

(e) possesses consistently good Annual Academic Progress Report and Performance Appraisal Report.

6.42 Promotion as Reader will be through a process of selection by a Selection Committee to be constituted in accordance in the provision of statute 6.07.

6.43 (1) In addition to the sanctioned position of Professors, promotions may be made from the post of Reader in the University to that of Professor after 8 years of service as Reader.

(2) For the promotion the candidate should present herself/himself before the Selection Committee with the following :-

(a) Consistently good Annual Academic Progress Report and Performance Appraisal Report.

(b) Research contribution, Books and Articles published.

The best three written contributions of the teacher (as defined by her/him) may be sent by the University in advance to the experts to review before coming from the selection. The candidate will have to submit these in three sets.

(c) Certificates of the Seminars or Conferences attended.

(d) Details of contributions to teaching or academic environment or institutional corporate life.

(e) Certificates of extension and field outreach activities.

EXPLANATION : The requirement of participation in orientation/refresher courses or summer institutes, each of at least 3 or 4 weeks duration, and consistently satisfactory Annual Progress Report and Performance Appraisal Report, shall be mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade).

The requirement for completing these courses would be as follows :-

(i) For Lecturer to Lecturer (Senior Scale) one

orientation course would be compulsory. Those without Ph. D. would be required to do one refresher course in addition.

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

(iii) The Senior teachers like Lecturers (Selection Grade) and Readers may opt to attend two seminars or conferences in their subject areas and present papers as one aspect of their promotion or selection to higher level or attend refresher courses to be offered by Academic staff colleges for this level.

6.44 (1) If the number of years required in a feeder cadre are less than those stipulated here above, this entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the Cadre, may be placed in the next higher Cadre if found suitable by the Selection Committee after adjusting the total number of years.

(2) Counting of past service for the purpose of feeder cadre will be done in the following manner :-

Previous service, without any break as a lecturer or equivalent, in a University, College, National Laboratory, or other Scientific Organisations e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale or Selection Grade provided that :

(i) the post was in an equivalent grade or scale of pay as the post of a Lecturer;

(ii) the qualification for the post were not lower than the qualifications prescribed by the University Grants Commission for the post of Lecturers;

(iii) the candidates who apply for direct recruitment should apply through proper channels;

(iv) the concerned Lecturers possessed the minimum qualifications prescribed by the University Grants Commission for appointment as Lecturers;

(v) the post was filled in accordance with the

prescribed selection procedure as laid down by the University or State Government or Central Government or Institution's regulations;

(vi) the appointment was not ad-hoc in a leave vacancy of less than one year duration.

(vii) *Ad-hoc* service of more than one year duration can be counted provided—

(a) the ad-hoc service was of more than one year duration;

(b) the incumbent was appointed on the recommendation of duly constituted Selection Committee.

(c) the incumbent was selected to the permanent post in continuation to the *ad-hoc* service, without any break.

6.45 A teacher of the University who is eligible for career Advancement or Promotion shall submit his application in triplicate along with the Annual Academic Progress Report and the performance Appraisal Report containing information about his satisfactory work to the Registrar of the University through the Head of the Department.

EXPLANATION :

Satisfactory work shall mean the work done with reference to the work expected from a teacher of the University under the University statutes, ordinance or Regulations.

6.46 (1) The Selection Committee constituted under statute 6.07 for Career Advancement/Promotion shall consider all relevant material and record required under the Statutes to be placed before it.

(2) The recommendations of screening/Selection Committee shall be submitted to the Executive council for decision. If the Executive Council does not agree with the recommendation made by the screening/Selection Committee, the Executive Council shall refer the matter to the Chancellor along with the reasons of such disagreement and the Chancellor's decision shall be final. If the Executive Council

does not take a decision on the recommendation of the Screening/Selection Committee within a period of four months from the date of meeting of such Committee, then also the matter shall stand referred to the Chancellor, and his decision shall be final.

6.47 If an incumbent Lecturer/Lecturer in Senior Scale/Lecturer in Selection Grade/Reader (Promoted) is found suitable and recommended accordingly for promotion to the next higher Senior Scale/Selection Grade Reader/Professor by the duly constituted Screening/Selection Committee at the first instance, the next higher grade would be admissible to him from the date of eligibility, but the designation (if any) shall be given to him from the date of taking over charge.

6.48 In case the incumbent is not found suitable under statute 6.47 in the first instance, he may offer himself again for such promotion after every one year, and he shall be considered by the Screening/Selection Committee along with other candidates who have since become eligible. If he is recommended for promotion in the second or subsequent attempts he will be given the grade as well as the designation (if any), from the date of taking over charges as Lecturer in Senior Scale/Lecturer in Selection Grade/Reader (Promotion)/Professor (Promoted), as the case may be.

6.49 Such posts of Readers or Professor, to which promotion is made, shall be deemed to be in addition to the cadre of reader or Professor as the case may be upto the date of retirement of the incumbent, and thereafter the post will revert back to its original.

6.50 No selection of any teacher of the University through the duly constituted Selection Committee for making appointment/promotions to teaching post by direct recruitment or by personal promotion or by Career Advancement prior to the coming into force of the present statutes, having had the then requisite minimum qualification as was prescribed at that time shall be affected by the present statutes.

6.51 (1) The majority of the total membership of the screening/Selection Committee shall form the quorum of the Committee but the presence of the Chairman and at least one expert shall be necessary.

(2) No recommendation made by the Screening/Selection Committee shall be considered to be valid unless one of the experts has agreed to the selection.

6.52 Members of the Selection Committee shall be given not less than 15 days notice of the meetings reckoned from the date of dispatch of such

notice. The notice shall be served either personally or by registered post.

6.53 As least 15 days notice reckoned from the date of dispatch shall be given to the candidates prior to the meeting of the Selection Committee. The Notice shall be served either personally or by registered post.

6.54 The work load of such Lecturer placed in Selection Grade or promoted as Reader or Professor under Career Advancement Scheme shall remain unchanged.

(a) The recommended pay scales of the University Grants Commission to the Librarian/Deputy Librarian/Assistant Librarian of the University working in related positions as full time/duly appointed regular post holders who meet the prescribed eligibility requirements of UGC, shall be admissible from 1.1.1996. These post holders on holding the prescribed eligibility of UGC shall be covered under Career Advancement Scheme.

(b) Superannuation age of Assistant Librarian/Deputy Librarian/Librarian of the University will be 62 years

Seniority of
the teacher

6.55 The Statutes contained in this Chapter shall not affect the *inter-se* seniority of teachers employed in the University from before the commencement of these Statutes.

6.56 It shall be duty of the Registrar to prepare and maintain, in respect of each category of teachers of the University, a complete and up to date seniority list in accordance with the provisions hereinafter appearing.

6.57 The seniority among Directors of Schools shall be determined by the length of the total period of service they have put in as Directors of Schools;

Provided that when two or more Directors have held the said office for equal length of time, the Directors who is senior in age shall be considered to be senior for the purpose of this chapter.

6.58 The seniority among Heads of Department of Schools shall be determined by the length of the total period of service they have put in as Heads of Department;

Provided that when two or more Heads of Department have held the said office for equal length of time, the Head of Department who is senior in age shall be considered to be senior for the purpose of this Chapter.

6.59 The following rules shall be followed in determining the seniority of teachers of the University.

- (a) A Professor shall be deemed senior to every Reader and a Reader shall be deemed senior to every Lecturer;
- (b) In the same cadre, *inter-se* seniority of teachers, appointed by promotion or by direct recruitment, shall be

determined according to the length of continuous service in such cadre.

Provided that where more than one appointments have been made by direct recruitment at the same time and an order of preference or merit was indicated by the Selection Committee or by the Executive Council, as the case may be, the *inter-se* seniority of persons so appointed shall be governed by the order so indicated;

Provided further that when more than one appointments have been made by promotion at the same time, the *inter-se* seniority of the teachers so appointed shall be the same as it was in the post held by them at the time of promotion.

(c) When any teacher holding substantive post in University (other than the Uttar Pradesh Rajarshi Tandon Open University) or in any constituent college or in any Institute of such University whether in the State of Uttar Pradesh or outside Uttar Pradesh, is appointed to a post of corresponding rank or grade in the University the period of service rendered by such teacher in that grade or rank in such University be added to his length of service.

(d) When any teacher holding substantive post in any college affiliated to or associated with a University other than the Uttar Pradesh Rajarshi Tandon Open University is appointed whether before or after the commencement of these Statutes as a Lecturer in the University, then one half of the period of substantive service rendered by such teacher in such college shall be added in his length of service.

6.60 Where more than one teacher are entitled to count the same length of continuous service in the cadre to which they belong, the relative seniority of such teachers shall be determined as below :-

- (i) in the case of Professor, the length of substantive service as Reader shall be taken into consideration.
- (b) in the case of Readers, the length of substantive service as Lecturer shall be taken into consideration.
- (c) in the case of Professor, whose length of service

as Reader is also identical the length of service as Lecturer shall be taken into consideration.

6.61 Where more than one teacher are entitled to count the same length of continuous service and their relative seniority cannot be determined in accordance with any of the foregoing provisions, then the seniority of such teachers shall be determined on the basis of seniority in age.

6.62 (1) Notwithstanding anything contained in any other Statute, if the Executive council :-

(a) agrees with the recommendation of the Selection committee and approves two or more persons for appointment as teachers in the same department it shall, while recording such approval, determine the order of merit of such teachers;

(b) does not agree with the recommendations of the Selection Committee and refers the matter to the Chancellor under statute 6.10, the Chancellor shall, in case where appointment of two or more teachers in the same department is involved, determine the order of merit of such teachers at the time of deciding such reference.

(2) The order of merit in which two or more teachers are placed under clause (1), shall be communicated to the teachers concerned before their appointment.

6.63 (1) The Vice-Chancellor shall, from time to time, constitute one or more Seniority Committees consisting of himself as Chairman and two Directors of Schools to be nominated by the Chancellor;

Provided that the Director of School to which the teacher (whose seniority is in dispute) belong shall not be a member of the aforesaid Seniority Committee;

Provided further that if Directors are not available due to non-appointment or non-creation of posts, Chancellor may nominate two Professors from the University or outside.

(2) Every dispute about the seniority of teacher of the University shall be referred to the Seniority Committee, which shall decide the same giving reasons for the decision.

(3) Any teacher aggrieved by the decision of the Seniority Committee may prefer an appeal to the Executive Council within sixty days from the date of communication of such decision to the teacher concerned. If the Executive Council disagrees with the Committee, it shall give reasons for such disagreement.

6.64 Leave shall be of the following categories :

- (a) casual leave,
- (b) Privilege leave,
- (c) duty leave,
- (d) long leave,
- (e) extraordinary leave,
- (f) maternity and child care leave, and
- (g) sick leave.

6.65. (1) Casual leave shall be granted on full pay for not exceed seven days in a month or fourteen days in a year and shall not be accumulated. This leave shall not be clubbed with holidays. However, in special circumstances the Vice Chancellor, stating the reasons in writing, may waive this condition.

(2) Physically handicapped employees working in the University may be allowed to take special casual leave for not more than 10 days in a calendar year to participate in Seminars/Symposia/Trainings/Workshops organized by National and State level agencies in addition to normal casual leave.

6.66 Privilege leave shall be on full pay for ten working days in a session and may accumulate upto sixty working days.

6.67 Duty leave fifteen working days shall be on full pay for attending meeting of any of the University bodies, adhoc Committees and Conferences of which a teacher may be ex-officio member or to which he may have been nominated by the University and for conducting examination of the University.

6.68 Long term leave, which shall be on half pay for one month in a session, and may accumulate up to twelve months, may be granted for reasons such as prolonged illness, urgent affairs, approved studies or preparatory to retirement;

Provided that in case of prolonged illness, the leave may, at the discretion of Executive Council, be on full pay for a period not exceeding six months. Such leave can be granted only after five years of continuous service except in the case of prolonged illness;

6.34 A Lecturer in the University will be eligible for placement in Senior Scale. A Lecturer (Senior Scale) may move into the grade of the Lecturer (Selection Grade) or Reader, Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph. D. degree five years for those with M. Phil. degree, Six years for others at the level of Lecturer and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

6.35 For promotion to the posts of Reader and Professors the minimum eligibility criterion would be Ph. D. or equivalent published work.

6.36 Only a Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

6.37 Selection Committee for Lecturer (Selection Grade), Reader and Professor shall be constituted under statute 6.07.

6.38 Placement in Senior Scale will be through a process of Screening Committee which shall consist of :-

- (1) the Vice Chancellor Chairman
- (2) the Director of the School concerned Member
- (3) Two experts of the subject to be nominated by the Chancellor Member
- (4) the head of Department concerned Member

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

- (a) Completed the requirement of statute 6.34, and
- (b) Participated in one Orientation course and one refresher course each of three to four weeks duration or engaged in other appropriate continuing education programmes of comparable quality, as may be specified or approved by the University Grants Commission :

Provided that those Lecturers who have a Ph. D. Degree would be exempted from one Refresher Course, and

Senior Scale
Constitution of
Screening
Committee

Lecturer
(Senior Scale)

(c) Consistently satisfactory Annual Academic Progress Report and Performance Appraisal Report.

6.40 Lecturers after completion of five years in the senior scale who do not have Ph. D. degree or equivalent published work and who do not meet the scholarship and research standards, but fulfil the other criteria for the post of Reader by Direct Recruitment given in these statutes, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work or through extension activities and have completed two refresher courses each of at least three to four weeks duration will be placed in the selection grade subject to the recommendations of the Selection Committee which is the same, as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade;

Provided that a Lecturer in the Selection Grade could offer himself/herself for fresh assessment after obtaining Ph. D. degree and fulfilling other requirements for promotion as Reader and if found suitable could be given the designation of Reader.

6.41 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :- Reader
(Promotion)

- (a) completed 5 years of service in the senior scale;
- (b) obtained a Ph. D. degree or has equivalent published work;

(c) made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities;

(d) participated in two refresher courses/summer institutes of three to four weeks duration after placement in the Senior Scale, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission;

CHAPTER XIV

THE APPOINTMENT TERMS AND CONDITIONS OF SERVICE OF OTHER OFFICERS AND NON-TEACHING STAFF AND CODE OF CONDUCT [Under Statute 7.08]

Other officers and non-teaching staff of the University shall be governed by the terms and conditions and code of conduct as prescribed in this chapter.

A. Appointing Authority:

- (1) The appointing authority of the other officers including Dy. Registrar and Assistant Registrar shall be Vice-Chancellor. Appointing authority in respect of non-teaching staff of the University other than the teaching and academic staff shall be the Registrar or any other officer of the University who shall be designated by the Executive Council.
- (2) The appointing authority shall have the power to take disciplinary action and award punishment against the classes of Employee of which he is appointing authority.
- (3) Every decision of the appointing authority shall be reported to the Executive Council.

Provided that nothing in this ordinance shall apply to an order of suspension pending enquiry but any such order may be stayed revoked or modified by the Executive Council.

- (4) No employee shall be removed unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

B. Appointments

- (1) (a) Appointment to the post of office superintendent shall be made by promotion according to seniority subject to suitability and fitness from amongst Senior Assistants.
- (b) Appointment to the post of Senior Assistant shall be made by promotion according to seniority subject to suitability and fitness from amongst Junior Assistants.

- (c) Appointment to the post of Junior Assistant shall be made by promotion according to seniority subject to suitability and fitness from amongst Routine Clerks.
 - (d) Appointment to the post of Private/ Personal Secretary shall be made by promotion according to seniority subject to suitability and fitness from amongst Stenographers.
 - (e) Appointment to the post of Accountant shall be made by promotion according to seniority subject to suitability and fitness from amongst Assistant Accountants.
 - (f) 15% of post of Routine Clerk shall be filled by promotion according to Seniority subject to suitability and fitness from amongst class four employees, who have put in continuous five years service and fulfil minimum educational qualification.
- (2) Appointment of other officers including Deputy Registrar and Assistant Registrar shall be subject to the approval of Executive Council.
 - (3) Appointment to permanent posts shall be made on probation for one year. The period of probation may be extended if the work of the employee is not found satisfactory.
Provided that the total period of probation shall not exceed three years. The extended period of probation shall not count for increment.
 - (4) Every employee of the university shall be appointed under a written contract and such contract shall not be inconsistent with the provision of the Act, Statutes and Ordinances.
 - (5) The contract shall be lodged with the university and a copy of which shall be furnished to employee concerned.
 - (6) No suit or legal proceedings shall lie against any officer or employee of the university for anything which is done in good faith or intended to be done in pursuance of any of the provisions of the Act, Statutes and Ordinances.

C. Reservation

21% of post, shall be reserved for candidates belonging to Scheduled Caste, 2% for Scheduled Tribes and 27% for candidates belonging to other backward classes of citizens.

D. Procedure for selection to the posts meant for Direct recruitment

- (1) The Registrar shall notify the vacancy/vacancies by pasting the notice on the Notice Board of the Office and also placing advertisement in two daily Newspapers.
- (2) The minimum and maximum age limit shall be such as may be determined from time to time by the State Government for its Employees.
- (3) The Educational and other qualifications for Employees of the University shall be such as determined from time to time, by the State Government for its Employees.
- (4) There shall be a Selection Committee for appointment of other officers and non-teaching staff which shall consist of -
 - (a) Vice-Chancellor or his nominee
not below the rank of Professor - Chairman
 - (b) Registrar - Member
 - (c) Finance Officer - Member
 - (d) Two members one each from
Scheduled Caste and backward
class to be nominated by Vice-
Chancellor - Member
- (5) The majority of total membership shall form the quorum.
- (6) Meeting of the Selection Committee shall be convened under the order of Vice-Chancellor.
- (7) A Fortnight notice of meeting shall be given to candidates.
- (8) Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates.
- (9) It shall be the duty of appointing authority to satisfy himself about the character and Medical fitness of the candidates prior to his appointment.

- (10) The emoluments of the officers and employees shall be such as may be determined from time to time by the State Government.
- (11) The officers and employees shall be given senior scale and selection grade as applicable to employees of the State Government.
- (12) Employees who have restricted their families upto two children shall be given Family Welfare allowances as per rules applicable to the employees of State Government.
- (13) The employees shall be entitled to subscribe to the contributory fund of the University or G.P.f.

E. An Employee may resign:

- (a) If he is a permanent employee only after giving three month's notice in writing to the appointing authority or by paying three month's salary in lieu thereof.
- (b) If he is not a permanent employee only after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof.
- (c) The resignation shall take effect from the date on which it is accepted by the appointing authority.
- (d) The appointing authority may however waive the notice period.

F. Code of Conduct

- (1) Every employee shall maintain highest order of integrity with regard to his work and conduct.
- (2) Every employee shall comply with the orders of the Registrar or any officer under whom he is working.
- (3) Character roll of every employee shall be maintained in which the confidential report about his work and conduct shall be recorded every year. Adverse entries shall be communicated to the employee concerned, so that he may improve his work and conduct accordingly.
- (4) An employee aggrieved by an adverse entry may represent to the Vice-Chancellor through Registrar for expunge of adverse entry. Vice-Chancellor shall have the power to expunge the adverse entry on the basis of justification therefor.
- (5) Service book of every employee shall be maintained under the control of the Registrar.

G. Disciplinary Action

- (1) An employee who disobeys the orders of Registrar or any officer under whom he is working or whose work and conduct is not satisfactory shall be liable to disciplinary action.
- (2) An employee shall be liable to be removed from service on any one or more of the following grounds, namely:
 - (a) gross negligence of duties;
 - (b) misconduct;
 - (c) insubordination or disobedience;
 - (d) physical or mental unsuitability in the discharge of duties;
 - (e) Prejudicial conduct or activity against the Government or the University;
 - (f) Conviction by a Court of Law on charge involving moral turpitude.
 - (g) Abolition of post.
- (3) No order dismissing or removing the service of an employee except in the case of a conviction for an offence involving moral turpitude or of abolition of post, shall be passed unless a charge has been framed against the employee and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity of:
 - (a) submitting a written statement of his defence.
 - (b) being heard in person if he so chooses.
 - (c) calling and examining such witnesses in his defence as he may wish.

Provided that the Vice-Chancellor or an officer authorized by him to conduct the enquiry may for sufficient reasons to be recorded in writing, refuse to call any witness.
- (4) The Executive Council may, at any time ordinarily within two months from the date of enquiry officer's report pass a resolution dismissing or removing the employee concerned from service or terminating his service mentioning the grounds of such dismissal, removal or termination.
- (5) The resolution shall forthwith be communicated to the employee concerned

- (6) The Executive Council may, instead of dismissing or removing the services of the employee, pass a resolution inflicting a lesser punishment by reducing the pay of the employee for a specified period not exceeding three years or by stopping increments of his salary for a specified period or may deprive the employee of his pay during the period of his suspension, if any.
- (7) An employee of the University shall be deemed to have been placed under suspension -
 - (a) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed consequent to such conviction;
 - (b) in any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

Explanation :- The period of 48 hours referred above shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (8) During the period of his suspension, the employee of the University shall be entitled to get subsistence allowance in accordance with the provisions of chapter VIII of part II of the U.P. Government's Financial Hand Book, Volume II (as amended from time to time).

H. Age of Superannuation

- (a) The age of superannuation of an employee of the University shall be sixty years.
- (b) The date of retirement of an employee of the university shall be the last date of the month, immediately preceding 60th birthday of such employee.

I. Leave Rules

Leave shall be of following categories:

- (a) Casual leave
- (b) Earned leave
- (c) Sick leave or leave on medical grounds