statement of defence of the teacher charged :

After the oral inquiry is over, the Inquiry Authority/Officer shall ask in writing the person concerned to state within a specified time-limit whether he has anything further to state in the light of the proceedings at the oral inquiry.

g) Report of the Inquiry Authority/Officer :

- i) The inquiry shall be completed within 3 months from the date of which the charge sheet is served on the concerned teacher and within not later than 6 months from the date on which the Executive Council takes a decision to hold an inquiry against the teacher on the basis of the report of the preliminary Inquiry.

ii) After the oral inquiry is over and the teacher charged has given his final statement of defence, the Inquiry Authority/Officer shall prepare their/his inquiry report dealing with all the charges framed against the person concerned on the basis of the evidence (both documentary and other) before them. He shall take care to see that they/he examine/s the charges in an objective and not subjective manner. They/he shall submit their/his report to the authority concerned, within a reasonable time, together with the following accompaniments :

1. Copy of the charge sheet served on the teacher concerned together with a copy of the statement of allegations.
2. Statement of defence given by the teacher charged in reply to the charge-sheet.
3. Proceedings of the oral inquiry.
4. Final statement of defence if any, given by the person charged.
5. Copies of other document, if any, relied upon by the Inquiry Authority/Officer.

iii) The Inquiry Authority/Officer shall take care to see that their/his recommendation regarding quantum of punishment, if any, to be inflicted upon the teacher concerned is not included in his inquiry report. He should make this recommendation in a separate confidential communication.

h) Action to be taken on the Inquiry Authority/Officer's Report :

On receipt of the Inquiry Authority's/Officer's Report, the Executive Council shall immediately decide the action to be taken in the light of the findings of the Inquiry Authority/Officer and the record of the teacher's past service. In case charges are held as not proved and no action is proposed to be taken the Executive Council shall inform the teacher accordingly. In case any of the charges against the teacher concerned are held as proved, the Executive Council shall decide the quantum of punishment to be inflicted on him and shall give him notice in the form as specified, (Appendix "L") asking him to show cause why the proposed punishment should not be finally inflicted on him. The person concerned shall also be supplied with a copy of the Inquiry Authority's/Officer's Report along with the show cause notice and copies of any other document related to the case, if demanded by the teacher.



Explanation :

1. Although this Statute contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to the Executive Council to reduce the quantum of punishment and to inflict one of the minor penalties, if it so decides. In such cases the show cause notice to be given need not be elaborate as specified.
2. When it is proposed to inflict the punishment of removal from service on a teacher, it would be desirable to mention in the show cause notice the maximum punishment of dismissal. The competent authority shall have the discretion to reduce the punishment to a lower magnitude.

i) Final action :

On receipt of a reply to the show cause notice from the teacher concerned, the quantum of punishment shall be finally decided by the Executive Council with due consideration of the reply given by the teacher concerned to the show cause notice and the necessary action taken as soon as possible.

Explanation :

The order of removal or dismissal from service shall be served in the form as specified (Appendix-"M").

Statute 289 : 1) Treatment of the period of Suspension :

If, after the conclusion of the proceedings against a teacher, he is reinstated in service, the Executive Council shall decide as per provision given hereunder No. (b) the manner in which the period of suspension should be treated.

- a) If the teacher is fully exonerated of the charges against him or if it is held that his suspension was not justified, he shall be treated as on duty during the period of his suspension and given his full pay and allowances for the period.
- b) If the person is not fully exonerated, he should be given pay equal to (i) subsistence allowance or (ii) certain percentage of pay depending upon the merit of the case. The period can be converted into leave due and admissible only at the express desire of the teacher concerned.

Explanation :

The subsistence allowance already paid to the teacher shall be adjusted against the payment to be made to him under this Statute.

2) Suspension to be mentioned in the Service Book of a Teacher :

The period of suspension of a teacher shall be mentioned in the service book of the teacher. In the case of the subsequent exoneration from the charges against the teacher, the fact shall be entered in Service Book.

3) Acting arrangements to be made in place of a teacher under suspension :

It shall be open to the Executive Council to make such acting arrangement as may be necessary for the discharge of the duties assigned to a teacher under suspension. The grant of pay and allowances under this Statute shall not cancel the acting arrangements already made.

4) Action to be taken when a teacher is convicted in a Court of Law :

If a teacher is convicted for a Criminal offence in a Court of Law, he shall forthwith be dismissed or removed from the service of the University without following the procedure laid down in Statute 288. The necessary order of dismissal or removal shall be served on him immediately on receipt of the official decision of the Court of Law. If, however, as a result of an appeal with the higher court, the employee secures an honourable acquittal, the Executive Council shall revise its decision and immediately on receipt of the decision of the Court reinstate him in service. In such cases the interval between the date of dismissal of a teacher and the date of his reinstatement shall be treated as leave due and admissible to him.

Explanation :

A teacher may be put under suspension as soon as criminal case is filed in the court against him.

5) Case of teachers who are acquitted by a Court of Law, to be inquired into Departmentally :

In a case in which a teacher is tried by a Court of Law for some criminal offence but is acquitted by a Court by giving him the benefit of doubt it shall be open to the Executive Council to proceed against him departmentally if there is reason to believe that the person concerned is responsible for moral turpitude although from the legal point the evidence may not be sufficient to prove his offence. In such a case the question of holding a departmental inquiry into his conduct shall be decided immediately after the receipt for the official decision of the Court of Law. The proceedings against him shall be held in accordance with the procedure laid down.



Explanation :

In case the Executive Council considers that the infliction of a minor penalty specified in Statute 284 shall serve, the purpose, the person concerned may be dealt with in accordance with the procedure laid down in Statute 287.

Statute 290 : Tribunal of Arbitration :

Any dispute arising out of, or relating to the contract between the University and any teacher of the University shall on the request of the Teacher concerned, be referred within thirty days from the receipt of such request to a Tribunal of Arbitration as provided under Section 74 of the Act. No request based on such dispute shall for reason whatsoever, be declined or withheld. The decision of the Tribunal shall be final, and no suit or other legal proceedings shall lie in any Civil Court in respect of the matter decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration on the terms of this Section. Within the meaning of the Arbitration Act, 1940 and the provision of that Act shall apply accordingly in the event, the Teacher aggrieved, fails to nominate a person on the Tribunal within a period of 15 days from the date of such notice, the Tribunal shall proceed with the enquiry against the teacher concerned and give its findings/decision which shall be final.

All expenses of the person deputed on the Tribunal of Arbitration shall be met by the University/Teacher concerned as the case may be.

The expenses of conduct of proceedings shall be borne by the University.

Statute 291 : Honorary Teachers :

No teacher shall be appointed in Honorary capacity to do regular teaching at the University Department except in special subjects where services of specialists or professional persons are required. In exceptional circumstances, the Executive Council may appoint a teacher in honorary capacity on the following conditions to do regular teaching in relaxation of this rule but the work load should not exceed that of a part-time teacher.

- a) An honorary teacher shall be bound by the rules of conduct and discipline laid down by the University for teachers.
- b) An honorary teacher shall be given fixed remuneration for his work on lecture basis or on lumpsum basis in University Department but shall not be eligible to receive any allowance such as D.A., C.L.A., H.R.A. etc.
- c) The appointment of an honorary teacher will be from year to year basis and extended if required.

d) The rules pertaining to retirement and superannuation applicable to full-time teachers will be made applicable to honorary teacher also.

e) The services of an honorary teacher can be terminated by either party by serving the other party in advance a notice in writing of at least thirty days, unless this notice is waived by the Vice-Chancellor.

f) An honorary teacher shall not be entitled to any leave if his remuneration is on lecture basis. In case the remuneration is on lumpsum or term basis and his work load is equal to that of a part-time teacher, he will be eligible for 15 days casual leave in a year as per rules. He will not be eligible for any other kind of leave. Such teacher can be assigned some work besides teaching if required.

g) The provision pertaining to vacation will apply to honorary teachers also.

h) In the case of the University Department teachers the appointing authority will be the Vice-Chancellor.

Statute 292 : Yet to be assented by the Chancellor :

Statute 293 : Appointment of Temporary Teachers :

The service conditions and leave rules given below will apply to temporary teachers in the University including those appointed on a contract basis or for a specific period or purpose.

- 1) A temporary teacher is ordinarily one who is appointed on full-time basis to a temporary post or in a temporary leave vacancy or when a permanent appointment is not made in respect of a permanent post. Generally appointments in projects for a period or appointments in projects for a fixed period or appointments in leave vacancies should only be made for a fixed period. The period of such temporary appointment should not exceed two years except in special circumstances.

2) Termination of Service etc. :

The service of a temporary teacher unless he is appointed for a fixed period either in a leave vacancy or a project shall not be terminated without giving one month's notice or in lieu thereof one month's pay on either side.

3) Increment :

Service rendered in a temporary post on a graded scale shall count for increment provided the post carries such graded scale.



4) Provident Fund :

A temporary teacher shall not be entitled to subscribe to the Provident Fund.

5) Handing Over Charge :

A teacher before leaving service shall hand over the charge of his post to a duly authorised person and shall return to the University Department/Library, all books, furniture, equipments etc. issued to him or in the case of loss make good the same shall pay up in full all charges due from him for occupation of residential quarters, water and electricity charges, etc. If he fails to do so, the Registrar of the University/Head of the University Departments shall recover the amount due from such teacher on account of the above items from his last salary. The last salary will not be paid to the teacher concerned until a clearance certificate in the prescribed form as shown in Appendix "B" is issued by the Head of the Department/Librarian. All dues payable to the teacher shall be paid to him/her on the date of relief after he has duly handed over his/her charge.

6) Discharge Certificate :

The Registrar will give a discharge certificate as shown in Appendix "C", on application, to a teacher who leaves service after due notice or to a teacher whose services are terminated, after making sure that the teacher leaving services, has paid off all amounts due by him to the University and obtained the said Clearance Certificate.

7) Leave Rules :a) General :

Leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave is reserved with the Vice-Chancellor.

b) Casual Leave :

A teacher appointed on temporary basis will be entitled to casual leave as per rules prescribed under Statute 272 (B) (a).

c) Extra Ordinary Leave :

Extra Ordinary Leave without pay may be granted under special circumstances upto a period of 15 days at a time and such leave will not be granted more than once during the term of service.

d) Other Leave :

A teacher who is appointed to a temporary post for a period exceeding one year, will be entitled to the benefits of sick leave and other leaves as approved for permanent teachers but only after he completes one year's continuous and active service.

e) Sanctioning Authority :

The sanctioning authority for granting casual leave upto 5 days and other kinds of leave, except as specified under statute 272 (B) (m) will be the Registrar.

8) Vacations :

A temporary teacher will be entitled to vacation as prescribed under Statute 273. Non-vacation teachers will be eligible to earned leave, as per rules, if they complete one year's active service.

9) Other conditions :

- a) The rules pertaining to retirement and superannuation applicable to permanent full time teachers will be applicable to temporary teachers.
- b) Temporary teachers will be bound by rules of conduct and discipline applicable to permanent teachers and will follow the rules related to duties laid down for permanent teachers.
- c) A temporary teacher shall be allotted supervision and other examination work as allotted to permanent teachers.
- d) A temporary teacher shall be assigned co-curricular, administrative, work related to training programmes and other curricular activities, besides actual teaching as assigned to permanent teachers.
- e) The mode of recruitment will be same as stated for temporary vacancies of teachers.

Statute 325 : Deputation Leave :

A teacher may at the discretion of the Executive Council be deputed to any other college or Recognised Institution/University on terms and conditions stated below :

1. The Executive Council may, at its discretion, consider the requests from other Universities /Colleges / Educational Institutions for a loan of services of teacher of the University provided that he is confirmed in his post.



2. The deputation of such employee, be in the first instance for a period of one year. After having reviewed the case at the end of the this period, the Executive Council may extend the period, if necessary, by one more year.
3. In the case of teacher whose services are loaned on deputation, the Institution concerned shall be required to send to the University on or before the 5th of each month provident Fund Contribution equivalent to the amount that the employee would have drawn ordinarily, had he continued in the University on his substantive post, along with the equal share of the employee's subscription. Such amount shall be credited to the employee's account in the University.
4. The Institution concerend will also pay to the University/the leave salary for the leave earned by the teacher during the period of loan service.
5. The teacher concerned on deputation will be eligible to increments during the period of deputation which will be accumulated and he will be entitled to draw the same on rejoining.
6. The seniority of person on deputation shall not be affected on his return to the parent institution.
7. The teacher on deputation shall not apply for any post during the period of deputation without prior permission of the parent University.

Statute 325-A : Grant of Lien :

1. The Executive Council either on the request of the teacher who proposes to avail of the lien and who is permanent in the service or on the request of the Institution which proposes to take the teacher may grant lien for one year in the first instance and further it can be extended by one more year. On no account lien period of the teacher will exceed two years.
2. The lien period will be counted from the date of proceeding on lien.
3. The pay and allowances of the lien period of the teacher to whom lien is granted will be paid by the institute concerend under whom the teacher is serving.
4. The Institution concerned shall be required to send to the University the amount of G.P.F. or C.P.F. as the case may be equivalent to the amount that the employee would have drawn ordinarily had he continued in the University on his substantive post on or before 5th of each month and the University will credit the same to the employee's P.F. account.

5. The Institute concerned will also pay to the University the leave salary for the leave earned by the teacher during the period of lien.
6. The teacher concerned on lien will not be eligible to increments during the period of lien. However his services will be taken as continuous for the lien period for the purpose of post retirement benefits.
7. The seniority of the teacher on lien shall not be affected on his return to the parent institution.
8. The teacher on lien shall not apply for any post during the period of lien without prior permission of the parent University.
9. If a teacher holding lien wishes to leave the service during the lien period, he will be required to give three months' notice or three months' notice pay to the parent University, as the case may be.
10. A teacher can avail of the provisions for lien only once during the entire period of his service in the University.

Statute 455 : Appointment of Head of University Department :

The Vice-Chancellor shall appoint the Head of Department. If there is only one Professor in the University Department, he shall be designated as Head of the University Department and if there is no Professor and only one Reader such Reader shall be designated as the Head of the Department. In case there are more Professors than one in a University Department, the Vice-Chancellor shall appoint one of them as the Head. Similarly, if there is no Professor in a University Department, but there are more Readers than one, the Vice-Chancellor shall appoint one of the Readers as the Head of the Department.

The term of the Head of the Department shall be 3 years and the person appointed is eligible for re-appointment.



Form of Appointment Order of a Teacher

From :

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To:

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With reference to your application dated \_\_\_\_\_

I am directed to inform you that the Vice-Chancellor is pleased  
to appoint you as a full-time/part-time teacher as \_\_\_\_\_  
\_\_\_\_\_ in \_\_\_\_\_

subject in the University Department of \_\_\_\_\_

on Rs. \_\_\_\_\_ in the scale of Rs. \_\_\_\_\_

with effect from \_\_\_\_\_

Your appointment is on probation/purely temporary  
upto \_\_\_\_\_

Your services shall be governed by the provisions of  
Shivaji University Act, 1974 and the Statutes, Ordinances,  
Regulations and Rules made thereunder from time to time.

You will be eligible to get all allowances as per rules.

If your acceptance is not received upto \_\_\_\_\_  
your appointment will be treated as cancelled.

In case you accept the appointment you shall have to sign the  
contract in the prescribed form given overleaf at the time of  
joining the duties.

Registrar,  
Shivaji University, Kolhapur

C O N T R A C T

This contract made on the \_\_\_\_\_ day \_\_\_\_\_ 19  
between Shri/Smt./Dr. \_\_\_\_\_ and the  
Shivaji University.

It is hereby agreed by and between the parties  
hereto as under :

1) The Registrar on behalf of the Shivaji University.

2) Shri/Smt./Dr. \_\_\_\_\_

appointed under letter No. \_\_\_\_\_ dated \_\_\_\_\_

We hereby agree to abide by the provisions of Shivaji  
University Act, 1974, the Statutes, Ordinances, Regulations  
and Rules made thereunder from time to time.

## Signatures

Signature of the employee

Signed and Sealed on behalf  
of the Shivaji University.

( )

Registrar  
Shivaji University, Kolhapur

Place :

Place :

Date :

Date :

Witnesses

Name

Address

Signature

1)

2)



Form of Appointment Order of a Teacher on Contract basis

From :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With reference to your application dated \_\_\_\_\_

I am directed to inform you that the Vice-Chancellor is pleased to appoint you as a full-time/part-time teacher as \_\_\_\_\_ in \_\_\_\_\_

subject in the University Department of \_\_\_\_\_

on Rs. \_\_\_\_\_ in the scale of Rs. \_\_\_\_\_

with effect from \_\_\_\_\_.

Your appointment is purely on contract basis commencing from \_\_\_\_\_ and ending by the end of \_\_\_\_\_.

Your services shall be governed by the provisions of Shivaji University, Act, 1974 and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time.

You will be eligible to get all allowances as per rules.

If your acceptance is not received upto \_\_\_\_\_ your appointment will be treated as cancelled.

In case you accept the appointment you shall have to sign the contract in the prescribed form given overleaf at the time of joining the duties.

Registrar,  
Shivaji University, Kolhapur

C O N T R A C T

This contract made on the \_\_\_\_\_ day \_\_\_\_\_ 19  
between Shri/Smt/Dr. \_\_\_\_\_ and the  
Shivaji University.

It is hereby agreed by and between the parties  
hereto as under :

1) The Registrar on behalf of the Shivaji University.

2) Shri/Smt./Dr. \_\_\_\_\_  
appointed under letter No. \_\_\_\_\_ dated \_\_\_\_\_

We hereby agree to abide by the provisions of Shivaji  
University Act, 1974, the Statutes, Ordinances, Regulations  
and Rules made thereunder from time to time.

We hereby further agree that the contract of service is  
purely for six months commencing from \_\_\_\_\_ and ending  
by the end of \_\_\_\_\_

## Signatures

Signature of the employee

Signed and Sealed on behalf  
of the Shivaji University.

( )

Registrar

Shivaji University, Kolhapur

Place :

Place :

Date :

Date :

Witnesses

Name

Address

Signature

1)

2)



## SHIVAJI UNIVERSITY, KOLHAPUR

Certificate of Handing over Charge

Date :

I \_\_\_\_\_ (Designation), in the  
University Department have handed over the charge of my post  
to \_\_\_\_\_ on the eve of \_\_\_\_\_  
as I have resigned my post from the eve of \_\_\_\_\_

I have already submitted a clearance certificate obtained  
from the Registrar of the University stating that no property  
or money belonging to the University is in my possession.

I have already handed over possession of flat/permises  
occupied by me in the University premises.

Signature of the Teacher

I, \_\_\_\_\_ (Designation), in the  
University Department of \_\_\_\_\_ have taken over  
the charge from \_\_\_\_\_ in the University  
Department, who has resigned his post from the eve of \_\_\_\_\_

No property belonging to the University Department is in  
his possession. The premises occupied by him in the University  
Department for his residential accommodation is also been duly  
vacated and handed over by him.

List of the property  
handed over to me.

Registrar  
Shivaji University, Kolhapur.

SHIVAJI UNIVERSITY, KOLHAPURDischarge Certificate.

Date \_\_\_\_\_

This is to certify that Shri/Smt./Dr. \_\_\_\_\_  
\_\_\_\_\_ who was in the employment of the  
University as \_\_\_\_\_ has been  
left/relieved from the services of the University from \_\_\_\_\_  
\_\_\_\_\_ the University has no  
objection if he/she is selected for any other post.

Registrar,  
Shivaji University, Kolhapur.



## SHIVAJI UNIVERSITY, KOLHAPUR

FORM OF SUSPENSION ORDER

(As decided by the Executive Council/Vice-Chancellor of the Shivaji University by resolution No. /his order No. \_\_\_\_\_ passed at its meeting held on \_\_\_\_\_) I,

\_\_\_\_\_ do hereby suspend you ( Shri \_\_\_\_\_ ) from the Service of the University with effect from \_\_\_\_\_ on the charge of \_\_\_\_\_.

2. It is also ordered that a regular Departmental inquiry be held into your conduct. Orders appointing an Inquiry Authority/ Officer for the purpose are being issued separately.

3. You should note that it is not permissible for you to accept any employment or to do any business while you are under suspension. Any breach of this condition shall render you liable to forfeit your claim for subsistence allowance.

4. Pending further orders you shall be paid a subsistence allowance equal to your leave salary i.e. on half pay on the date of suspension plus such other allowances as may be admissible.

By Order

Registrar  
Shivaji University, Kolhapur.

Date :

FORM OF APPOINTMENT OF INQUIRY AUTHORITY/OFFICER

As it has been decided to hold a departmental inquiry into the conduct of Shri \_\_\_\_\_ on the charge (s) mentioned in the margin, an inquiry authority/Officer consisting Shri \_\_\_\_\_ (Designation) \_\_\_\_\_ is appointed to hold the inquiry in accordance with the prescribed procedure. A proforma in which the charge sheet is to be served on Shri \_\_\_\_\_ is attached. Shri \_\_\_\_\_ is requested to see that they/he complete/s the inquiry and submit/s their/his report expeditiously and in any case on or before \_\_\_\_\_.

Vice-Chancellor,  
Shivaji University, Kolhapur

Place:

Date :



FORM OF CHARGE SHEET

I, (Name and Designation) \_\_\_\_\_  
 \_\_\_\_\_ appointed Inquiry Authority/Officer  
 by the order issued by \_\_\_\_\_ under his No. \_\_\_\_\_  
 of \_\_\_\_\_ to hold a Departmental Inquiry into your conduct do  
 hereby charge you (Shri \_\_\_\_\_)  
 as under :-

1)

2)

etc.

2. A statement of allegations on which the charges are based is attached herewith.

3. You are called upon to put in your written statement of defence along with such documents as you intend to rely on in your defence in answer to the above charges within \_\_\_\_\_ days from the date hereof and to state at the same time whether you desire to be heard in person. If you desire to examine any witness in your defence you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to put in your statement or to furnish the names and addresses of your witness within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of any witnesses.

4. You are further called upon to state why the above charges or any of them, if held proved, should not be considered as good and sufficient ground for imposing upon you any one of the penalties specified in the Statutes of the Shivaji University. Any representation that you may make with regard to the action taken against you would be considered by the competent authority before the final order of punishment is passed. You may, if you so desire, take inspection of relevant documents and if you further so desire you may take copies of required documents.

Date :

Place:

Inquiry Authority/Officer

FORM OF SHOW CAUSE NOTICE

No.

From :

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To:

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Sub : Disciplinary action...

Sir,

I am to forward herewith a copy of the report submitted by the Inquiry Authority/Officer who conducted the Departmental Inquiry into your conduct and to state that with due consideration of the findings arrived at in this respect it has been held that charges No. \_\_\_\_\_ mentioned in the charge-sheet served upon you have been proved against you. It is therefore, proposed to dismiss/remove you from the service of this University/retire you compulsorily from the service of this University/reduce you to a lower post or grade or the lower stage of increment in your present time-scale. You are hereby called upon to show cause within \_\_\_\_\_ days from the date of receipt of this notice why the proposed action should not, for good and sufficient reasons, be taken against you. On your failure to show cause within the time allowed to you, it will be presumed that you do not wish to show cause.

2. you are requested to acknowledge receipt of this letter.

Yours faithfully,

( Designation )



FORM OF ORDER FOR REMOVAL OR DISMISSAL

( As decided by the Executive Council of the Shivaji University, Kolhapur, by resolution No. \_\_\_\_\_ passed at its meeting held on \_\_\_\_\_ )

The Vice-Chancellor of the Shivaji University, Kolhapur hereby directs that Shri \_\_\_\_\_ should be dismissed/removed from the service of the Shivaji University, Kolhapur with effect from \_\_\_\_\_.

Hence you are dismissed/removed from the service of the Shivaji University, Kolhapur.

By Order

Registrar,  
Shivaji University, Kolhapur.

No. :

Place:

Date :