

PREFACE

Goa University was established in June 1985 by the Goa University Act, 1984 (Act No.7 of 1984). The first Statutes of the University were set out in the Schedule of the Act.

This digital document is an updated compilation of all amendments and notifications of the Statutes on the Goa University that have been carried out so far (as on 11/09/2018). It offers an up to date ready reference to the teaching community, student community, officials and public at large.

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This document is divided into three parts:

Part A : Statutes applicable to the University and Colleges.

These Statutes are numbered serially from SA-1 to SA-41. The Schedules to this part are numbered from SSA-1 to SSA-7.

Part B : Statutes applicable to the University.

These Statutes are numbered serially from SB-1 to SB-14, and relevant Schedules from SSB-1 to SSB-2.

Part C : Statutes applicable to the Colleges.

These are numbered serially from SC-1 to SC-15 and relevant Schedules SSC-1 (i) to SSC-1(viii).

The relevant provisions of Statutes amended up to 1998 are shown in normal text and the provisions of Statutes amended after 1998 are shown in *Italics*. An index is provided along with a link for easy reference. The Statutes/amendments notified hereafter shall be updated on the website from time to time as and when changes are carried out.

While every effort has been made to make this compilation consistent with the records maintained in the Office of the Registrar of the University, we are open minded to the possibility of an inadvertent error. We appeal to the reader to bring such errors to the notice of the Office of the Registrar (registrar@unigoa.ac.in).

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PART A

Statutes applicable to University and Colleges

Definitions

SA -1. Unless there be something repugnant in the subject or context, the terms defined in the various provisions of the statutes are used in the sense here under explained:-

- (i) "Act" means the Goa University Act, 1984
- (ii) "Appointing Authority" means the authority competent to make appointments to the different posts specified in the relevant provisions of the statutes.
- (iii) "Affiliated college" means a college affiliated to the University whether situated in the University area or outside it, and includes a college deemed to be affiliated college.
- (iv) "Chancellor" means the Chancellor of the University.
- (v) "Competent Authority" means the authority competent to exercise the different powers and functions in the Act and Statutes specified hereunder.
- (vi) "Constituent College" means a college situated in the University area and made constituent under the Act and includes a college deemed to be constituent college.
- (vii) "Constituency" means a category of voters entitled to elect a member/office bearer of a statutory or non-statutory body of this University.
- (viii) "Continuous Appointment" means an appointment held by a teacher or an employee without any break.

Explanation

Leave of any kind granted to a teacher or an employee while holding an appointment does not constitute a break under the definition.

- (ix) "Contract" means a contract entered into in writing between the University or Chairman of the Governing Body of a college or the person to whom the power is delegated by governing body and a teacher or employee of the constituent college/affiliated college as the case may be.
- (x) "Contract Post" means a post which a teacher or an employee may not hold for more than a limited period without the re-appointment.
- (xi) "Court" means the court specified as an authority of the University.
- (xii) "Department of the University/Centre/Institute" means a teaching or research Department/Centre/

Institute of the University with the purpose of imparting instructions and carrying out research.

- (xiii) "Duty" includes service on probation as well as temporary service.
- (xiv) "Election" means an election to elect a member/office bearer of a statutory or non-statutory body of University.
- (xv) "Executive Council/Academic Council" means respective Executive Council or Academic Council of the University.
- (xvi) "Form" means a form appended to the appropriate statutes.
- (xvii) "Governing Body" means a body which actually conducts the affairs of a college and which has been so recognised by the University for the purpose of the statutes as Employer.
- (xviii) "Holiday" means Sunday or any other day declared as a Holiday by the Competent authority.
- (xix) "Honorarium" means payment made to a teacher as remuneration for special work or work of any occasional character.
- (xx) "Lien" means the title of a teacher or employee to hold a post in which she/he is confirmed either immediately or on the termination of a period or periods of absence.
- (xxi) "Officiating/Acting Appointment" means an appointment made on a temporary basis in a post which is vacant on account of the absence of another person.
- (xxii) "Personal Pay" means additional pay granted:
 - a) to save a teachers from loss of his/her pay in respect of a post in which he/ she is confirmed due to revision of pay or to any reduction of such pay otherwise than as a disciplinary measure;
 - b) in exceptional circumstances or other personal consideration.
- (xxiii) "Polling Officer" means a person appointed as such for the polling station concerned by Returning Officer under the election rules of the University.
- (xxiv) "Probation" means an appointment made on specified conditions for a stipulated period to a post for determining one's fitness for eventual confirmation in the post.
- (xxv) "Presiding Officer" means a person appointed as such for the polling station concerned by the Returning Officer under these statutes.
- (xxvi) "Principal" means the Head of a college or institution.
- (xxvii) "Registrar" means the Registrar of the University.
- (xxviii) "Returning Officer" means the Registrar or his nominee.

(xxix) "Special Post" means a post which a teacher or an employee may hold for a limited period.

(xxx) "Statutes" means statutes of the University.

(xxxii) "Teachers of the University for the purpose of statutes governing terms and conditions of services of teachers appointed in the University" means Professors, Readers, Lecturers and such other persons as may be appointed for imparting instructions or conducting research in the University or in any college or institutions maintained by the University and designated as such by the Ordinances.

(xxxiii) "Teacher" for the purpose of statutes governing terms and conditions of services of teachers appointed in Non-Government Constituent colleges and Affiliated colleges in the Faculties of Arts (including Education, Science, Commerce and Law means - fulltime Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method or Director of Physical Education, if any, in any conducted, constituent or affiliated college or recognized institution in the University include

(a) Part-time Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Master or Method or Director of Physical Education, if any, in any conducted constituent or affiliated college or recognized institution in the University, provided he/she imparts instructions for at least 4 hours per week.

(b) The following persons whether serving full-time, part-time or in a honorary capacity in any conducted, constituent or affiliated college or recognized institution in the University, provided that (a) a person serving in a part-time capacity imparts instruction for at least 4 hours per week and (b) a person serving in a honorary capacity (i) in a Medical or Dental College is available on the premises of the college/attached hospital for at least 4 hours per day or (ii) imparts instructions for at least 2 hours per week in a college in a any other faculty.

| | |
|-----------------------------|----------------------------------|
| Principal/Dean/Director | Asst.Workshop Suptd. |
| Assistant | Professor Professor-Director |
| Senior Lecturer | Honorary Professor |
| Lecturer in Sr. Scale | Asstt. Hon. Professor |
| Lecturer in Jr. Scale | Honorary Lecturer |
| Associate Lecturer | Honorary Dental Surgeon |
| Assistant Lecturer | Eminentities Professor |
| Workshop Suptd. | |
| Visiting Professor Lecturer | |
| Associate Visiting Lecturer | |
| Pharmacist |) |
| Organic |) |
| Chemist |) (Serving in a Medical College) |

Anaesthetist)
Registrar)

- (c) All persons who are designated to be teachers of the University under Section 2(18) of the Act and the Statute/s made there under. The term "Teacher" shall also include Acting and Officiating Teachers.
- (d) No person who is not designated as a teacher under these provisions shall be a teacher for the purpose of the Act.

(xxxiii) "Teacher" for the purpose of statute relating to the rules and procedures for Election of members of the Statutory and Non-Statutory Bodies of the University means a full-time Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method, Director of Physical Education, Director of Sports, Director of Students Welfare and Cultural Affairs, Director of Extra-Mural Studies and such other persons as may be appointed for imparting instructions or conducting research in any affiliated College or the University teaching department.

In addition to what is mentioned in (a) above, a "Teacher" shall also include - a part time Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method, Director of Students Welfare and Cultural Affairs, Director of Extra-Mural Studies and such other persons as may be appointed for imparting instructions or conducting research in any affiliated colleges or a University teaching department provided he/she imparts instructions for at least 4 hours per week.

The term "Teacher" shall include all permanent, temporary, acting and officiating teachers but will not include the contributory/visiting teachers.

No person who is not designated as a teacher under clauses (a) and (b) of this statute shall be a teacher for the purpose of election.

SA-1(xxxiii) (Effective from 13th July, 2010) *"Teacher" for the purpose of statute relating to the rules and procedures for Election of members of the Statutory and Non-Statutory Bodies of the University means a full-time Professor, Associate Professor/ Reader, Asst. Professor/ Lecturer, Director of Physical Education, Director of Sports, Director of Students Welfare and Cultural Affairs, Director of Extra-Mural Studies and such other persons as may be appointed for imparting instructions or conducting research in any affiliated College or the University teaching department.*

Deleted

The term "Teacher" shall include all permanent, temporary, acting and officiating teachers but will not include the contributory/ visiting/ Guest/ Part-time teachers.

Deleted

- (xxxiv) "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/vacancy.
- (xxxv) "Time scale of pay" means the scale in which the pay rises subject to the terms and conditions prescribed in relevant statutes by periodical increments from a minimum to maximum.
- (xxxvi) "The Head of Department/The Dean Faculty/The Director of the centre" means the teachers holding those respective positions in the University.
- (xxxvii) "University" means the Goa University.
- (xxxviii) "Vice-Chancellor" means the Vice-Chancellor of the University.
- (xxxix) "Visitor" means the Visitor of the University.
- (xl) "Voter" means a person entitled to vote at an election.

SA-2 Ordinances how made :-

- (1) The first Ordinances made under sub-section (2) of section 24 may be amended, repealed or added to any time by the Executive Council in the manner specified below.
- (2) No Ordinance in respect of the matters enumerated in section 24, other than those enumerated in clause (j) and (m) of sub-section (i) thereof shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.
- (3) The Executive Council shall not have power to amend any draft of and Ordinance proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with any amendment which the Executive Council may suggest.
- (4) Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is re-affirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

- (5) Every Ordinance made by the Executive Council shall come into effect immediately.

SA-2(5) (Effective from 3rd January, 2000) *Every Ordinance shall require the approval of the Chancellor who may approve or remit the same to the Executive Council for reconsideration.*

- (6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption. The Visitor shall have the power to direct the University within four weeks of the receipt of the Ordinance to suspend the operation of any such Ordinance and he shall, as soon as possible, inform the Executive Council about his objection to the proposed Ordinance. The Visitor may after receiving the comments of the University either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

SA-2(6) (Effective from 3rd January, 2000) *A new Ordinance or Ordinance amending or repealing an existing Ordinance shall have no validity unless it is approved by the Chancellor.*

SA-3 Regulations :-

- (1) The authorities of the University may make Regulations consistent with Act, and these Statutes and the Ordinances :-
- (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum ;
 - (b) providing for all matters which are required by this Act, these Statutes or the ordinances to be prescribed by Regulation; and
 - (c) providing for all other matters solely concerning such authorities committees appointed by them and not provided for by this Act, these Statutes or the Ordinances.
- (2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.
- (3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under this Statute or the annulment of any such Regulation.

SA-4 Power to implement Statutes :

The Vice-Chancellor may, from time to time, issue such administrative instructions, clarifications, or directions as may be necessary to ensure effective enforcement of the provisions of these statutes in the constituent colleges and affiliated colleges.

OFFICERS OF THE UNIVERSITY

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SA-5 Statute regarding appointment of the CHANCELLOR

- (i) As provided for in section 10 of the Goa University Act 1984, Chancellor shall be appointed by the Visitor.
- (ii) The Chancellor shall be an Indian of high eminence having earned national/International reputation in the world of life and letters. He may be a specialist in any branch of knowledge, a philosopher, a thinker, a scientist, on a literature of high repute. The Chancellor shall be a resident of India and ordinarily of not less than 50 years of age.
- (iii) The Selection of a proper person for appointment as Chancellor will be done by the Visitor himself. The Chancellor shall be appointed for a period of three years though he will not be considered ineligible for appointment for a second term of three years. In no case a Chancellor shall hold the office for more than six years.

**SA-5 (Effective from 27th November, 2001) Statute regarding appointment of the Chancellor -----
REPEALED**

SA-6 The Vice Chancellor

- (1) (under Section 11(l)23(1) of the Act) The first Vice-Chancellor of the University is appointed by the Visitor in exercise of the powers vested in him under Section 38 (a) of the Act.
- (1) **(Effective from 28th January, 2015)** (under Section 11(l) 23(1) of the Act) *The Vice-Chancellor of the University is appointed by the Chancellor in exercise of the powers vested in him/her under Section 38 (a) of the Act.*
- (a) The Vice-Chancellor shall be whole-time salaried officer of the University.
- (b) The Vice-Chancellor shall be appointed by the Visitor on the recommendations of a Selection Committee appointed by him for this purpose. This Selection Committee shall comprise three members, two of whom shall be persons not connected with the University or any College or Institution maintained, affiliated to or recognized by the University. One of these two members shall be nominated by the Visitor while the second one shall be nominated by the State Government, the third member of the Committee shall be nominated by the Executive Council of the University. The Visitor shall appoint one of the three Members to be the Chairman of the Committee. The Committee shall select not less than three persons for the post of Vice-Chancellor and shall submit its report to the Visitor within such period as the Visitor may prescribe. The Visitor may appoint one of the persons so recommended by the Selection Committee to be the Vice-Chancellor. If the Visitor does not approve any of the persons recommended by the Selection Committee, he may call for a fresh recommendation by the same Committee.

(b) (Effective from 28th January, 2015) (i) *A person of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellor. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.*

(ii) **(Effective from 28th January, 2015)** *The selection of Vice-Chancellor shall be through identification of a Panel of 3-5 names by a Search Committee through a public Notification, or nomination, or a talent search process, or in combination of the above.*

a) *The members of the Search Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University or its Institutions/Colleges.*

b) *This Search Committee shall comprise three members. One of the members shall be nominated by the Chancellor, a second member shall be nominated by the State Government, and the third member shall be nominated by the Executive Council of the University. The Chancellor shall appoint one of the three Members to be the Chairperson of the Committee.*

c) *While preparing the panel, the Search Committee must give proper weightage to academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Chancellor.*

(iii) *The Chancellor shall appoint the Vice-Chancellor out of the panel of names recommended by the Search Committee.*

(iv) *The conditions of service of the Vice-Chancellor shall be as prescribed in these Statutes.*

(v) *The term of office of the Vice-Chancellor shall form part of the service period of the incumbent concerned, making him/her eligible for all service related benefits.*

(c) The Vice-Chancellor shall subject to the terms and conditions of his contract of service, hold office for a term of 5 years from the date on which he enters upon his office:

Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office:

Provided further that the visitor may direct that a Vice-Chancellor, whose term of office has expired, shall continue in office for such period, not exceeding a total period of one year, as may be specified in the direction.

(d) Notwithstanding anything contained in Clause (c), a person appointed as Vice-Chancellor shall, if attains the age of sixty-five years during the term of his office or any extension thereof retire from office.

SA-6(2) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be as follows:-

a) There shall be paid to the Vice-Chancellor effective from January, 1986, a salary as prescribed by the University Grants Commission from time to time and he shall be entitled, without payment of

rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of maintenance of such residence.

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SA-6(2)(a) (effective from 22nd November, 2000) *There shall be paid to the Vice-Chancellor effective from January, 1996, a salary as prescribed by the University Grants Commission from time to time and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of maintenance of such residence.*

b) The Vice-Chancellor shall be entitled to such benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time:
provided that where an employee of:

(i) The University, College or institution;

or

(ii) Any other University, College or institution maintained by or affiliated to that University is appointed as Vice-Chancellor he shall be allowed to continue to contribute to the provident fund to which he is a subscriber and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

c) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Executive Council provided these rates are not less than the rates admissible to the officers of the Government of India drawing a pay equal to the pay prescribed by the University Grants Commission for Vice-Chancellors.

d) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him in active service; the Vice-Chancellor shall also be entitled to cash equivalent in respect of the earned leave at his credit at the end of his term of office, subject to a maximum of 240 days. For this purpose, only the Earned Leave earned by him as Vice-Chancellor will be considered, without reference to his past service anywhere else.

e) The Vice-Chancellor shall also be entitled on medical grounds or otherwise to leave without pay for a period not exceeding three months during the term of his office.

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to leave under sub-clause (d).

f(i) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, the Visitor shall appoint an Acting Vice-Chancellor from amongst the Deans, or senior-most professor to perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office.

SA-6(2)(f)(i) (Effective from 11th March, 2004) *If the Office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, the Chancellor shall appoint an Acting Vice-Chancellor from amongst the Deans or senior-most Professor to perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office. The Acting Vice-Chancellor so appointed shall be entitled to 10% of his/her basic salary in addition to his/her regular salary of the post of Professor, provided he/she holds the charge of this office for more than 30 days. No monetary benefit of 10% shall be allowed beyond 3 months even if he/she continues to perform the additional duties beyond 3 months.*

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- (ii) If the Vice-Chancellor is away from head-quarters, or is unable to perform his duties owing to absence, illness or any other cause, he shall authorise a Dean, or the senior-most professor to perform the routine and emergent functions of the Vice-Chancellor, until he attends to the duties of his office.

Provided that if the Vice-Chancellor is unable to attend to his duties for more than 30 days, the Visitor shall appoint an Acting Vice-Chancellor from amongst the Deans, or senior-most professor to perform the duties of the Vice-Chancellor until he attends to the duties of his office.

SA-6 (3) Powers and duties of the Vice-Chancellor:-

- a) The Vice-Chancellor shall be ex-officio Chairman of the Court, the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor preside at the convocation of the University held for conferring degrees. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but he shall not be entitled to vote thereat unless he is a member of such authority or body.
- b) It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers necessary to ensure such observance.
- c) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee.

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SA-7 Deans of Faculties.

- a) Every Dean of a Faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the Faculty for a period of three years and he shall be eligible for re-appointment.

Provided that a Dean on attaining the age of sixty years shall cease to hold office. However, this provision shall not apply to the Professors appointed under the amended Statute SB-3.

Provided further that if at any time there is no Dean in a Faculty, the Vice-Chancellor shall exercise the powers of the Dean of the Faculty.

Provided further that if there is no University Teaching Department for any faculty, the Principal/Dean of a College coming under that Faculty may be appointed as the Dean of that Faculty by the Vice-Chancellor.

SA-7 (Effective from 18th February, 2010) Deans of Faculties

- a) *Every Dean of a Faculty shall be appointed by the Vice Chancellor from amongst the Professors in the faculty for a period of three years and he shall be eligible for re-appointment.*

Provided that a Dean on attaining the age of sixty-two years shall cease to hold office. However, this provision shall not apply to the Professors appointed under the amended Statute SB-3.

Provided further that, if at any time there is no Dean in a Faculty, the Vice-Chancellor shall exercise the powers of the Deans of the Faculty.

Provided further that if there is no University Teaching Department for any faculty, the Principal/Dean of a College coming under that faculty may be appointed as the Dean of that faculty by the Vice-Chancellor.

- b) When the Office of the Dean is vacant or when he is by reason of illness, absence or any other cause unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- c) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance and the standards of teaching and research in the Faculty.
- d) The Dean shall have such other functions as may be prescribed by the Ordinances.
- e) The Dean shall have the right to be present and speak at any meeting of the Boards of Studies or Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

SA-7 (Effective from 15th January, 2018) Deans of Faculties

- a) Every Dean of a Faculty shall be appointed by the Vice Chancellor from amongst the Professors in the faculty for a period of three years and he shall be eligible for re appointment
- i. Provided that a Dean on attaining the age of sixty-two years shall cease to hold office. However, this provision shall not apply to the Professors appointed under the amended Statute SB-3
 - ii. (ii) Provided further that, if at any time there is no Dean in a Faculty, the Vice-Chancellor shall exercise the powers of the Deans of the Faculty.
 - iii. (iii) Provided further that if there is no University Teaching Department for any faculty, the Principal/ Professor/ Dean of a College coming under that faculty may be appointed as the Dean of that faculty by the Vice-Chancellor.

Registrar of the University

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SA.8(1) Appointment of Registrar

- a) The Registrar shall be a whole-time salaried officer of the University.
- b) The Registrar shall be appointed by the Visitor on the recommendation of a Selection Committee which shall comprise three members including the Vice-Chancellor, who shall be its Chairman.

The other two members of the Selection Committee shall be nominated by the Executive Council from; amongst its own members who are not employees of the University or the affiliated Colleges/Institutions or the State Government.

SA-8(1)(b) (Effective from 22nd November, 2000) Registrar of the University

(1) Appointment of Registrar

The Registrar shall be appointed by the Chancellor on the recommendation of a Selection Committee which shall comprise three members including the Vice-Chancellor who shall be its Chairman. The other two members of the Selection Committee shall be nominated by the Executive Council from amongst its own members but who are not employees of the University or the affiliated college/institutions, or the State Government.

The Registrar shall be appointed on the basis of direct recruitment for a tenure of five years, which may be renewed at the end of each of the term of 5 years, till the age of 60 years.

SA-8(1)(b) (Effective from 31st August, 2001) Registrar of the University

(1) Appointment of Registrar

The Registrar shall be appointed by the Chancellor on the recommendations of a Selection Committee and approved by the Executive Council. The Selection Committee shall comprise four members including the Vice-Chancellor, who shall be its Chairman. The other three members of the Selection Committee shall include:

- (i) An Academician or an Administrator who is the nominee of the Chancellor;*
- (ii) Two nominees of the Executive Council from among its own members, who are not employees of the University or the affiliated colleges/ institutions or the State Government.*

The Registrar shall be appointed on the basis of deputation/ direct recruitment for a tenure of two years in the first instance, and extendable to five years or till the age of superannuation, whichever is earlier.

- c) The Registrar shall be appointed on the basis of direct recruitment for a tenure of five years, which may be renewed at the end of each of the term of five years, till the age of 60 years.

Provided further that a Registrar shall, notwithstanding his attaining the age of sixty years continue in Office until his successor is appointed and enters upon his office or until the expiry of a period of one year whichever is earlier.

- d) The emoluments, qualifications and experience for recruitment to the post of Registrar shall be as laid in Statute SA-10. Other terms and conditions of service of the Registrar shall be such as may prescribed by the Statutes from time to time
- e) When the office of the Registrar is vacant or when the Registrar is by reasons of illness, absence or any other cause unable to perform the duties of his office, the duties of the office shall be

performed by such person as the Vice-Chancellor may appoint for the purpose. [\[Go To Index\]](#)

SA-8(2) Powers and Functions of the Registrar

- A) The Registrar shall be ex-officio Member-Secretary of the Court, the Planning Board, the Executive Council and the Academic Council
- B) It shall be the duty of the Registrar
 - i) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge
 - ii) to issue all notices convening meetings of the Court, the Executive Council, Academic Council, the Boards of Studies, the Boards of Examiners and of any Committees appointed by the authorities of the University;
 - iii) to arrange to keep the minutes of the meetings of the Court, the Executive Council, the Academic Council, the Planning Board and Boards of Examiners and of any Committees appointed by the authorities;
 - iv) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;
 - v) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meeting;
 - vi) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - vii) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time, by the Executive Council or the Vice-Chancellor.

SA.9 Finance Officer

1. Appointment of Finance Officer:

- a) The finance Officer shall be a whole time salaried Officer of the University.
- b) The Finance Officer shall be appointed by the Visitor on the recommendations of a Selection Committee which shall comprise of three members including the Vice-Chancellor who shall be its Chairman The other two members of the Selection Committee shall be nominated by the Executive Council from amongst its own members but who are not employees of the University or the affiliated colleges/ institutions or the State Government.

SA 9(1)(b) (effective from 22nd November, 2000) Appointment of Finance Officer:

The Finance Officer shall be appointed by the Chancellor on the recommendations of a Selection Committee, which shall comprise of three members including the Vice-Chancellor who shall be its Chairman. The other two members of the Selection Committee shall be nominated by the

Executive Council from amongst its own members but who are not employees of the University or the affiliated colleges/institutions or the State Government.

The Finance Officer shall be appointed for a term of 5 years which may be renewed for a similar term, till the age of 60 years.

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SA-9 (1)(b) (Effective from 31st August, 2001) Appointment of Finance Officer:

The Finance Officer shall be appointed by the Chancellor on the recommendations

of a Selection Committee and approved by the Executive Council. The Selection Committee shall comprise four members including the Vice-Chancellor, who shall be its Chairman. The other three members of the Selection Committee shall include:

- (i) An Academician or an Administrator who is the nominee of the Chancellor;*
- (ii) Two nominees of the Executive Council from among its own members, who are not employees of the University or the affiliated Colleges/ Institutions or the State Government.*

- c) The Finance Officer shall be appointed for a term of 5 years which may be renewed for a similar term, till the age of 60 years.

Provided that the Finance Officer shall, notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office, or until the expiry of a period of one year, whichever is earlier.

SA-9 (1)(c) (Effective from 31st August, 2001)

The Finance Officer shall be appointed on the basis of deputation/direct recruitment for a tenure of two years in the first instance extendable to five years or till the age of superannuation, whichever is earlier.

- d) The emoluments qualifications and experience for recruitment to the post of Finance Officer shall be as laid down in Statute SA. 10. Other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Statute.
- e) When the office of the Finance Officer is vacant or the Finance Officer is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Vice Chancellor may appoint for the purpose.

SA-9 (ii) Powers and functions of the Finance Officer

- a) The Finance Officer shall be ex-officio member Secretary of the Finance Committee.
- b) The Finance Officer shall :-
 - i) exercise general supervision over the funds of the University and shall advise it as regards its financial policy;

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- ii) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances, and

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding ten thousand rupees without the previous approval of the Executive Council.

- iii) Subject to the control of the Executive Council the Finance Officer shall,
 - 1) hold and manage the property and investments of the University including trust and endowed property;
 - 2) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - 3) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - 4) keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - 5) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - 6) ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, colleges and institutions maintained by the University.
 - 7) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
 - 8) call for from any office, Centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.
- iv) The receipt of the Finance Officer or of the person or persons duly authorised in this

behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

SA.10 Statute relating to the revision of pay scales, minimum qualifications and experience, recruitment and promotion of Officers other than the Vice-Chancellor of Goa University.

1) This Statute is framed to revise the scale of pay of Registrar, Finance Officer, Controller of Examinations, Deputy Registrar, and Assistant Registrar in accordance with the UGC scheme.

2) Scales of pay :-

The scales of pay of the Officers other than the Vice-Chancellor of the University are revised as shown hereunder with effect from 1st January, 1986.

| Sr.No. | Designation | Revised Scale of Pay | [Go To Index] |
|---------------|----------------------------|------------------------------------|-------------------------------|
| 1. | Registrar | Rs.4500-150-5700-200-7300 | |
| 2. | Finance Officer | Rs.3700-125-4700-150-5300-200-5700 | |
| 3. | Controller of Examinations | Rs.3700-125-4700-150-5300-200-5700 | |
| 4. | Deputy Registrar | Rs.3700-125-4700-150-5300-200-5700 | |
| 5. | Assistant Registrar | Rs.2200-75-2800-EB-100-4000 | |

3) The above revised scales of pay are inclusive of the basic pay, dearness pay, dearness allowance, additional dearness allowance and interim relief if any, admissible as on 1-1-1986.

SA-10(2) (Amended on 22nd November 2000) Scales of pay:-

The scales of pay of the Officers other than the Vice-Chancellor of the University are revised as shown hereunder with effect from 1st January 1996.

| Sl. No. | Designation | Revised Scale of pay In Rs. |
|----------------|----------------------------|------------------------------------|
| 1. | Registrar | 16400-450-20900-500-22400 |
| 2. | Finance Officer | 12000-420-18300 |
| 3. | Controller of Examinations | 12000-420-18300 |
| 4. | Deputy Registrar | 12000-420-18300 |
| 5. | Asstt. Registrar | 8000-275-13500 |

The above revised scales of pay are inclusive of the basic pay, dearness allowances, additional dearness allowance and interim relief etc. if any, admissible as on 1.1.1996.

Pay fixation formula:

As per V Pay commission fixation formula as adopted by Government of Goa.

SA- 10(2) (Effective from 13th June, 2017) Scales of pay:-

The Scales of pay of the Officers other than the Vice-Chancellor of the University are revised as shown hereunder with effect from 1st January 2006.

| Sl. No. | Designation | Revised Scale of Pay in ₹ |
|----------------|----------------------------|----------------------------------|
| 1. | Registrar | ₹ 37400 – 67000 + GP 10000 |
| 2. | Finance Officer | ₹ 15600 – 39100 + GP 7600 |
| 3. | Controller of Examinations | ₹ 15600 – 39100 + GP 7600 |
| 4. | Deputy Registrar | ₹ 15600 – 39100 + GP 7600 |
| 5. | Assistant Registrar | ₹ 15600 – 39100 + GP 5400 |

The revised pay and the revised rates of Dearness Allowance shall be effective from 1.1.2006. The revised rates of all other applicable allowances shall be effective from 1.09.2008

Pay fixation formula:

The Pay fixation formula recommended by the VIth Pay Commission as accepted by the Government of Goa shall be adopted.

SA.10 (3) Minimum qualifications and experience for the post of:

a) Registrar

- i) A postgraduate degree with at least 55% marks or its equivalent grade.
- ii) At least 15 years of experience as Lecturer/Reader of which 8 years should be in Readers' grade with experience in educational Administration.

OR

Comparable experience in research establishment and other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

SA-10(3)(Effective from 22nd November, 2000) Minimum qualifications and experience for the post of:

(a) Registrar

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- i) A postgraduate degree with at least 55 % marks or its equivalent grade of B in the UGC seven point scale.
- ii) At least 15 years of experience as Lecturer (Sr. Scale)/Lecturer with 8 years in Reader's grade along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

SA-10(3) (Effective from 13th June, 2017) Minimum qualifications and experience:

- (a) Registrar**
(i) *A Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.*
(ii) *At least 15 years of experience as Assistant Professor with AGP of ₹7000 and above or with 8 years of service with AGP of ₹8000 and above, including, as Associate Professor along with experience in educational administration.*

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post

b) Finance Officer

1. Post-graduate degree in Commerce with at least 55% marks or equivalent grade or membership of the institute of Chartered Accountant, or the institute of Costs and Works Accountant.
2. 8 years experience of works relating to budgeting, accounting, or other financial matters in a responsible position in a government department, or educational Institute in a post carrying a pay scale of Rs.2200-4000. The appointment of Finance Officer shall be on the basis of direct recruitment. However he/ she may also be appointed by drawing officers belonging to the Audit and Accounts or other similar services on deputation. In such cases, pay will be fixed according to rules within the approved scale in this Statute.

b) (Effective from 22nd November, 2000) Finance Officer

1. *Post-graduate degree in Commerce with at least 55% marks or equivalent grade or membership of the Institute of Chartered Accountants, or the Institute of Cost and Works Accountant.*
2. *8 years experience of works, relating to budgeting, accounting, or other financial matters in a responsible position in a government department, or educational Institute in a post carrying a pay scale of Rs. 8000-13500 (pre-revised scale of Rs.2200-4000). The appointment of Finance Officer shall be on the basis of direct recruitment. However he/she may also be appointed by drawing officers belonging to the Audit and Accounts or other similar services on deputation. In such cases, pay will be fixed according to rules within the approved scale in this Statute.*

SA-10 (3) (b) (Effective from 17th May, 2004) Finance Officer

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1. *Post graduate degree in Commerce with at least 55% marks or equivalent grade or membership of the Institute of Chartered Accountants, or the Institute of Cost and Works Accountant.*
2. *8 years experience of works, relating to budgeting, accounting, or other financial matters in a responsible position in a government department, or educational institute in a post carrying a pay*

scale of Rs. 8000-13500.

3. Finance Officer may also be appointed on deputation. Officers from Audit and Accounts department are eligible for the post. However, educational qualifications for the candidate on deputation shall be graduation in Commerce. The Officer should have worked at least for eight years in the pay scale beginning with Rs. 8000 or three years in the pay scale beginning with Rs. 10000.

SA-10 (3) (b) (Effective from 25th January, 2005) Finance Officer

1. Post graduate degree in Commerce with at least 55% marks or equivalent grade or membership of the Institute of Chartered Accountants, or the Institute of Cost and Works Accountant.
2. 8 years experience of works, relating to budgeting, accounting, or other financial matters in a responsible position in a government department, or educational institute in a post carrying a pay scale of Rs. 8000-13500.
2. **(Effective from 13th June, 2017)** 8 years experience of works, relating to budgeting, accounting, or other financial matters in a responsible position in a government department, or educational institute in a post carrying a pay scale of ₹ 15600-39100+GP 5400.
3. Finance Officer may also be appointed on deputation. Officers from Department of Audit and Accounts Department are eligible for the post. Minimum educational qualifications for the candidate on deputation shall be graduation in Commerce. The Officer should have worked at least for eight years in the pay scale beginning with Rs. 8000 or three years in the pay scale beginning with Rs. 10000 **OR** the Officer should be holding the post of Deputy Director (or above) in the Directorate of Accounts **OR** the Officer should be holding the post of Senior Audit Officer in the Audit Department.
3. **(Effective from 13th June, 2017)** Finance Officer may also be appointed on deputation. Officers from Department of Audit and Accounts Department are eligible for the post. Minimum educational qualifications for the candidate on deputation shall be Graduate in Commerce. The Officer should have worked at least for eight years in the pay scale beginning with ₹ 15600-39100+GP 5400 or three years in the pay scale beginning with ₹ 15600-39100+GP 6600 **OR** the Officer should be holding the post of Deputy Director or above, in the Directorate of Accounts **OR** the Officer should be holding the post of Senior Audit Officer in the Audit Department.

c) Controller of Examinations

1. A postgraduate degree with at least 55% marks or its equivalent grade.
2. 8 years experience as a Lecturer in a college or a University with experience in educational

administration in University.

OR

comparable experience in research establishment and other institutions of higher education.

OR

8 years administrative experience as Assistant Registrar in a post carrying a scale of pay of Rs.2200-4000.

c) (Effective from 22nd November, 2000) Controller of Examinations

i) A postgraduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.

ii) At least 15 years of experience as Lecturer (Sr. Scale)/ Lecturer with 8 years in Reader's grade along with experience in educational Administration.

OR

Comparable experience in research establishment and/ or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

SA-10(3)(c)(Effective from 1st April, 2004) Controller of Examinations

i) A post-graduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.

ii) Ten years' experience as a Lecturer with five years experience in Reader's Grade in a College or University along with experience in educational administration.

Note: The incumbent shall be placed at Rs. 15,360/- basic in the scale of Rs. 12,000-420-18300.

OR

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Comparable experience in research establishment and/ or other institutions of higher education.

OR

Ten years' administrative experience as Assistant Registrar or in an equivalent post.

SA-10(3)(c)(Effective from 19th September, 2007) Controller of Examinations

(i) A postgraduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.

(ii) A Reader or Lecturer Senior Scale/ Selection Grade with minimum of 10 years teaching experience at College / University Level.

OR

comparable experience in research establishment and other institutions of higher education.

OR

Ten years' administrative experience as Assistant Registrar or in an equivalent post.

Note: A Reader or Lecturer (Selection Grade) appointed to the post shall be entitled for benefit under FR.27.

SA-10(3)(c) (ii) (Effective from 13th June, 2017) Controller of Examinations

Associate Professor or Assistant Professor with minimum of 10 years teaching experience at College/ University Level.

OR

Comparable experience in research establishment and other institutions of higher education.

OR

Ten years administrative experience as Assistant Registrar or in an equivalent post.

Note: Associate Professor or Assistant Professor appointed to the post shall be entitled for benefit under FR.27.

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d) Deputy Registrar

1. A postgraduate degree with at least 55% marks or its equivalent grade.
2. 8 years experience as a Lecturer in a College or a University with experience in educational administration.

OR

Comparable experience in research establishment and other institutions of higher education.

OR

8 years administrative experience as Assistant Registrar or in a post carrying a scale of pay of Rs.2200-4000.

d) (Effective from 22nd November, 2000) Deputy Registrar

1. A postgraduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
2. Five years' experience as a Lecturer in a College or a University with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Five years' administrative experience as Assistant Registrar or in an equivalent post.

(d) (Effective from 13th June, 2017) Deputy Registrar

2. *Five years of experience as Assistant Professor with AGP of ₹.6000/- and above, with experience in educational administration.*

OR

Comparable experience in research establishment and/or other institutions of higher education,

OR

Five years administrative experience as Assistant Registrar or in an equivalent post

SA – 10 (3)(d)(1) Deputy Registrar (Finance) (Effective from 24th August 2018)

The post shall be filled from on deputation common cadre of Directorate of Accounts, Govt. of Goa.

Minimum educational qualifications for the candidate on deputation shall be Graduate in Commerce. The Officer should have worked at least for eight years in the pay scale beginning with 15600-39100+GP 5400 or three years in the pay scale beginning with 15600-39100+GP 6600,

OR

Currently holding the post of Joint Director of Accounts.

e) Assistant Registrar

1. The minimum qualifications will be a postgraduate degree with at least 55% marks or its equivalent grade. All direct recruitment should be made through all India advertisement and selection, on the basis of a written test and interview.

Note: Asstt. Registrar (Legal) either a postgraduate degree in Law with at least 55% marks or its equivalent grade or a postgraduate degree with at least 55% marks and a Degree of Law of a recognised University or equivalent thereof.

e) (Effective from 22nd November, 2000) Assistant Registrar and equivalent posts

1. *The minimum qualifications will be good academic record plus Master's degree with at least 55 % of the marks or its equivalent grade of B in the UGC seven point scale.*

Note: Assistant Registrar (Legal) either a postgraduate degree in Law with at least 55% marks or its equivalent grade or a postgraduate degree with at least 55% marks and a Degree in Law of a recognized University or equivalent thereof.

e) (Effective from 19th October, 2005) Assistant Registrar and equivalent posts

1. *The minimum qualifications will be good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.*

2. *Five year's administrative experience in a supervisory position.*

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Note: 1. *Assistant Registrar (Legal) either a postgraduate degree in Law with at least 55% marks or its equivalent grade or a postgraduate degree with at least 55% marks and a Degree in Law of a recognised University or equivalent thereof.*

2. *Three year's experience as a practicing advocate.*

e) (Effective from 2nd January,2018) Assistant Registrar and equivalent posts

1) The minimum qualifications will be Master's degree with at least 55% of the marks, (50% for candidates belonging to SC/ST) or its equivalent grade of B in the UGC seven point scale along with good academic record.

Note:

For Assistant Registrar (Legal), (1) either a postgraduate degree in law with at least 55% marks, (50% for candidates belonging to SC/ST) or its equivalent grade or a postgraduate degree with at least 55 % marks, (50% for candidates belonging to SC/ST) and a degree in Law of a recognized University or equivalent thereof.

(2) Three years experience as a practicing advocate.

SA-10(4) (Effective from 13th June, 2017) Recruitment and Promotion

1) The Asstt. Registrar and their equivalent will have a senior scale of Rs.3000-100-3500-125-5000 placement in; which will be after 8 years of service provided they have participated in two training programmes on education administration, University Management, Accounts and Finance etc. each of approximately 4 weeks duration and their performance appraisal reports are consistently satisfactory. The senior scale will be restricted to 50% of the total strength of Assistant Registrars and their equivalent grade.

1) **(Effective from 13th June, 2017)** *The Assistant Registrars and their equivalent shall be eligible for a higher Grade Pay of ₹6600 within the Pay Band of ₹15600-39100 after 8 years of service, provided they have participated in two training programmes on education administration, University Management, Accounts and Finance, and such others, each of approximately 4 weeks duration, and their performance appraisal reports are consistently satisfactory. The higher Grade Pay of ₹6600/- shall be restricted to 50% of the total strength of Assistant Registrars and their equivalent grade.*

2) 50% of the posts of Asstt. Registrar may be filled through promotion from next lower grades of superintendents and its equivalent with at least 5 years experience in that grad

2) **(Effective from 2nd January,2018)** 50% of the posts of Asstt. Registrar may be filled through promotion from the next lower grades of superintendents and its equivalent with at least 5 years

experience in that grade.

In case there is no eligible candidate from the feeder cadre of SC/ST, the promotion post of SC/ST may be filled by direct recruitment from the SC/ST category.

- 3) Assistant Registrars and their equivalents will be eligible for promotion to the post of Deputy Registrars and their equivalent to the extent of 25% of the vacancies at that level on completion of 8 years in the senior scale. 75% of the posts of Deputy Registrars and their equivalents shall be filled in by direct recruitment through all India advertisement and selections.
- 3) **(Effective from 13th June, 2017)** Assistant Registrar and their equivalent will be eligible for promotion to the post of Deputy Registrars and their equivalent to the extent of 25% of the vacancies at that level on completion of 8 years in PB-3 with a grade pay of ₹ 6600.

Seventy-five percent of the posts of Deputy Registrars and their equivalent shall be filled in by direct recruitment through all India advertisement and selections.

- 4) The appointment of Controller of Examinations shall be on the basis of direct recruitment for a tenure of five years, which can be extended for similar terms, till the age of 58 years.
- 4) **(Effective from 20th March, 2006)** The appointment of Controller of Examinations shall be on the basis of direct recruitment for a tenure of five years, which can be extended for similar terms, till the age of 58 years.
- 4) **(Effective from 13th June, 2017)** The appointment of Controller of Examinations shall be on the basis of direct recruitment for a tenure of five years, which can be extended for similar terms, till the age of superannuation, whichever is earlier.
- 5) In the case of promotion to the post of Asstt. Registrar and Deputy Registrar the educational qualifications prescribed for direct recruitment need not be insisted upon, but only those who are least graduates shall be eligible for promotion.
- 6) Failing by direct recruitment/promotion, a post can be filled by deputation/ transfer/contract basis from those who possess the required qualifications prescribed for direct recruitment.
- 7) **(Effective from 13th June, 2017)** The Deputy Registrars shall be placed within the Pay Band of ₹ 37400-67000 with a Grade Pay of ₹ 8700, on completion of 5 years of service in their respective posts and re-designated as Joint Registrars, with the stipulation that the post will revert as Deputy Registrar when it falls vacant.

SA-10(3)(f) (Effective from 22nd November, 2000) Recruitment and Promotion.

The appointment of Controller of Examinations shall be on the basis of direct recruitment for a tenure of five years, which can be extended for similar terms, till the age of 58 years.

SA-11 Statute relating to the Election of members of the Statutory & Non-Statutory Bodies of the Goa University.

(Detailed election procedure is laid down in Schedule SSA-1)

SA-12 Statutes relating to the constitution of the court

(Under Section 17(1) of the Act)

SA-12(i) Constitution of the Court

The Court will have a membership of 40 and its constitution shall be as under:

- | | |
|---|--------------------|
| i) Vice-Chancellor | - Chairman |
| ii) Five Deans of Faculties | - Members |
| iii) Five Professors of University Teaching Depts | - Members |
| iv) Five Principals of affiliated colleges | - Members |
| v) Three teachers(other than Deans & Professors) of the University Teaching Departments | - Members |
| vi) Eight teachers of affiliated colleges | - Members |
| vii) Two representatives of the Managements of the non-Govt affiliated College | - Members |
| viii) The Chairman of the University Students Council | - Member |
| ix) Four eminent educationists / Scholars /Specialists / administrators | - Members |
| x) One representative of the Scheduled Castes/Scheduled Tribes and one representative of other Backward communities | - Members |
| xi) Two Women representative of Goa | - Members |
| xii) A representative of the non-teaching staff of the University | - Member |
| xiii) Registrar of the University | - Member-Secretary |

The term of the court will be of four years.

SA-12(i) (Effective from 21st March, 2016) Constitution of the Court

The Court will have a membership of 41 and its constitution shall be as under:

- | | |
|---|---------------------------|
| <i>i) Vice-Chancellor</i> | <i>– Chairman</i> |
| <i>ii) Five Deans of Faculties</i> | <i>– Members</i> |
| <i>iii) Five Professors of University Teaching Departments</i> | <i>– Members</i> |
| <i>iv) Five Principals of affiliated colleges</i> | <i>– Members</i> |
| <i>v) Three teachers (other than Deans & Professors) of the University Teaching Departments</i> | <i>– Members</i> |
| <i>vi) Eight teachers of affiliated colleges</i> | <i>– Members</i> |
| <i>vii) Two representatives of the Managements of the non-Govt. affiliated College</i> | <i>– Members</i> |
| <i>viii) The Chairman of the University Students Council</i> | <i>– Member</i> |
| <i>ix) The Chairperson of the Post-graduate Students Union</i> | <i>– Member</i> |
| <i>x) Four eminent educationists / Scholars /Specialists / administrators</i> | <i>– Members</i> |
| <i>xi) One representative of the Scheduled Castes/Scheduled Tribes and one representative of other Backward communities</i> | <i>– Members</i> |
| <i>xii) Two Women representative of Goa</i> | <i>– Members</i> |
| <i>xiii) A representative of the non-teaching staff of the University</i> | <i>– Member</i> |
| <i>xiv) Registrar of the University</i> | <i>– Member-Secretary</i> |

The term of the Court will be of four years.

Memberships

SA-12(ii) Nomination of Deans

The Executive Council shall nominate by rotation five Deans of Faculties on the Court for a term of two years. At the end of this two year period, these Deans shall retire and the Executive Council shall nominate in their place five other Deans of Faculties for the next term of two years.

No Dean of faculty shall ordinarily be nominated on the Court for two consecutive terms of two years duration each. Only in exceptional circumstances the Executive Council may nominate the same Dean for two consecutive terms.

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SA-12(iii) Nomination of the University Professors

The Executive Council shall nominate by rotation five Professors (other than Deans) of the University, teaching Departments on the Court for a two year term.

No Professor shall be nominated on the court for two consecutive terms of two years each. Only in exceptional circumstances, the Executive Council may nominate a Professor for two consecutive terms of two years each.

SA-12 (iv) Nomination of the Principals of the affiliated colleges

Five Principals of the affiliated colleges (other than Deans of Faculties) shall be nominated by rotation on the Court by the Executive Council from different Zones.

For this purpose the affiliated colleges shall be grouped in four zones as under:-

| <u>Zone</u> | <u>Area</u> |
|-------------|--|
| I | - Tiswadi Taluka |
| II | - Salcete & Mormugao Talukas |
| III | - Ponda, Sanguem, Quepem & Canacona Talukas |
| IV | - Bardez, Pernem, Bicholim & Sattari Talukas |

The zone wise nomination of the Principals will be as under:-

| Zone | No.of Principals to be nominated |
|------|----------------------------------|
| I | 2 |
| II | 1 |
| III | 1 |
| IV | 1 |

The terms of the nominated Principals from each zone will be of two years. Fresh

nominations will be made for each two year term. No principal shall be eligible to be a member of the Court for two consecutive terms of two year duration each. However in exceptional circumstances, the Executive Council may nominate the same Principal from any zone for two consecutive terms.

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SA-12 (v) Representation of the University teachers

Three representatives of the University Teaching Departments (other than Deans and Professors) shall be elected to the court. All the teachers of the University Teaching Departments will form a single electoral college for the purpose of electing three representatives on the Court. The term of these two elected representatives shall be of two years at the end of which they shall stand retired and will be replaced by three freshly elected representatives of the University teachers. Ordinarily no teacher shall be a member of the Court for two consecutive terms of two years duration each. However, the Executive Council may under exceptional circumstances permit the same teacher to

contest electing for two consecutive terms.

SA-12 (vi) Representation of the teachers of the affiliated colleges

- a) Eight teachers of the affiliated colleges (other than Principals and Dean of Faculties) will be represented on the Court by election of whom three will be from the Government colleges, five from the non-Government colleges. For this purpose the same zones as prescribed under Clause (iv) of this statute for the purpose of nomination of Principals of the affiliated colleges shall be relevant and the number of teachers from Government and non-Government colleges to be represented from each Zone shall be as under :-

| Zone | No. of Teachers | |
|------|-----------------|-----------|
| | Govt. | Non-Govt. |
| I | 2 | 2 |
| II | - | 2 |
| III | 1 | - |
| IV | | 1 |

- b) All the teachers of the colleges situated within a zone shall form the electoral college.
- c) The term of each elected teacher shall be of two years. For Zone III where there are three Government Colleges & five private colleges, the representative of one Government and non-Government teacher will be on alternate terms, the first term being for Government teachers. Similarly, for Zone IV where there are three Government colleges and four private colleges, the representative of one Government and non-Government teacher will be on alternate terms, the first term being for non-Government teachers. No teacher shall ordinarily be a member of the Court for two consecutive terms. However, under exceptional circumstances, the Executive Council may authorise the same teachers to contest election for the second consecutive term.

SA-12(vii) Representatives of the Managements

There shall be two representatives of the Managements of the non-government affiliated colleges on the Court by rotation. These representatives shall be nominated by the Executive Council for a term of two years each.

No representatives of the Management shall ordinarily be a member of the court for two consecutive terms of two years duration each. However, under exceptional circumstances, the Executive Council may nominate the same representative of the Management for two consecutive terms.

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SA-12 (viii) Representative of the Students' Council

The Chairman, of the University Students Council shall be an ex-officio member of the Court for the academic year for which he is elected as Chairman.

SA-12 (ix) Nomination of the Eminent Educationist scholars/ specialists/ administrators

The Visitor shall nominate four persons of the category of eminent educationists/ scholars/specialist/administrators on the Court and the terms of these nominations shall be of four years.

SA-12 (ix) (Effective from 17th July, 2001) Nomination of the Eminent Educationists/ Scholars/ Specialists/ Administrators

The Chancellor shall nominate four persons of the category of eminent educationists/ scholars/ specialists/ administrators on the Court and the term of these nominations shall be of two years.

SA-12 (ix) (Effective from 30th November, 2016) Representative of the Post-Graduate Students Union

The Chairperson of the Post-Graduate Students Union shall be an ex-officio member of the Court for the academic year for which he/she is elected as Chairperson.

SA-12 (x) Scheduled Caste/ Scheduled tribe/ other Backward Communities representatives

The State Government shall nominate on the Court a representative each of the scheduled castes or scheduled tribes and one representative of the other backward communities.

SA-12 (x) (Effective from 30th November, 2016) Nomination of the Eminent Educationists/ Scholars/ Specialists/ Administrators

The Chancellor shall nominate four persons of the category of eminent educationists/ scholars/ specialists/ administrators on the Court and the term of these nominations shall be of two years.

SA-12 (xi) Women's representative

The State Government shall nominate two women on the court.

SA-12 (xi) (Effective from 30th November, 2016) Scheduled Caste/ Scheduled tribe/ other Backward Communities representatives

The State Government shall nominate on the Court a representative each of the scheduled castes or scheduled tribes and one representative of the other backward communities.

SA-12 (xii) Representatives of University non-teaching staff

The Executive Council shall nominate one representative of the non-teaching staff of the

University (other than the Registrar) on the Court by rotation for term of two years. No representative of the non-teaching staff shall ordinarily be member of the Court for two consecutive terms. However, under special circumstances, the Executive Council may nominate the same person for two consecutive terms.

SA-12 (xii) (Effective from 30th November, 2016) Women's representative

The State Government shall nominate two women on the court.

SA-12 (xiii) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year. At an annual meeting a report of the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited and the financial estimates for the next year shall be sent to every member at least seven days before the date of the annual meeting.

SA-12 (xiii) (Effective from 30th November, 2016) Representatives of University non-teaching staff

The Executive Council shall nominate one representative of the non-teaching staff of the University (other than the Registrar) on the Court by rotation for term of two years. No representative of the non-teaching staff shall ordinarily be member of the Court for two consecutive terms. However, under special circumstances, the Executive Council may nominate the same person for two consecutive terms.

SA-12 (xiv) Powers and Functions of the Court

- (1) Subject to the provisions of the Act, the statutes & the ordinances a report of the working of the University during the previous year together with a statement of the receipts & expenditure, the balance sheet, as audited, and the financial estimates for the next year shall be presented at the Annual Meeting of the Court.

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[Rules of business of the meetings of the Court are given in Schedule SSA-2]

SA-12 (xiv) (Effective from 30th November, 2016) *An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year. At an annual meeting a report of the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited and the financial estimates for the next year shall be sent to every member at least seven days before the date of the annual meeting.*

SA-12 (xv) (Effective from 30th November, 2016) Powers and Functions of the Court

Subject to the provisions of the Act, the Statutes & the Ordinances a report of the working of the University during the previous year together with a statement of the receipts & expenditure, the

balance sheet, as audited, and the financial estimates for the next year shall be presented at the Annual Meeting of the Court.

[Rules of business of the meetings of the Court are given in Schedule SSA-2].

SA-13 Statutes relating to the constitution of the Executive Council

SA-13(i) The Executive Council shall have a membership of 13 and its constitution shall be as under:

- | | | |
|------|--|--------------------|
| i) | Vice-Chancellor | - Chairman |
| ii) | Two Deans of Faculties | - Members |
| iii) | One Principal of an affiliated college | - Member |
| iv) | One Professor (other than Deans) of the University Teaching Departments | - Member |
| v) | Five eminent educationists / scholars / specialists / administrators | - Members |
| vi) | Two nominees of the State | - Members |
| vii) | Registrar | - Member-Secretary |

The term of the Executive Council shall be of four years.

SA-13(i) (Effective from 27th June, 2012) The Executive Council shall have a membership of 17 and its constitution shall be as under :

- | | | |
|------|--|---------------------------|
| i) | <i>Vice-Chancellor</i> | - <i>Chairman</i> |
| ii) | <i>Two Deans of Faculties</i> | - <i>Member</i> |
| iii) | <i>One Principal of an affiliated college</i> | - <i>Member</i> |
| iv) | <i>One Professor (other than Deans) of the University Teaching Departments</i> | - <i>Member</i> |
| v) | <i>Nine eminent educationists /scholars/specialists/ administrators</i> | - <i>Member</i> |
| vi) | <i>Two nominees of the State</i> | - <i>Member</i> |
| vii) | <i>Registrar</i> | - <i>Member Secretary</i> |

The term of the Executive Council shall be of four years.

SA-13 (ii) Nomination of Deans:

The Vice-Chancellor shall nominate two Deans of Faculties on the Executive Council by rotation. The term of these nominees shall be of two years at the end of which they shall stand retired and in their place be nominated two other Deans by the Vice-Chancellor. Ordinarily, no Dean shall be represented on the Executive Council for two consecutive terms. However, in exceptional

circumstances, the Vice-Chancellor may nominate the same Dean for two consecutive terms.

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SA-13 (iii) Nomination of a Principal:

The Vice-Chancellor shall nominate one Principal of an affiliated College on the Executive Council for a term of two years by rotation. Ordinarily, no Principal shall hold the office for two consecutive terms though in exceptional circumstances, the Vice Chancellor may nominate the same Principal for two consecutive terms.

SA-13 (iv) Nomination of one Professor (other than Deans) of the University Teaching Departments:-

The Vice-Chancellor shall nominate one University Professor on the Executive Council by rotation for a term of two years. Ordinarily, no Professor shall be on the Executive Council for two consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate the same Professor for two consecutive terms.

SA-13 (v) Nomination of Educationists/ Scholars/ Specialists/ Administrators :-

The Visitor shall nominate on the Executive Council three persons of the category of eminent educationists/ scholars/ specialists/ experienced administrators. The State Government shall nominate two persons of the same category on the Executive Council.

SA-13 (v) (Effective from 24th April, 2001) Nomination of Educationists/ Scholars/ Specialists/ administrators:-

The Chancellor shall nominate on the Executive Council three persons of the category of eminent educationists/ scholars/ specialists/ experienced administrators. The term of these members shall be two years. The State Government shall nominate two persons of the same category on the Executive Council.

SA-13(v)(Effective from 27th June, 2012) Nomination of Educationists/ Scholars/ Specialists/ Administrators

The Chancellor shall nominate on the Executive Council five persons of the category of eminent educationists/ scholars/ specialists/ experienced administrators. The term of these members shall be of two years.

The State Government shall nominate four persons of the category of eminent educationists/ scholars/ specialists/ experienced administrators on the Executive Council of whom one shall be from the SC/ST category.

SA-13 (vi) Nominees of the State Government :-

Secretaries to the Government of Goa, incharge of the Departments of Finance and University Education shall be the ex-officio nominees of the Government of Goa on the Executive Council.

SA-13 (vii) Powers and functions of the Executive Council.

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- (a) The Executive Council shall have the management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (b) Subject to the provisions of this Act, these Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:-
- (1) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff and Principal of colleges and institutions maintained by the University :
Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers of the University and academic staff otherwise than after consideration of the recommendations of the Academic Council;
 - (2) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, and principals of college and institutions maintained by the University on the recommendation of the selection committee constituted for the purpose and to fill up temporary vacancies therein;
 - (3) to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;
 - (4) to grant leaves of absence to any officer of the University other than the Chancellor and Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;
 - (5) to regulate and enforce discipline among employees in accordance with these Statutes and the Ordinances;
 - (6) to manage and to regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;
 - (7) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
 - (8) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;
 - (9) to transfer or accept transfers of any movable or immovable property on behalf of the University;

(10) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the University ;

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(11) to enter into, vary, carry out and cancel contracts on behalf of the University;

(12) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University, who may, for any reason feel aggrieved;

(13) to appoint examiners and moderators and if necessary to remove them, and to fix their fees, emoluments and traveling and other allowances, after consulting the Academic Council;

(14) to select a common seal for the Universities and provide for the custody and use of such seal;

(15) to make such special arrangement as may be necessary for the residence and discipline of women students ;

(16) to delegate any of its powers to the Vice-Chancellor, the Registrar or the Finance Officer or such other employee or authority of the University or to a Committee appointed by it as it may deem fit;

(17) to institute the fellowships, studentships, medal and prizes; and

(18) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or these Statutes.

(c) The Executive Council may, on recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting make proposals to the Visitor for the conferment of any of the following Honorary degrees upon a person on the ground that he/she is by virtue of his/her contribution to learning or knowledge or distinguished service to the cause of education or country, a fit and proper person to receive such degrees :

Doctor of Laws - LL.D.

Doctor of Science - D.Sc.

Doctor of Literature - D.LITT.

Provided that in case of emergency, the Executive Council may, on its own, make such proposals to the Visitor by a majority of not less than two-thirds of the members present and voting.

(d) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw with the previous sanction of the Visitor, any Honorary degree conferred by the University.

(e) The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdrawn any degree or academic distinction conferred

on, or any certificate or diploma granted to, any person by the University for good and sufficient cause :

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Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

(Please see Rules of business of the Executive Council in Schedule SSA-3)

SA-14 Constitution of the Academic Council

SA-14(i) Membership and constitution of the Academic Council

The Academic Council shall have membership of 38 and its constitution shall be as under:

- | | | | |
|-------|--|---|-------------------------|
| i) | Vice -Chancellor | - | Chairman |
| ii) | All the Deans of the Faculties of the University (ten) | - | Members (ex-officio) |
| iii) | Five University Professors | - | Members |
| iv) | Five Principals of the affiliated Colleges | - | Members |
| v) | Five teachers of the University departments | - | Members |
| vi) | Five teachers of affiliated colleges | - | Members |
| vii) | The Director of N.I.O. | - | Member |
| viii) | Chairman, Goa Board of Secondary & Higher Secondary Examination | - | Member |
| ix) | Three eminent educationists / Scholars | - | Members |
| x) | Librarian | - | Member |
| xi) | Registrar | - | Member/Secretary |

The term of the Academic Council will be of four years.

SA-14(i) (Effective from 27th June, 2000) Membership and constitution of the Academic Council.

The Academic Council shall have membership of 46 and its constitution shall be as under:

- | | | | |
|--------------|--|----------|------------------------------|
| <i>i)</i> | <i>Vice-Chancellor</i> | <i>-</i> | <i>Chairman (ex-officio)</i> |
| <i>ii)</i> | <i>All the Deans of the Faculties of the University (ten)</i> | <i>-</i> | <i>Members (ex-officio)</i> |
| <i>iii)</i> | <i>Five University Professors</i> | <i>-</i> | <i>Members</i> |
| <i>iv)</i> | <i>Nine Principals of the affiliated Colleges</i> | <i>-</i> | <i>Members</i> |
| <i>v)</i> | <i>Five teachers of the University Departments</i> | <i>-</i> | <i>Members</i> |
| <i>vi)</i> | <i>Nine teachers of affiliated colleges</i> | <i>-</i> | <i>Members</i> |
| <i>vii)</i> | <i>The Director of N.I.O.</i> | <i>-</i> | <i>Member</i> |
| <i>viii)</i> | <i>Chairman, Goa board of Secondary & Higher Secondary Examination</i> | <i>-</i> | <i>Member</i> |
| <i>ix)</i> | <i>Three eminent educationists/Scholars</i> | <i>-</i> | <i>Member</i> |

- | | |
|---------------|-----------------------------------|
| x) Librarian | -Member |
| xi) Registrar | -Member Secretary (ex-officio) |

The term of the Academic Council will be of four years.

SA-14(i) (Effective from 24th April, 2001) Membership and constitution of the Academic Council.

The Academic Council shall have membership of 48 and its constitution shall be as under:

- | | | |
|--|-----------------------------------|-------------------------------|
| i) Vice-Chancellor | -Chairman (ex-officio) | [Go To Index] |
| ii) All the Deans of the Faculties of the University (ten) | -Members (ex-officio) | |
| iii) Five University Professors | -Members | |
| iv) Nine Principals of the affiliated Colleges | -Members | |
| v) Five teachers of the University Departments | -Members | |
| vi) Nine teachers of affiliated colleges | -Members | |
| vii) The Director of N.I.O. | - Member | |
| viii) Chairman, Goa board of Secondary & Higher Secondary Examination | -Member | |
| ix) Five eminent educationists/ scholars | -Member | |
| x) Librarian | -Member | |
| xi) Registrar | -Member Secretary (ex-officio) | |

The term of the Academic Council will be of four years.

SA-14(i) (Effective from 8th December, 2006) Membership and constitution of the Academic Council.

The Academic Council shall have membership of 50 and its constitution shall be as under:

- | | |
|--|---------------------------|
| i) Vice-Chancellor | -Chairman (ex-officio) |
| ii) All the Deans of the University (twelve) | -Members (ex-officio) |
| iii) Five University Professors | -Members |
| iv) Nine Principals of the affiliated Colleges | -Members |
| v) Five teachers of the University Departments | -Members |
| vi) Nine teachers of affiliated colleges | -Members |
| vii) The Director of N.I.O. | - Member |
| viii) Chairman, Goa Board of Secondary & Higher Secondary Education | -Member |
| ix) Five eminent educationists/Scholars | -Members |
| x) Librarian | -Member |

- xi) Registrar -Member Secretary
(ex-officio)

The term of the Academic Council will be of four years.

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SA-14(i)(Effective from 29th May, 2012)Membership and Constitution of the Academic Council

The Academic Council shall have a membership of 51 and its constitution shall be as under:

- | | | |
|---|---|----------------------------------|
| i) Vice-Chancellor | - | Chairman (ex-officio) |
| ii) All the Deans of the Faculties the University (twelve) | - | Member (ex-officio) |
| iii) Five University Professors | - | Members |
| iv) Nine Principals of the affiliated colleges | - | Members |
| v) Five teachers of the University Departments | - | Members |
| vi) Nine teachers of the affiliated colleges | - | Members |
| vii) The Director of N.I.O. | - | Member |
| viii) Chairman, Goa Board of Secondary & Higher Secondary Education | - | Member |
| ix) Five eminent educationist / scholars | - | Members |
| x) Librarian | - | Member |
| xi) One Representative of the SC/ST category to be nominated by the Executive Council. | - | Member |
| xii) Registrar | - | Member Secretary (ex-officio) |

The term of the Academic Council shall be four years.

Procedure for Nomination:

SA-14(ii) Nomination of Deans

All the Deans of Faculties shall be the ex-officio members of the Academic Council.

SA-14 (iii) Nomination of the Professors

Five University Professors other than Deans shall be nominated by the Executive Council on the Academic Council for a term of two years by rotation. Ordinarily, no Professor shall be nominated on the Academic Council for two consecutive terms. However, in exceptional circumstances, the Executive Council may nominate the same Professor for two consecutive terms.

SA-14 (iv) Nomination of Principals

Five Principals of the Affiliated colleges (other than Deans of Faculties) shall be nominated on the Academic Council by the Executive Council by rotation for a term of two years. For this purpose, the affiliated colleges shall be grouped in four zones as under :

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| Zone | Area |
|-------------|--|
| I | Tiswadi Taluka |
| II | Salcete & Mormugao Talukas |
| III | Ponda, Sanguem, Quepem and Canacona talukas |
| IV | Bardez, Pernem, Bicholim and Sattari talukas |

The Zone-wise nomination of the Principals shall be as under:

| Zone | No.of Principals to be nominated |
|-------------|---|
| I | 2 |
| II | 1 |
| III | 1 |
| IV | 1 |

The term of the nominated Principals for each zone shall be of two years. No principals shall ordinarily be nominated on the Academic Council for two

consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate a Principal for two consecutive terms.

SA-14(iv) (effective from 27th June, 2000) Nomination of Principals

Nine Principals of the affiliated colleges (other than Deans of Faculties) shall be nominated on the Academic Council by the Executive Council by rotation for a term of two years. For this purpose, the affiliated colleges shall be grouped in four zones as under:

| Zone | Area |
|-------------|---|
| <i>I</i> | <i>Tiswadi Taluka</i> |
| <i>II</i> | <i>Salcette & Mormugao Talukas</i> |
| <i>III</i> | <i>Ponda, Sanguem, Quepem and Canacona Talukas</i> |
| <i>IV</i> | <i>Bardez, Pernem, Bicholim & Sattari Talukas</i> |

The zone-wise nomination of the Principals shall be as under:

| Zone | Principals to be nominated |
|-------------|-----------------------------------|
| <i>I</i> | <i>3</i> |
| <i>II</i> | <i>2</i> |
| <i>III</i> | <i>2</i> |
| <i>IV</i> | <i>2</i> |

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The term of the nominated Principals for each zone shall be of two years. No Principals shall ordinarily be nominated on the Academic Council for two consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate a Principal for two consecutive terms.

SA-14 (v) Representation of Teachers (other than Deans and Professors) of the University teaching departments:

The Executive Council shall nominate five teachers (other than Deans/Professors of the University teaching departments) on the Academic Council for a term of two years by rotation of whom two will be Readers and three Lecturers. Ordinarily, no teacher shall be represented on the Academic Council for two consecutive terms. In exceptional circumstances, however, the Executive Council may nominate the same teacher for two consecutive terms.

SA-14(vi) Representation of teacher of the affiliated colleges :

Five teachers of the affiliated colleges (other than Principals/Deans of the colleges) will be represented on the Academic Council by election. For this purpose, the five electoral zones will be the same as those prescribed for nomination of the Principals. The zone-wise representation of the teachers on the Academic Council will be as under :-

| Zone | Teachers to be nominated |
|-------------|---------------------------------|
| I | 2 |
| II | 1 |
| III | 1 |
| IV | 1 |

Teachers in the affiliated colleges of each zone shall form the electoral college.

The term of each elected teacher will be of two years. No teacher will be represented on the Academic Council for two consecutive terms; though in exceptional circumstances, the Executive Council may authorise any particular teacher to contest election for two consecutive terms.

SA-14(vi) (effective from 27th June, 2000). Representation of teachers of the affiliated colleges

Nine teachers of the affiliated colleges (other than Principals/Deans of the Colleges) will be represented on the Academic Council by election. For this purpose, the five electoral zones will be the same as those prescribed for nomination of the Principals.

The zone-wise representation of the teachers on the Academic Council will be as under :

| Zone | Teachers to be nominated |
|-------------|---------------------------------|
| I | 3 |

| | |
|-----|---|
| II | 2 |
| III | 2 |
| IV | 2 |

Teachers in the affiliated colleges of each zone shall form the electoral college. The term of each elected teacher will be of two years. No teacher will be represented on the Academic Council for two consecutive terms, though in exceptional circumstances, the Executive Council may authorize any particular teacher to contest election for two consecutive terms.

SA-14 (vii) Nomination of Educationist/Scholars :

The Visitor shall nominate three eminent educationists/scholars on the Academic Council.

SA-14 (vii) (Effective from 24th April, 2001) Nomination of Educationist/Scholars

The Chancellor shall nominate Five eminent educationists/ scholars on the Academic Council. The term of these nominees shall be of two years.

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SA-14 (viii) National Institute of Oceanography :

The Director of the National Institute of Oceanography will be a member of the Academic Council.

SA-14 (ix) Library :

The head of the University Library will be the ex-officio member of the Academic Council.

SA-14 (x) Powers of the Academic Council:

Subject to the Act, these Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely :-

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among colleges and institutions, evaluation of research of improvements in academic standards ;
- (b) to bring about inter-faculty co-ordination, to establish or appoint Committees or Boards for taking up projects on an inter-school basis ;
- (c) to consider matters of general academic interest either on its own initiative or on a reference by a Faculty or the Executive Council and to take appropriate action thereon; and
- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of fellowships and studentships, fee concessions, corporate life and attendance.

(The rules of the business of the Academic Council are in Schedule-2)

SA-15 Constitution, Membership Powers & function of Planning Board

SA-15 (i) The Planning Board shall comprise eight members and its constitution shall be as under:

- | | | |
|--|------------------------------------|-------------------------------|
| i) Vice-Chancellor | - Chairman | |
| ii) Vice-Chancellor of any University | - Member | [Go To Index] |
| iii) *One member of the Executive Council | - Member | |
| iv) *One member of the Academic Council | - Member | |
| v) One Dean of Faculty | - Member | |
| vi) One eminent educationist | - Member | |
| vii) One Representative of the University Grants Commission | - Member | |
| viii) The Registrar | - Ex-officio Member - Secretary | |

* Amended by EC on 25/11/94 in view of provision contained in clause 2 of Statute 40.

The term of office of the members other than the Vice-Chancellor and the Registrar shall be four years and they shall be eligible for re-nomination.

SA-15(i) (Effective from 27th June, 2000). The Planning Board shall comprise nine members and its constitution shall be as under:

- | | |
|--|-----------------------------------|
| i) Vice-Chancellor | -Chairman (ex-officio) |
| ii) Vice-Chancellor of any University | -Member |
| iii) One member of the Executive Council | -Member |
| iv) One member of the Academic Council | -Member |
| v) One Dean of Faculty | -Member |
| vi) One eminent educationist | -Member |
| vii) One representative of the University Grants Commission | -Member |
| viii) One Principal of affiliated College | -Member |
| ix) The Registrar | -Member Secretary (ex-officio) |

SA-15(i) (Effective from 17th July, 2001) Constitution, Membership & Powers & Functions of Planning Board

The term of the Office of the nominee of the Chancellor, viz. one eminent educationist shall be of

two years. The term of office of the members other than the Vice-Chancellor and the Registrar shall also be two years and they shall be eligible for re-nomination.

SA-15(i)(Effective from 29th May, 2012) The Planning Board shall comprise ten members and its constitution shall be as under:

- | | | |
|---|---|----------------------------------|
| i) Vice-Chancellor | - | Chairman (ex-officio) |
| ii) Vice-Chancellor of any University | - | Member |
| iii) One member of the Executive Council | - | Member |
| iv) One member of the Academic Council | - | Member |
| v) One Dean of Faculty | - | Member |
| vi) One eminent educationist | - | Member |
| vii) One representative of the University Grants Commission | - | Member |
| viii) One Principal of affiliated college | - | Member |
| ix) One Representative of the SC/ST category to be nominated by the Executive Council | - | Member |
| x) The Registrar | - | Member Secretary (ex-officio) |

The term of the Office of the nominee of the Chancellor, viz. one eminent educationist shall be two years. The term of office of the members other than the Vice-Chancellor and the Registrar shall also be two years and they shall be eligible for re-nomination.

SA-15 (ii) Nomination of the Members

The Executive Council shall nominate the Vice-Chancellor of any University on the Planning Board. It shall also nominate a Dean of Faculty on the Board. One eminent educationist shall be nominated on the Planning Board by the Visitor. The U.G.C. shall nominate one representative on Planning Board. The Vice-Chancellor shall nominate one member each of the Executive Council and the Academic Council on the Planning Board.

SA-15(ii) (effective from 27th June, 2000) Nomination of the Members

The Executive Council shall nominate the Vice-Chancellor of any University on the Planning Board. It shall also nominate a Dean of Faculty on the Board. One eminent educationist shall be nominated on the planning Board by the Chancellor. The UGC shall nominate one representative on Planning Board. The Vice-Chancellor shall nominate one member each of the Executive Council and the Academic Council and one college Principal on the Planning Board.

SA-15 (iii) Powers and functions of Planning Board:

The Planning Board shall, in addition to all other powers vested in it by Section 21 of the Act, have the right to advise the Executive Council and the Academic Council on any academic matter.

SA-16 Finance Committee

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Constitution, Membership, powers and functions of the Finance Committee

(1) Membership

(a) The Finance Committee of the University shall consist of the following members :

- i) Vice-Chancellor - Chairman
- ii) Registrar - Member
- iii) Secretary to Govt.of Goa incharge of University education (Ex-officio) member - Member
- iv) Secretary to Govt. of Goa incharge of the Finance - Member
- v) One nominee of the E.C. from its own members - Member
- vi) Dean of the Faculty of Commerce - Member
- vii) One nominee of the visitor - Member
- viii) The Finance officer (Ex-officio) - Member-Secretary

(b) The Visitor shall nominate a person not connected with the University on the Finance committee.

(c) Executive Council shall nominate one of its members on the Finance Committee.

(d) The term of all the members of the Finance Committee other than the Vice Chancellor and ex-officio members shall be of four years.

(d) (Effective from 17th July, 2001) *The term of the Office of the nominee of the Chancellor shall be of two years. The term of office of the members other than the Vice-Chancellor and ex-officio members shall also be of two years.*

SA-16 (Effective from 26th August, 2010) Finance Committee

Constitution, membership, powers and functions of the Finance Committee.

(1) Membership

(a) *The Finance Committee of the University shall consist of the following members:*

- | | | |
|--|-------------------------------------|-------------------------------|
| i) Vice Chancellor | - Chairman (Ex-officio) | |
| ii) Registrar | - Member (Ex-officio) | |
| iii) Secretary (Higher Education) Govt. of Goa | - Member (Ex-officio) | [Go To Index] |
| iv) Secretary (Finance) Govt. of Goa | - Member (Ex-officio) | |
| v) One nominee of the Executive Council from its own members | - Member | |
| vi) Dean of the Faculty of Commerce/ Management Studies | - Member (Ex-officio) | |
| vii) One practising Chartered Accountant nominated by the Executive Council | - Member | |
| viii) Nominee of the Chancellor not connected with the University | - Member | |
| ix) The Finance Officer | - Member Secretary. (Ex-officio) | |

(b) Deleted.

(c) Deleted.

(d) Renumbered as (b)

(b) *The term of all the members of the Finance Committee other than the Vice- Chancellor and ex-officio members shall be of four years.*

(2) Powers and functions

- i. The Annual Accounts and the Financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration & comments and thereafter submitted to the Executive Council for approval.
- ii. The Finance committee shall recommend limits for the total recurring/non-recurring expenditure for the financial year, based on income and resources of the University (which in case of productive works, may include proceeds of loans)
- iii. The Finance Committee shall advice the Executive Council on the financial matters referred to it.

(3) Rules of business of Finance Committee

- i. The Finance Committee shall ordinarily meet twice in a year. However, it may meet more often if necessary. [\[Go To Index\]](#)
- ii. The quorum for the meeting of the Finance Committee will be presence of four members.
- iii. A statement of business to be transacted at a meeting of the Finance Committee, shall be sent to the members at least seven days before the meeting.
- iv. The decision of the Finance Committee will be taken by a majority of vote of the members present. However, a member shall have the right to record a minute of dissent, if he does not agree with the decision of the Finance Committee. The note of dissent shall always be brief and shall confine to the main points of issue. The dissenting note may be given before the close of the meeting or if the Chairman so permits on the next working day. The dissenting note given by the member or members shall be circulated with the proceedings of the meeting.
- v. The minutes of each meeting of the Finance Committee shall be drawn and circulated to all members within ten days of the date of meeting.

SA-17 Statute relating to the Constitution of University Faculties

(Under Section 20 of the Act.)

1. The University shall have the following Faculties of teaching and research.
 - i) Faculty of Languages
 - ii) Faculty of Performing, Fine Art & Music
 - iii) Faculty of Social Sciences
 - iv) Faculty of Natural Sciences
 - v) Faculty of Medicine
 - vi) Faculty of Engineering & Architecture
 - vii) Faculty of Law
 - viii) Faculty of Life Sciences & Environment
 - ix) Faculty of Commerce
 - x) Faculty of Management Studies

SA-17 (1) (Effective from 26th November, 2002) The University shall have the following Faculties of teaching and research.

- I. Faculty of Languages & Literature*
- II. Faculty of Performing, Fine Art & Music*
- III. Faculty of Social Science*
- IV. Faculty of Natural Sciences*
- V. Faculty of Medicine*
- VI. Faculty of Engineering*

- VII. Faculty of Law
- VIII. Faculty of Life Sciences & Environment
- IX. Faculty of Commerce
- X. Faculty of Management Studies
- XI. Faculty of Design

SA-17 (1) (Effective from 20th March, 2006) The University shall have the following Faculties of Teaching and Research.

- i) Faculty of Languages and Literature
- ii) Faculty of Performing Fine Art & Music
- iii) Faculty of Social Sciences
- iv) Faculty of Natural Sciences
- v) Faculty of Medicine
- vi) Faculty of Engineering
- vii) Faculty of Law
- viii) Faculty of Life Sciences & Environment
- ix) Faculty of Commerce
- x) Faculty of Management Studies
- xi) Faculty of Design
- xii) Faculty of Education

SA-17(1)(ix) (Effective from 22nd December, 2015) Faculty of Commerce and Management Studies

SA-17(1) (x) (Effective from 22nd December, 2015) - Deleted –

SA-17(2) The subjects under each Faculty of teaching and research will be as under :

- i) **Faculty of Languages :** [\[Go To Index\]](#)
English, Hindi, Konkani, Marathi, Sanskrit, Portuguese, French.
- ii) **Faculty of Performing, Fine Art & Music:**
Performing Art, Fine Art, Applied Art, Drawing & Painting, Modelling and Sculpture, Music.
- iii) **Faculty of Social Sciences:**
Economics, Political Science, Sociology, History, Philosophy, Geography, Latin American Studies, Psychology, Women Studies, Education, Foundation Course, Logic, Mathematics, Minority Studies, Library Science, Journalism.

SA-17(2)(iii) (Effective from 20th March, 2006) The subjects under each Faculty of Teaching and Research will be as under:

iii) Faculty of Social Sciences

Economics, Political Science, Sociology, History, Philosophy, Geography, Latin American Studies, Psychology, Women Studies, Foundation Course, Logic, Mathematics, Minority Studies, Library Science, and Journalism.

xii) Faculty of Education

The teacher in the Emerging Indian Society, Psychology of the Learner and Learning, Classroom Assessment and Evaluation and Educational Technology, Electives, Methodologies of Teaching.

Principles, Foundation and History of Physical Education and Sports; Anatomy, Physiology and Health Education, Educational and Sports Psychology, Management of Physical Education and Sports, Information and Communication Technology and Measurement, Evaluation and Statistical procedure in Physical Education, Methods of Physical Education.

SA-17(2)(iii) (Effective from 8th December, 2006) Faculty of Social Sciences

Economics, Political Science, Sociology, History, Philosophy, Geography, Latin American Studies, Psychology, Women's Studies, Foundation Course, Logic, Minority Studies, Library Science, Journalism.

iv) **Faculty of Natural Sciences :**

Mathematics, Physics, Chemistry (Organic, Inorganic & Physical), Geology, Computer Science & Technology, Electronics, B.Sc. (Special) conducted by INS Mandovi, B.Sc.(Home Science)

v) **Faculty of Medicine :**

a) **Medicine :** Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Forensic Medicine, Microbiology (Medicine, Tuberculosis & Chest Diseases, Preventive & Social Medicine, Dermatology and Venerology, Radiology, Pediatrics, Psychiatry, Cardiology, Neurology, Endocrinology, Gastroenterology, General surgery, Orthopaedic Surgery, Ophthalmology, Anaesthesiology, Ear, Nose & Throat, Neurosurgery and Obstetrics.

b) **Dentistry :** General Human Anatomy, General Human Physiology & Biochemistry, Oral Anatomy, Physiology, Histology & embryology, General Pathology, Microbiology & Parasitology, General and Dental Pharmacology, Dental Materials, General Medicine, General Surgery, Oral Pathology & Microbiology, Orthodontics, Pedodontics, Oral Medicine & Radiology, Community Dentistry, Periodontics, Prosthodontics & Crown and Bridge, Conservative Dentistry, Oral Surgery & Anaesthesiology.

c) **Pharmacy & Pharmaceuticals**

vi) **Faculty of Engineering & Architecture:**

Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics &

Telecommunication, Computer Engineering, Foundation Engineering, Industrial Engineering, Architecture.

SA-17(2) (Effective from 26th November, 2002) The subjects under each Faculty of teaching & research will be as under:

VI. Faculty of Engineering

Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Communication, Computer Engineering, Foundation Engineering, Industrial Engineering.

SA-17(2)(Effective from 18th June, 2012) The subjects under each Faculty of teaching and research will be as under:

vi) Faculty of Engineering:

Civil Engineering, Mechanical Engineering, Electrical Engineering, Electrical and Electronics Engineering, Electronics & Telecommunication Engineering, Computer Engineering, Information Technology, Mining Engineering, and any other Branch of Engineering as approved by the Academic Council from time to time.

vii) Faculty of Law :

General Principles of Contract, special Contracts, Law of Torts, Family Law, Law of Crime and Procedure, Constitutional Law of India, Property Law and Easements, Law of Evidence, Legal Theory (Jurisprudence), Civil Procedure, Limitations and Arbitration, Drafting and Pleadings, Company Law, Labour Law, Law of Taxation, Law of Co-operation and Public Control of Business, Law of Bankruptcy, Insurance Law, Private and Public International Law, Interpretation of Statutes and Principles of Legislation, Legal Remedies, Comparative Law, Law and Social Change, Law and Poverty, Law relating to Land revenue.

Land Reforms and Rural Development, Law and Planning, Law relating to Local Self Government, Socialistic concept of Law, Administrative Law, Maritime Law, Law of Environment, International Organisation General Law, Personal Laws and Mercantile Law.

viii) Faculty of Life Sciences & Environment:

Botany, Zoology, Microbiology, Biotechnology, Life Science, Marine Science, Biochemistry.

ix) Faculty of Commerce :

General Management, Marketing Management, Financial Management, Materials Management and Human Resource Development, Indian Economy, Industrial Development, Entrepreneurial Development, Management of Small Industry, Business Policy and Environment and Rural

Industrialisation, Accounting, Auditing & Taxation Studies - Financial Accounting, Cost Accounting, Management Accounting Systems and Practices, Financial, Cost & Management Audit of various business and non-business organisations (sole Trading Concerns, Partnership Firms, Corporate Form of Organisations, National and multinational, Co-operative form of Organisations, Agricultural Farms etc.) Direct and Indirect Taxation studies, Business Computer software - Software concepts and Programming : Software packages and Applications in Accounting, Finance and Preparation of various Management Reports, Capital Market Studies - Money Market, Financial Market and stock Market Studies - Office Management, Secretarial Practice, Transportation, Communications, Mining and Shipping Industry studies, International Trade, International Accounting, International Marketing, Export-Import Trade, International Economic Relations, Studies on service and Allied Industry, Co-operation, Public Distribution System, Service Sector with special reference to Tourism and Hotel Industry; Financial Services Industry - Banking and Non-Banking Companies (Commercial & Co-operative Banks, Leasing, Financing, Merchant Banking, Portfolio Services and Mutual Funds Business Companies), Research Studies in various functional aspects of business and non-business organisations including national and international characters.

x) Faculty of Management Studies

Management Studies, Organisation Studies, Human Resources Management, Marketing Management, Production/Operations Management, Finance Management, Strategic Management, Information Resources Management, International Management, International Marketing Management, International Finance Management etc. Management in the Tourism Sector, Management of Hotels and Management of Hospitality Systems, Organisational Studies in Tourism and Hospitality Sector etc.

Management of Co-operatives, Management of Health Systems, Management of Education Systems, Management of Mining Industries, Management of Voluntary Organisation, Organisational Studies in these Sectors etc.

Management of Public Systems Organisation such as Transport Organisations, Electricity/Energy supply and Distribution organisation, Organisational Studies in these Areas, etc.

SA-17(2)(ix) (Effective from 22nd December, 2015) Faculty of Commerce and Management Studies

(a) Commerce :

General Management, Marketing Management, Financial Management, Materials Management and Human Resource Development, Indian Economy, Industrial Development, Entrepreneurial Development, Management of Small Industry, Business Policy and Environment and Rural Industrialisation, Accounting, Auditing & Taxation Studies - Financial Accounting, Cost Accounting, Management Accounting Systems and Practices, Financial, Cost & Management Audit of various business and non-business organisations (sole Trading Concerns, Partnership Firms, Corporate Form of Organisations, National and multinational, Co-operative form of Organisations, Agricultural Farms) Direct and Indirect Taxation studies, Business Computer software - Software concepts and Programming; Software packages and Applications in

Accounting, Finance and Preparation of various Management Reports, Capital Market Studies - Money Market, Financial Market and stock Market Studies - Office Management, Secretarial Practice, Transportation, Communications, Mining and Shipping Industry studies, International Trade, International Accounting, International Marketing, Export-Import Trade, International Economic Relations, Studies on service and Allied Industry, Co-operation, Public Distribution System, Service Sector with special reference to Tourism and Hotel Industry; Financial Services Industry - Banking and Non-Banking Companies (Commercial & Co-operative Banks, Leasing, Financing, Merchant Banking, Portfolio Services and Mutual Funds Business Companies), Research Studies in various functional aspects of business and non-business organisations including national and international characters.

(b) Management Studies:

Management Studies, Organisation Studies, Human Resources Management, Marketing Management, Production/Operations Management, Finance Management, Strategic Management, Information Resources Management, International Management, International Marketing Management, International Finance Management, or such other; Management in the Tourism Sector, Management of Hotels and Management of Hospitality Systems, Organisational Studies in Tourism and Hospitality Sector or such other; Management of Co-operatives, Management of Health Systems, Management of Education Systems, Management of Mining Industries, Management of Voluntary Organisation, Organisational Studies in these Sectors or such other; Management of Public Systems Organisation such as Transport Organisations, Electricity/Energy supply and Distribution organisation, Organisational Studies in these Areas, or such other.

(c) The nomenclature 'Faculty of Commerce and Management Studies' shall hereafter be applicable to all clauses under any Statute pertaining to the Faculty of Commerce or Faculty of Management Studies.

SA-17(2)(x) (Effective from 22nd December, 2015) - Deleted –

SA-17(2) (Effective from 26th November, 2002) The subjects under each Faculty of teaching & research will be as under:

XI Faculty of Design

Architecture, Interior Design, Landscape Design, Graphic Design, Product Design, Architectural Conservation, Urban Design, Urban & Regional Planning.

SA-17(2)(xii)(Effective from 29th October 2008) Faculty of Education:

Education.

SA-18 Board of Studies :-

- 1) There shall be a Board of Studies for each subject taught in the University at the undergraduate or the postgraduate level.
- 2) The constitution of each Board of Studies and the term of Office of the members shall be prescribed by the Ordinances.
- 3) The functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the authorities concerned of

the University:

- (a) Courses of Studies and appointment of examiners of graduate and post-graduate degree courses, but excluding research degrees;
- (b) Measures for the improvement of the standards of teaching and research; and [\[Go To Index\]](#)
- (c) Syllabi and books for various courses of study at the undergraduate and Postgraduate levels of study.
- 4) The constitution and function of Board of Studies and the terms of office of its members shall be prescribed by Ordinances.

SA-19 Statute relating to the revision of the scale of pay of teachers of the Goa University and non-government colleges affiliated thereto in accordance with the Scheme of Revision of Pay Scales of Teachers in Universities and Colleges, 1986, as subsequently amended vide Govt. of India's letter No. F.1-21/87-U.I. dated 22nd July, 1988.

SA -19 (Effective from 22nd November, 2000) Statute relating to the revision of the scales of pay of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians and Librarians of the Goa University and non-government colleges thereto in accordance with the U.G.C. notification on revision of pay scales, minimum qualifications for appointment of teachers in Universities and colleges and other measures for the maintenance of standards, 1998 and as approved vide Government of Goa Order No. 5/29/AC/98/DHE/1033 and subsequent corrigendum No.5/29/AC/98/DHE/426 dated 15th March, 2000.

SA -19 (Effective from 19th June, 2013) Statute relating to the revision of the scales of pay of teachers and other academic staff of the Goa University departments and affiliated institutions / colleges in accordance with the UGC Regulations No.F-3-1/2009 dated 30th June, 2010 on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards, 2010.

SA-19 (i) The UGC Scheme of Revision of Pay Scales of Teachers in Universities and Colleges, 1986, was approved by the Government of Goa and incorporated in earlier Statute S.102 passed by this University. Now that the Government of India has itself made certain amendments to the said Scheme of Revision of Pay Scales of Teachers in Universities and Colleges, 1986 and has circulated a revised scheme incorporating all the amendments and such other changes as are the same has also been approved by the Government of Goa vide its letter No.DE/GIA/COL/33/87-88/1522 dated 29-8-1989, it has become necessary to revise the scheme incorporated in our earlier statute S.102. The present statute which incorporates the revised scheme is, therefore,

issued in supersession of S.102 of this University.

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SA-19(i) (Effective from 22nd November, 2000) Basis of Statute

This statute has been amended in conformity with the scheme of revision of scales of pay of University and College teachers as approved vide Government of Goa Order No.5/29/AC/98/DHE/1033 dated 16/9/1999 and subsequent corrigendum No.5/29/AC/98/DHE/426 dated 15.3.2000 in accordance with the U.G.C. notification on Revision of Pay Scales, Minimum qualification for appointment of teachers in Universities and colleges and other measures for the maintenance of standards, 1998 in force w.e.f. 24.12.1998.

SA-19 (i) (Effective from 19th June, 2013) Basis of Statute

This statute has been amended in conformity with the scheme of revision of scales of pay of teachers and other academic staff of the Goa University departments and affiliated institutions/colleges (including autonomous) in accordance with the UGC Regulations No.F-3-1/2009 dated 30th June, 2010 (The Gazette of India, September 18th, 2010(Bhadra 27, 1932) Part III-Sec.4) on Revision of Pay Scales and qualifications for appointment of teachers and other academic staff in Universities and colleges with effect from 1.1.2006. The present statute which incorporates the revised scheme is, therefore, issued in supersession to the earlier statute SA-19 of this University unless and otherwise mentioned specifically.

Coverage:-

SA-19 (ii) This scheme applies to the Vice-Chancellor and teachers of the Goa University and the Principals and teachers of the Non-government colleges affiliated the Goa University, unless any of them specifically exercise an option in writing within a period of six months from the date of the issue of this Statute to remain out of this scheme or to accept it at a date later than 1.1.1986.

SA-19(ii) (Effective from 22nd November, 2000) Coverage

This Statute applies to the Lecturers, Readers, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians and Vice-Chancellor of the Goa University and non-government colleges, including autonomous college affiliated to the Goa University.

SA-19(ii) (Effective from 19th June, 2013) Coverage :

This Statute applies to Assistant Professors, Associate Professors and Professors / Directors in Goa University departments and all affiliated institutions / colleges (including autonomous) and Government colleges affiliated to Goa University and Principals, Directors, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians of Goa University and all affiliated institutions / colleges (including autonomous), and Vice-Chancellor of the Goa University.

SA-19 (iii) Date of effect:

The revised Scales of Pay will be effective from January,1986.

SA-19(iii) (Amended on 22nd November, 2000) Date of effect

The revised scales of pay will be effective from January 1,1996, unless any of the persons mentioned in SA-19(ii) specifically exercises an option in writing within a period of six months from the date of the issue of this statute to remain out of this scheme or to accept it at a date later than 1.1.1996.

SA-19 (iii) (Effective from 19th June, 2013) Date of effect:

The revised scales of pay shall be effective from 1.1.2006 unless any of the employees mentioned in SA-19 (ii) specifically exercise an option in writing within a period of six months from the date of the issue of this statute to remain out of the provisions of this scheme or to accept it at a date later than 1.1.2006. Wherever such option is exercised, the provisions of the Statute existing prior to this Statute shall continue to be applicable to such employees.

SA-19 (iv) Pay Scales :

The revised scales of pay effective from 1.1.1986 are given in Schedule SSA-5.

SA-19 (iv) (Amended on 22nd November, 2000) Pay Scales

[\[Go To Index\]](#)

The revised scales of pay shall be effective from 1.1.1996 and are as given in Schedule SSA-5. Other benefits are allowed from the date of issue of Government of India's Notification dated 27.7.98 or 6.11.98 as the case may be.

SA-19 (iv) (Effective from 19th June, 2013) Pay Scales :

The revised scales of pay shall be effective from 1.1.2006 and are as given in Schedule SSA – 5 as approved vide Government of Goa Order No. 5/29/AC/98/DHE/1844 dated 21/5/2009.

SA-19 (v) The revised scales of pay are inclusive of the basic pay, the dearness pay, the dearness allowance, additional dearness allowance, and the interim relief, if any, admissible to teachers as on 1.1.1986

SA-19(v) (Effective from 22nd November, 2000) *The revised scales of pay are inclusive of the basic pay, the dearness allowance and any other allowances admissible to teachers as on 1.1.1996 in accordance with the Central Civil Services (Revised Pay) Rules, 1997 as applied to the Goa State Government employees.*

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SA-19(v) (Effective from 19th June, 2013) *The revised scales of pay are inclusive of the basic pay [Pay in the pay band plus academic grade pay (AGP)], the dearness allowance and any other allowances admissible to teachers as on 1.1.2006. The revised rate of all other applicable allowances such as House Rent Allowances, Transport Allowances, Children Education*

Allowances, and non-compounded increments shall take effect from 1.9.2008 in accordance with the Central Civil Services (Revised Pay) Rules, 2008 (Sixth Pay Commission) as applied to the Goa State Government employees.

SA-19(vi) The revised scale of pay of Tutors and Demonstrators is for the existing incumbents of these positions in the University and Colleges. There shall be no fresh recruitment to this category.

Provided that if and when any demonstrator/ tutor acquires revised qualifications of a lecturer, viz. a Master's Degree with 55% marks in the relevant subject, he/she shall be upgraded as a Lecturer on the date of his/her acquiring such qualification, and also shall be deemed to have satisfactorily completed his/ her probationary period of two years.

SA-19(vi)(Effective from 22nd November, 2000) *The revised scales of pay of Tutors and Demonstrators are for the existing incumbents of these positions in the University and Colleges. There shall be no fresh recruitment to this category.*

Provided that if and when any demonstrator/tutor acquire revised qualifications of a lecturer viz. A Master's Degree with 55 % marks in the relevant subject, he/she shall be upgraded as Lecturer on the date of his/her acquiring such qualifications, and also shall be deemed to have satisfactorily completed his/her probationary period of two years.

SA-19(vi) (Effective from 19th June, 2013) Recruitment and Qualifications:

(i) *The direct recruitment to the posts of Assistant Professors, Associate Professors, Professors, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians and Librarians in the University and Colleges (including autonomous) shall be on the basis of merit through all India advertisement and selection.*

(ii) *The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by these Statutes and notified by UGC from time to time.*

(iii) *NET/SLET/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant Professors.*

However, candidates who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professors or equivalent positions.

(iii) **(Effective from 27th June, 2017)** *NET/SLET/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant Professors.*

However, candidates who have been awarded a PhD Degree in accordance with the University

Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

Provided candidates who were registered for the M.Phil/ PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to fulfillment of the following conditions:

- (a) PhD Degree of the candidate awarded in regular mode only;*
- (b) Evaluation of the PhD thesis by at least two external examiners;*
- (c) Open PhD viva-voce of the candidate had been conducted;*
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;*
- (e) The candidate has presented two papers in seminars/ conferences based on his/her PhD work;*

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/Dean (Academic Affairs)/ Dean (University Instructions).

(iv) NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

*(iv) **(Effective from 30th November, 2016)** NET/SLET/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant Professors.*

However, (A) candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, and as incorporated in the relevant Goa University Ordinance, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

(B) Candidates who were registered for the M.Phil/Ph.D. Programme prior to July 11, 2009, and have been awarded the Degree under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to fulfillment of the following conditions:

- (a) Ph.D. degree of the candidate awarded in regular mode only;*
- (b) Evaluation of the Ph.D. thesis by at least two external examiners;*
- (c) Open Ph.D. viva-voce of the candidate had been conducted;*
- (d) The candidate has published two research papers from out of his/her Ph.D. work, of which at least one must be in a refereed journal;*
- (e) The candidate has presented two papers in seminars/conferences based on his/her Ph.D. work;*

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Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-

Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

(v) *A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.*

(vi) *A relaxation of 5% at the graduate and master's level shall be provided for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions.*

The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark.

(vi) **(Effective from 27th June, 2017)** *A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes/ Scheduled Tribes/ Differently-abled (physically and visually differently-abled)/ Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions.*

The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

(vii) *A relaxation of 5% shall be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.*

(viii) *A relevant grade, which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university, shall also be considered eligible.*

(ix) *The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.*

(x) *The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.*

(xi) *The period of time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.*

(xii) *Good Academic Record shall mean that a candidate has secured at least a second class at graduate level in the concerned subject or has secured an average of 50% marks in the previous three examinations.*

SA-19 (vi) (xii) (Effective from 13th July, 2016) Good Academic Record shall mean that a candidate has secured at least a second class at graduate level, or has secured an average of 50% marks in the previous three examinations.

(xiii) *Percentage Equivalence of Grade Points for a Seven Points Scale:*

It is hereby clarified that where the University/College/ Institution declares results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

| Grade | Grade Point | Percentage Equivalent |
|---------------------|-------------|-----------------------|
| 'O' - Outstanding | 5.50 - 6.00 | 75 - 100 |
| 'A' - Very Good | 4.50 - 5.49 | 65 - < 75 |
| 'B' - Good | 3.50 - 4.49 | 55 - < 65 |
| 'C' - Average | 2.50 - 3.49 | 45 - < 55 |
| 'D' - Below Average | 1.50 - 2.49 | 35 - < 45 |
| 'E' - Poor | 0.50 - 1.49 | 25 - < 35 |
| 'F' - Fail | 0 - 0.49 | 0 - < 25 |

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(xiv) *Percentage equivalence of Cumulative Grade Point Average for a Ten Point Scale:*

It is hereby clarified that where the University/College/ Institution declares results in CGPA scheme on a 10-Point Scale, the following mechanism shall be referred to ascertain equivalent marks in percentage:

| CGPA | Percentage of Marks |
|------|---------------------|
| 8.25 | 75 |
| 7.75 | 70 |
| 7.25 | 65 |
| 6.75 | 60 |
| 6.25 | 55 |

(xv) *In case of recruitments for Government Colleges in addition to the requirements stipulated by UGC and as laid down in these Statutes, the following additional requirements shall be applicable:*

- a) *Minimum of 15 years of Domicile*
- b) *Knowledge of Konkani (Essential)*
- c) *Knowledge of Marathi (Desirable)*

However, the above requirements as stated in (a), (b) and/or (c) may be relaxed in case of non-availability of candidates in any given discipline and not on individual basis.

(xvi) *The recruitment process for Government colleges shall be through Goa Public Service*

Commission.

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SA-19 (vii) (1) The Principals shall have the following qualifications and experience:

- (a) He/She should be an approved teacher in a College or University, with contributions to educational innovations, design of new courses and curriculae,
- (b) Good academic record with Ph.D. degree or an equivalent published work and atleast 8 years of teaching experience at the level of Lecturer, or above, in a College or University.

OR

Good academic record with M.Phil, degree and at least 10 years of teaching experience at the level of Lecturer, or above in a college or University.

- (2) He/She shall be placed in Readers scale or Professors scale of pay as per the following criteria:
 - (a) Principals having Ph.D. degree with at least five years regular service as Principal in the Colleges affiliated to recognised University or equivalent grade or Principals having Master's degree, with at least eight years of regular service as a Principal in the Colleges affiliated to recognised University shall be placed in the scale of Professor (Rs. 4500-7300)
 - (b) Others - in the scale of Readers - (Rs. 3700-5700)
- (3) For placement in the scale of Professor, all cases will be placed before a committee consisting of :-
 - 1) Secretary (Education Govt. of Goa.) — Chairman
 - 2) Director of Education Goa Govt. — Member
 - 3) Joint Secretary (Fin.) Goa Govt. — Member
 - 4) Registrar Goa University — Member

Note: In case of aided colleges, the Chairman of the Governing Body / Managing Committee will also be a member of the Committee.

- 4) Notwithstanding anything contained in this Statute, all Principals who have been fixed in the scale of Professor as per provision under Statute SA-19(vii) shall continue to draw their pay in that scale.

SA-19(vii)(1)(Effective from 22nd November, 2000). Principals shall have the following qualifications and experience:

(a) Principals (Professors' Grade)

1. A Master' Degree with at least 55% marks or its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F.
2. Ph.D or equivalent qualification.

3. *Total experience of 15 years of teaching/research in Universities/Colleges and other institutions of higher education.*

(b) Principals (Readers' Grade)

1. *A Master's Degree with at least 55% marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.*
2. *Ph.D or equivalent qualification.*
3. *Total experience of 10 years of teaching/Research in Universities/Colleges and other institutions of higher education.*

(2)(a) *Principals having the qualifications and experience specified in (1) (a) above shall be placed in the scale of Professor (Rs. 16400-22400, Minimum to be fixed at Rs. 17300).*

(b) *Principals having the qualifications and experience specified in 1(b) above shall be placed in the scale of Reader (Rs. 12000-18300, minimum to be fixed at Rs. 12840).*

(3) **Principals placed in the Reader's Scale** in accordance with (b) above shall be eligible for placement in professor's scale on completion of 5 years regular service as Principal. For such placement in the scale of Professor, all cases shall be placed before a Committee consisting of:

- | | |
|---|------------|
| 1) Secretary (Education), Government of Goa | — Chairman |
| 2) Director of Higher Education | — Member |
| 3) Joint Secretary (Finance) | — Member |
| 4) Registrar, Goa University | — Member |

In case of aided college, the Chairman of the Governing Body/Managing Committee will also be a member of the Committee.

SA-19(vii)(3) (Effective from 23rd July, 2004) Principals placed in the Reader's Scale in accordance with (b) above shall be eligible for placement in Professor's scale on completion of 5 years regular service as Principal. For such placement in the scale of Professor, all cases shall be placed before a Committee consisting of :

- | | |
|--|------------|
| 1) Secretary (Higher Education), Government of Goa | — Chairman |
| 2) Director of Higher Education | — Member |
| 3) Joint Secretary (Finance) | — Member |
| 4) Registrar, Goa University | — Member |

In case of aided college, the Chairman of the Governing Body/Managing Committee will also be a member of the Committee.

(4) **(Effective from 22nd November, 2000).** Notwithstanding anything contained in this Statute, all Principals who have been fixed in the scale of Professor as per the provision of statute SA-19 (vii)

shall continue to draw their pay in that scale. The existing incumbents in the scale of pay of Rs.3700-5700 shall be placed in the scale of Rs. 12000-18300 (minimum to be fixed at Rs. 12840) those in the scale of pay of Rs.4500-7300 shall be fixed in the scale of Rs. 16400-22400 (minimum to be fixed at 17300).

The existing incumbents in the scale of pay of Rs.3700-5700 shall also be eligible for placement in the scale of Professor on completion of five years regular service as Principals if they have a Ph. D Degree, and on completion of eight years regular service if they have a Master's Degree. Such cases shall also be placed before the Committee specified at (3) above.

SA-19 (vii) (Effective from 19th June, 2013) Direct Recruitment

SA-19 (vii) (1) Arts, Humanities, Sciences, Social Sciences, Commerce, Languages, Law, Journalism and Mass Communication.

SA-19 (vii) (1) (Effective from 27th June, 2017) Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.

(a) Professor:

- A) (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX in Schedule SSA – 6.

OR

B) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials, such as position held/ professional awards received innovations, public governance, industry (Private/Public Sector).

(b) Principal:

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- (i) *A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.*
- (ii) *A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.*
- (iii) *Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.*
- (iv) *A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX in Schedule SSA–6.*

(c) Associate Professor:

- (i) *Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.*
- (ii) *A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).*
- (iii) *A minimum of eight years of experience of teaching and/or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.*
- (iv) *Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.*
- (v) *A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX in Schedule SSA– 6.*

(d) Assistant Professor:

- (i) *Good academic record (minimum second class at the undergraduate level in the concerned subject) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.*

(d) Assistant Professor : (Effective from 13th July, 2016)

- (i) *Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.*

- (ii) *Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.*

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- (iii) *However, candidates, who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.*

- (iii) **(Effective from 27th June, 2017)** *However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.*

Provided candidates who were registered for the M.Phil/ PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree, under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions, subject to the fulfillment of the following conditions:

- (a) PhD Degree of the candidate awarded in regular mode only;*
- (b) Evaluation of the PhD thesis by at least two external examiners;*
- (c) Open PhD viva-voce of the candidate had been conducted;*
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;*
- (e) The candidate has presented two papers in seminars/conferences based on his/her PhD work;*

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

- (iv) *NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not available.*

(iv) **(Effective from 27th June, 2017)** NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

SA-19 (vii) (2) Music and Dance Discipline:

SA-19 (vii) (2) (Effective from 27th June, 2017) Music, Performing Arts, Visual Arts And Other Traditional Indian Art Forms Like Sculpture.

Music and Dance Discipline:

(a) Professor:

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) 'A' grade artist of AIR/TV;
- (ii) Twelve years of outstanding performing achievements in the field of specialization;
- (iii) Significant contributions in the field of specializations and ability to guide research;
- (iv) Participation in National/International Seminars/ Conferences/Workshops and/ or recipient of National/International Awards/Fellowships; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(b) Associate Professor:

A) (i) Good academic record with doctoral degree, with performing ability of high professional standard.

(ii) Eight years of experience of teaching at the University, College level and/or research in University/national level institutions excluding the period spent for obtaining the research degree.

(iii) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.

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(iv) Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

B) A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) 'A' grade artist of AIR/TV;
- (ii) Eight years of outstanding performing achievements in the field of specialization;
- (iii) Experience in designing of new courses and curricula;
- (iv) Participation in Seminars/Conferences in reputed institutions; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(c) Assistant Professor:

- A) (i) Good academic record (minimum second class at the undergraduate level in the concerned subject) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

(i) (Effective from 27th June, 2017) Good academic record (minimum second class at the undergraduate level) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University.

- (ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

However, candidates, who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

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- (ii) (Effective from 27th June, 2017) In addition to fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.*

However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

Provided candidates who were registered for the M.Phil/ PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

- (a) PhD Degree of the candidate awarded in regular mode only;*
- (b) Evaluation of the PhD thesis by at least two external examiners;*
- (c) Open PhD viva-voce of the candidate had been conducted.*
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;*
- (e) The candidate has presented two papers in seminars/conferences based on his/her PhD work;*

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

- (iii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

B) A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- (i) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (ii) A high grade artist of AIR/TV; and
- (iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

SA-19(vii) (3) Drama Discipline:

(a) Professor:

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at University /National level institutions including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) Twelve years of outstanding performing achievements in the field of specialization;
- (ii) Has made significant contributions in the field of specializations and has the ability to guide research;
- (iii) Participation in National/ International Seminars/ Conferences/ Workshops and/ or recipient of National/ International Awards/ Fellowships; and
- (iv) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

(b) Associate Professor:

A) (i) Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University for the said purpose.

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(ii) Eight years of experience of teaching in a University /College and/ or research in University/national level institutions excluding the period spent for obtaining the research degree.

(iii) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.

(iv) Contributions to educational innovation such as designing new courses and/ or curricula and/or outstanding performing achievements in the field of specializations.

OR

B) A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) A recognized artist of Stage/ Radio/TV;
- (ii) Eight years of outstanding performing achievements in the field of specialization;
- (iii) Experience in designing of new courses and /or curricula;
- (iv) Participation in Seminars /Conferences in reputed institutions; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(c) Assistant Professor:

A) (i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

(ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

A (ii) (Effective from 27th June, 2017) In addition to fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC.

However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

Provided candidates who were registered for the M.Phil/ PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree, under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

- (a) PhD Degree of the candidate awarded in regular mode only;*
- (b) Evaluation of the PhD thesis by at least two external examiners;*
- (c) Open PhD viva-voce of the candidate had been conducted;*
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;*
- (e) The candidate has presented two papers in seminars/conferences based on his/her PhD work;*

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/Dean (Academic Affairs)/ Dean (University Instructions).

(iii) Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

B) A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

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(i) A professional artist with first class degree / diploma from National School of Drama or any other such approved Institution in India or abroad;

(ii) Five years of regular acclaimed performance in regional/ national/ international stage with evidence; and

(iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

SA-19(vii) (4) Visual (Fine) Arts Discipline:

(a) Professor:

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

OR

A Professional artist with highly commendable professional achievement in the concerned subject, who should have:

(i) Twelve years of experience of holding regular regional/national exhibition/workshops with evidence;

(ii) Significant contributions in the field of specialization and ability to guide research;

(iii) Participation in National/International Seminars/ Conferences/ Workshops and/or recipient of National/ International Awards/ Fellowships; and

(iv) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

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(b) Associate Professor:

A) (i) Good academic record with doctoral degree, with performing ability of high professional standard.

(ii) Eight years of experience of teaching in a University / College and/ or research in University / national level institutions excluding the period spent for the research degree of M.Phil./ Ph. D.

(iii) Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

(iv) Contributions to educational innovation such as: designing new courses and/ or curricula and/or outstanding performing achievements in the field of specializations.

OR

B) A Professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

(i) A recognized artist of his/her own discipline;

(ii) Eight years of outstanding performing achievements in the field of specialization;

(iii) Experience in designing of new courses and /or curricula;

(iv) Participation in Seminars/Conferences in reputed institutions; and

(v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(c) Assistant Professor:

A) (i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

(ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

However, candidates, who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

A) (ii) (Effective from 27th June, 2017) In addition to fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

Provided candidates who were registered for the M.Phil/ PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

(a) PhD Degree of the candidate awarded in regular mode only;

- (b) Evaluation of the PhD thesis by at least two external examiners;
- (c) Open PhD viva-voce of the candidate had been conducted;
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;
- (e) The candidate has presented two papers in seminars/conferences based on his/her PhD work;

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

(iii) Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

B) A Professional artist with highly commendable professional achievement in the concerned subject, who should have:

- (i) First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
- (ii) Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
- (iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

SA-19(vii) (5) Occupational Therapy:

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(a) Professor:

- (i) Masters in Occupational Therapy (M.O.T. / M.O.Th. / M.Th.O. / M.Sc. O.T.) with eleven years total experience including five years experience as Associate Professor (Occupational Therapy).
- (ii) Desirable: Higher Qualification such as Ph. D. in any discipline in occupational therapy recognized by the UGC/independent published work of high standard.

(b) Principal/Director/Dean:

- (i) Masters in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.) with fifteen years experience, which shall include five years experience as Professor (Occupational Therapy).
- (ii) Senior-most Professor shall be the Principal / Director / Dean.
- (iii) Desirable: Higher qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC / independent published work of high standard.

(c) Associate Professor:

- (i) Masters in Occupational Therapy (M.O.T. /M.O.Th./M.Sc. O.T.) with eight years experience as Assistant Professor.

(ii) Desirable: Higher Qualification such as Ph. D. in any discipline in occupational therapy recognized by the UGC / independent published work of higher standard.

(d) Assistant Professor:

Bachelor Degree in Occupational Therapy (B.O.T./B.Th.O./ B.O.Th.), Masters in Occupational Therapy (M.O.Th/ M.Th.O./ M.Sc. O.T/M.OT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University.

SA-19 (vii) (6) Physiotherapy:

(a) Professor:

(i) Masters in Physiotherapy (M.P.T. / M.P.Th. /M.Th.P. /M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).

(ii) Desirable: Higher Qualification such as Ph. D. in any discipline in Physiotherapy recognized by U.G.C. / independent published work of high standard.

(b) Principal/Director/Dean:

(i) Masters in Physiotherapy (M.P.T. /M.Th.P. /M.Pth. /M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

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(ii) Senior-most Professor shall be the Principal / Director / Dean.

(iii) Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC / independent published work of high standard.

(c) Associate Professor:

(i) Master in Physiotherapy (M.P.T. /M.P.Th. /M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor.

(ii) Desirable: Higher Qualification such as Ph. D. in any discipline in Physiotherapy recognized by U.G.C. / independent published work of high standard.

(d) Assistant Professor:

(i) Bachelor Degree in Physiotherapy (B.PIT.IB.Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th./M.Th./M.Sc. P.T./M.PT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University.

SA-19 (vii) (7) Management /Business Administration:

(a) *Professor/ Principal /Director/ Head of Institution:*

A) (i) *Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE /UGC;*

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

(ii) *Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.*

(iii) *For the post of Professor a minimum of ten years experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree. In the case of Principal/Director/Head of Institution, there must be a minimum of fifteen years experience of postgraduate teaching/industry/research.*

OR

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B) *In the event the candidate is from industry and the profession, the following shall constitute as essential:*

i) *Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.*

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

ii) *The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years managerial experience in industry / profession, of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor. In case of Principal/Director/Head of Institution, the candidate should have a minimum of fifteen years experience of postgraduate teaching/industry/research, out of which five years must be at the level of Professor in the relevant discipline.*

C) *In addition to the above qualifications, the following shall be desirable:*

- (i) *Teaching or research, industrial and / or professional experience in a reputed organization;*
- (ii) *Published work, such as research papers, patents filed / obtained, books and/or technical reports;*
- (iii) *Experience of guiding project work / dissertation at PG or supervising R&D projects in industry / consultancy;*
- (iv) *Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;*
- (v) *Capacity to undertake/lead sponsored R&D consultancy and related activities.*
- (vi) *In addition, for the post of Principal/Director/Head of Institution, administrative experience in senior level responsible position in the Industry / Professional Institution is also desirable.*

(b) Associate Professor:

- A) (i) *Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;*

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OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/ Company Secretary of the concerned statutory body.

- (ii) *Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.*

- (iii) *A minimum of eight years experience of teaching/industry/research/professional at managerial level excluding the period spent for obtaining the research degree.*

OR

- B) *In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:*

- (i) *Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,*

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

- ii) *A minimum of ten years experience of teaching industry/research/ profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining the research degree. The candidate should have Professional work experience, which is significant and can be recognized at national/international level as equivalent to Ph.D. and ten years managerial experience in industry/profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.*

C) *In addition to the above qualifications, the following shall be desirable:*

- (i) *Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) *Published work, such as research papers, patents filed / obtained, books and / or technical reports; and*
- (iii) *Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.*

(c) *Assistant Professor:*

(A) *Essential:*

First Class Masters Degree in Business Management/ Administration in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

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First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

(B) *Desirable:*

- (i) *Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) *Papers presented at Conferences and / or published in refereed journals.*

(c) *Assistant Professor: (Effective from 13th July, 2016)*

(A) *Essential:*

First Class Masters Degree in Business Management / Administration/ relevant management-related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

(B) Desirable:

- (i) Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) Papers presented at Conferences and / or published in refereed journals.*

SA-19(vii) (8) Engineering and Technology Discipline:

(a) Professor:

(A) Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech.), and experience of ten years in teaching, research and / or industry, out of which at least five years at the senior level of Assistant Professor /Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (i) First Class Master's Degree in the appropriate branch of Engg., & Tech.;*
- (ii) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor /Reader,*

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(B) In addition to the above qualifications, the following shall be desirable:

- (i) Teaching, research industrial and / or professional experience in a reputed organization;*
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;*
- (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;*
- (iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and*
- (v) Demonstrated the required capacity to undertake lead sponsored R&D, consultancy and related activities.*

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(b) Associate Professor:

(A) Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and eight years experience in teaching/research and/ or in industry at the level of Lecturer or equivalent grade, excluding the period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (i) First Class Master's Degree in the appropriate branch of Engg., & Tech.;*
- (ii) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Assistant Professor,*

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(B) In addition to the above qualifications, the following shall be desirable:

- (i) Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;*
- (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.*

(c) Assistant Professor:

(A) Essential:

First Class Master's Degree in the appropriate branch of Engg. & Tech.

(B) In addition to the above qualifications, the following shall be desirable:

- (i) Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) Papers presented at Conferences and / or published in refereed journals.*

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SA-19 (vii) (9) Bio Technology [Engineering and Technology Discipline]:

(a) Professor:

(A) Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Tech. / Applied Biological Sciences, and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor/ Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as

essential:

- (i) *First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;*
- (ii) *Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech. / Applied Biological Sciences, and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,*

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(B) *Desirable:*

- (i) *Teaching, industrial, research and / or professional experience in a reputed organization;*
- (ii) *Published work, such as research papers, patents filed / obtained, books, and / or technical reports;*
- (iii) *Experience of guiding project work, dissertation of post graduate or research students or supervising R&D projects in industry;*
- (iv) *Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and*
- (v) *Demonstrated the required capacity to undertake / lead sponsored R&D, consultancy and related activities.*

(b) *Associate Professor:*

(A) *Essential:*

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological sciences, and experience of eight years in teaching, research and / or industry at the level of Assistant Professor or equivalent grade, excluding the period spent on obtaining the research degree;

OR

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In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (i) *First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;*
- (ii) *Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,*

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(B) *Desirable:*

- (i) *Teaching, research industrial and / or professional experience in a reputed organization;*
- (ii) *Published work, such as research papers, patents filed / obtained, books, and / or technical reports; and*
- (iii) *Experience of guiding project work / dissertation of PG / Research Students or supervising R&D projects in industry.*

(c) *Assistant Professor*

(A) *Essential:*

i) First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech);

OR

A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

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Good academic record with at least 55% marks (or an equivalent grade) and at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

ii) Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

(B) *Desirable:*

- (i) *Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) *Papers presented at Conferences and / or published in refereed journals;*

SA-19(vii)(10) Pharmacy Discipline:

(a) *Professor:*

(A) *Essential:*

(i) *A basic degree in Pharmacy (B. Pharm.).*

(ii) *Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.*

(iii) *A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade;*

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

(i) *First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and*

- (ii) *Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of five years at a senior level comparable to Assistant Professor / Reader,*

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

(B) *Desirable:*

- (i) *Teaching, industrial research and / or professional experience in a reputed organization;*
- (ii) *Published work, such as research papers, patents filed / obtained, books, and / or technical reports;*
- (iii) *Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;*
- (iv) *Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and*
- (v) *Demonstrated the required capacity to undertake / lead sponsored R&D, consultancy and related activities.*

(b) *Associate Professor:*

(A) *Essential:*

- (i) *A basic degree in Pharmacy (B. Pharm.).*
- (ii) *Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.*

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- (iii) *A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of eight years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.*

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- (i) *First Class Master's Degree in the appropriate branch of specialization in Pharmacy;*
- (ii) *Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,*

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-

Chancellor of the University.

(B) *Desirable:*

- (i) *Teaching, research, industrial and / or professional experience in a reputed organization;*
- (ii) *Published work, such as research papers, patents filed / obtained, books and / or technical reports; and*
- (iii) *Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.*

(c) *Assistant Professor:*

(A) *Essential:*

- (i) *A basic degree in Pharmacy (B. Pharm.).*
- (ii) *Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.* [\[Go To Index\]](#)
- (iii) *First Class Master's Degree in appropriate branch of specialization in Pharmacy.*

(B) *Desirable:*

- (i) *Teaching, research, industrial and / or professional experience in a reputed organization; and*
- (ii) *Papers presented at Conferences and / or published in refereed journals.*

Explanation:

1. *If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.*
2. *In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence followed for determining the Class obtained by them as per (1) cited above, shall be provided by the university concerned.*

SA-19(vii)(11) Education [Under NCTE]:

A. *Institutions/Colleges offering only B. Ed. Course:*

(a) **Principal / Head (in multi-faculty institution):**

- i) *Academic and professional qualification shall be as prescribed for the post of Assistant Professor;*
- ii) *Ph.D. in Education; and*
- iii) *Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.*

(b) **Assistant Professor:**

Foundation Courses:

A) i) A Master's Degree in Science / Humanities / Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);

ii) M. Ed. with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC or similar test accredited by the UGC.

iii) However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

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B) (i) M. A. in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

(ii) B. Ed. with at least 55% (marks or an equivalent grade in a point scale wherever grading system is followed); and must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC or similar test accredited by the UGC.

(iii) However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

Methodology Courses:

(i) A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);

(ii) M. Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC or similar test accredited by the UGC.

(iii) However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

B. Institutions/Colleges offering M. Ed. Course:

a) Professor / Head:

(i) A Master's Degree in Arts / Humanities / Sciences /Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

(ii) *Ph. D. in Education; and*

(iii) *At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialization.*

(b) **Associate Professor:**

(i) *A Master's Degree in Arts /Humanities / Sciences /Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),*

OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

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(ii) *Ph. D. in Education; and*

(iii) *At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M. Ed. level and has published work in the relevant area of specialization.*

(c) **Assistant Professor:**

(i) *A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),*

OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and

(ii) *Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, or similar test accredited by the UGC.*

(iii) *However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.*

C. *Institutions/Colleges offering M.P.Ed. Course:*

(a) **Principal / Head:**

(i) *A Master's degree in Physical Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);*

(ii) *Ph.D. in Physical Education or equivalent published work in Physical Education; and*

(iii) *Ten Years teaching experience out of which five years experience shall be in a college Physical Education.*

(b) **Professor:**

- (i) *A Master's Degree in Physical Education with a minimum of 55% (marks or an equivalent grade in a point scale wherever grading system is followed);*
- (ii) *Ph.D. in Physical Education or equivalent published work; and*
- (iii) *At least ten years teaching / research experience in a department / college of Physical Education out of which at least five years in the post graduate institution / University department.*

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(c) Associate Professor:

- (i) *A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed).*
- (ii) *At least eight years teaching / research experience in a department / college of Physical Education out of which at least three years in the post graduate level; and*
- (iii) *Ph.D. in Physical Education or Equivalent published work.*

(d) Assistant Professor:

- (i) *A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and*
- (ii) *Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, or similar test accredited by the UGC.*

However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

SA-19(vii)(12) Library:

(a) University Librarian:

- (i) *A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.*
- (ii) *At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.*
- (iii) *Evidence of innovative library service and organization of published work.*

Desirable: A M.Phil./Ph.D. Degree in library science/information science /documentation/ archives and manuscript-keeping.

(b) University Deputy Librarian:

- (i) *A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.*
- (ii) *Five years experience as an Assistant University Librarian/College Librarian.*
- (iii) *Evidence of innovative library service and organization of published work and professional commitment, computerization of library.*

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- (iv) *Desirable: A M.Phil. /Ph.D. Degree in library science/Information science / Documentation/ Archives and manuscript-keeping/computerization of library.*

(c) *University Assistant Librarian / College Librarian:*

- (i) *A Master's Degree in Library Science /Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.*
- (i) **(Effective from 27th June, 2017)** *A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.*
- (ii) *Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.*
- (iii) *However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.*

(iii) (Effective from 27th June, 2017) *However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.*

Provided candidates who were registered for the M.Phil/PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree, under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

- (a) *PhD Degree of the candidate awarded in regular mode only;*
- (b) *Evaluation of the PhD thesis by at least two external examiners;*
- (c) *Open PhD viva-voce of the candidate had been conducted;*
- (d) *The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;*
- (e) *The candidate has presented two papers in seminars/conferences based on his/her PhD work;*

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

(iv) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

(v) However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET

(v) **(Effective from 27th June, 2017)** However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree), Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director Physical Education & Sports.

Provided candidates who were registered for the M.Phil/PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree, under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

- (a) PhD Degree of the candidate awarded in regular mode only;
- (b) Evaluation of the PhD thesis by at least two external examiners;
- (c) Open PhD viva-voce of the candidate had been conducted;
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;
- (e) The candidate has presented two papers in seminars/conferences based on his/her PhD work;

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

SA-19(vii)(13) Physical Education and Sports:

(a) University Director of Physical Education and Sports:

- (i) A Ph.D. in Physical Education.
- (ii) Experience of at least ten years as University Deputy Director of Physical Education and Sports or fifteen years as University Assistant DPE&S/College (selection grade).
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,

(b) University Deputy Director of Physical Education and Sports:

- (i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition,

shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.

- (ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.*
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.*
- (iv) Evidence of having produced good performance teams/athletes for competitions like state/ national/ inter-university/ combined university, etc.*
- (v) Passed the physical fitness test.*
- (vi) Consistently good appraisal reports.*

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(c) University Assistant Director of Physical Education/College Director of Physical Education and Sports:

- (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.*
- (ii) Record of having represented the university / college at the inter-university /intercollegiate competitions or the State and/ or national championships.*
- (iii) Passed the physical fitness test.*
- (iv) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.*

(v) However, candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

(v) (Effective from 27th June, 2017) However, candidates who have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree), Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director Physical Education & Sports.

Provided candidates who were registered for the M.Phil/PhD Programme prior to July 11, 2009, and have been awarded the PhD Degree, under the provisions of the then existing Ordinances/ Regulations of the Institution awarding the degrees, shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

- (a) PhD Degree of the candidate awarded in regular mode only;*
- (b) Evaluation of the PhD thesis by at least two external examiners;*
- (c) Open PhD viva-voce of the candidate had been conducted;*
- (d) The candidate has published two research papers from out of his/her PhD work, of which at least one must be in a refereed journal;*

(e) The candidate has presented two papers in seminars/conferences based on his/her PhD work;

Fulfillment of conditions at (a) to (e) above are to be certified by the Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

SA-19(vii)(13) (i) Physical Fitness Test Norms:

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(a) All candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On production of such certificate mentioned in sub-clause (a) above, the candidate shall be required to undertake the physical fitness test in accordance with the following norms:

| Norms for Men | | | |
|--------------------------|----------------|----------------|----------------|
| 12 Minutes Run/Walk Test | | | |
| Up to 30 years | Up to 40 years | Up to 45 years | Up to 50 years |
| 1800 metres | 1500 metres | 1200 metres | 800 metres |

Norms for Women

| 8 Minutes Run / Walk Test | | | |
|---------------------------|----------------|----------------|----------------|
| Up to 30 years | Up to 40 years | Up to 45 years | Up to 50 years |
| 1000 Metres. | 800 metres. | 600 metres. | 400 metres. |

SA-19(vii)(14) Appointments on Contract Basis:

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. The qualifications and selection procedure for appointing them should be the same as those applicable in a regularly appointed teacher. The emoluments paid to such contract teachers shall be as notified by the Government from time to time. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to child care leave; sabbatical leave etc.

SA-19 (viii) Recruitment and Qualifications -

Recruitment to the posts of Lecturers, Readers and Professors in the University and Colleges shall be on the basis of merit through all-India advertisement and selection, provided that Lecturers who fulfill the criteria prescribed in this scheme will be eligible for promotion to the post of Readers.

SA-19(viii) (Effective from 22nd November, 2000). Recruitment and Qualifications:

Recruitment to the posts of Lecturers, Readers, Professors, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians and Librarians in the University and colleges shall be on the basis of merit through all-India advertisement and selection. Lecturers/Readers who fulfill the criteria prescribed under the scheme for upward mobility will be eligible for promotion to the posts of Readers/Professors.

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Note: *The Assistant Librarian, Deputy Librarian and Librarian shall be treated as academic and non-vocational staff.*

SA-19(viii) (Effective from 10th January, 2009) Recruitment and Qualifications:

Recruitment to the posts of Lecturers, Readers, Professors, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Director of Physical Education, Assistant Librarians, Deputy Librarians and Librarians in the University and colleges shall be on the basis of merit through all-India advertisement and selection.

Note: *The Assistant Librarian, Deputy Librarian and Librarian shall be treated as academic and non-vocational staff.*

SA-19 (viii) (Effective from 19th June, 2013) Incentives for Ph.D./ M. Phil and other higher qualification to take effect from 01/09/2008:

(i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a University following the process of admission, registration, coursework and external evaluation as prescribed by the UGC.

(ii) M. Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.

(iii) Those possessing Post Graduate degree in a professional course such as LL.M./M. Tech / M. Arch./ M.E./M.V.Sc./ M.D., recognized by the relevant Statutory Body/Council, shall also be entitled to two non-compounded advance increments at the entry level.

(iv) (a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in a relevant discipline and has been awarded by a University complying with the process prescribed by the UGC for enrolment, such as course-work and evaluation.

(iv) (b) However, teachers in service who have been awarded Ph.D. at the time of coming into force of these regulations, or having been enrolled for Ph.D. have already undergone course-work,

if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the University awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the University awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

(vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with a University which complied with the entire process, including that of enrolment as prescribed by the UGC.

(vii) Teachers who acquire M.Phil degree or a post graduate degree in a professional course recognised by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.

(viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a University complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.

(viii)(a)(1) Assistant Librarian/College Librarian and other Library personnel acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment course-work and evaluation shall be entitled to three non-compounded advance increments.

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(viii)(a)(2) However, persons in posts of Assistant Librarian/ College Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulation, or having already undergone course-work, as well as evaluation, if any, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the University awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(viii)(b) In respect of every other case of persons in the posts of Assistant Librarian/College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the University awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

(viii)(c) Assistant Librarian/College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with the University which complies with the entire process, including that of enrolment as prescribed by the UGC.

(viii)(d) Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M. Phil degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in Library Science at any time during the course of their service, shall be entitled to one advance increment.

(ix) Five- non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports/College Director of Physical Education & Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical education from a University

complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education.

(x) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./M.Phil at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments.

(xi) Teachers, Library and Physical education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil while in service, would not be entitled to benefits of advance increments.

(xii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil under the earlier scheme, the benefit of five advance increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of this statute.

SA-19 (ix) The minimum qualifications required for appointment to the posts of Lecturers, Readers and Professors will be those prescribed by the UGC from time to time. The minimum qualifications for appointment to the post of Lecturer in the scale of pay Rs. 2200-4000 shall be Master's degree in the relevant subject with at least 55% marks or its equivalent grade, and good academic record, as prescribed by the UGC from time to time.

SA-19(ix) (Effective from 22nd November, 2000) The minimum qualifications required for appointment to the posts of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians and Librarians Assistants Librarians, Deputy Librarians, Assistant Registrars, Deputy Registrar and Principals will be those prescribed by the UGC from time to time.

SA-19(ix)(1)(a) (Effective from 22nd November, 2000) Professor

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The minimum qualifications for appointment to the post of Professor in the scale of pay of Rs. 16400-22400 shall be an eminent scholar with published work of high quality, actively engaged in research with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of undergraduate teaching/research experience shall also be considered.

(b) Professor of Journalism and Mass Communication

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post-graduate teaching and/or research at the University/National level institution including experience of guiding research at Doctoral level in Communication/ Journalism.

(c) Professor of Social Work

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post-graduate teaching and/or research at the University/National level institution including experience of guiding research at Doctoral level in Social Work.

OR

15 years of experience in field practice, with professional publication, which show evidence of conceptualizing the field practice, and are a contribution to the development of knowledge in the area of field experience, or in consultation/documentation and experience in training and/or field instruction.

SA-19(ix)(2) (a) (Effective from 22nd November, 2000) Reader

*The minimum qualification for appointment to the post of Reader in the scale of pay of Rs. 12000-18300 shall be Good academic record with a doctoral degree **Or** equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks **Or** an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F at the master's Degree level.*

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

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(b) Reader in Journalism and Mass Communication

Essential

1. *Ph.D degree in Communication/Mass Communication/Journalism from an Indian University or an equivalent degree in foreign University.*

OR

Published work of doctoral standard or media production work of excellence.

2. *Good Academic Record with at least 55 % marks (or in equivalent grade) at Master's level in the subject.*
3. *8 years of experience of teaching and/or research degree and having made a mark in the area of scholarship as evidenced by quality of publication, contribution to education innovation design of new courses and curricula.*

OR

10 years full-time work experience in any area of Mass Communication (News paper accredited with ABC, National news Agencies, radio or television, film media, reputed advertising Agencies, Public Relation Officer of the Government, Public Sector undertaking and established Industrial and Commercial Houses).

(c) Reader in Social Work

Good Academic Record with a Doctoral Degree or equivalent published work. Evidenced of being actively engaged in (i) Research or (ii) Innovation in teaching method or (iii) Production of teaching materials. Possesses at least 55 % marks or any equivalent grade at Master's degree level. About 8 years experience of teaching and/or research provided that at least five of these years were as Lecturers or an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

SA-19(ix)(3)(a) (Effective from 22nd November, 2000) Lecturers

*The minimum qualifications required for appointment to the post of Lecturers in the scale of pay of Rs.8000-275-13500 in the faculties of Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law shall be Good academic record with at least 55 % of the marks **Or**, an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F at the Master's degree from a foreign University.*

Note:

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC. This clause is also applicable to Sr. No. 3(b) 3(c) and 3(d).

(b) Lecturer in Journalism and Mass Communication

The minimum qualifications required for appointment to the post of Lecturer (Journalism and Mass Communication) in the scale of pay of Rs. 8000-13500 shall be good academic record with at least 55 % of the marks, (or an equivalent grade) at Masters level or an equivalent qualification from an Indian University /recognized institution in Communication/Mass Communication/ Journalism.

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Desirable

1. *Ph.D degree in Communication / Mass Communication / Journalism from an Indian University or an equivalent degree from a foreign University.*
2. *Two years full time teaching/research/experience in any area of Mass Communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising Agencies, Public Relation Officer of the Government, Public Sector undertaking and established Industrial and Commercial Houses).*

(c) Lecturer of Social Work

Good Academic record with at least 55 % of marks (or in equivalent grade) at Master's degree level or an equivalent qualification from an Indian University or a foreign University.

(d) Lecturer in Music

The minimum qualifications required for appointment to the post of Lecturers in music in the scale of pay of Rs. 8000-275-13500 shall be Good academic record with at least 55% of the marks, **or** an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F at the Master's degree level, in the relevant subject **Or** an equivalent degree from an Indian/ Foreign University.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

SA-19(ix)(4) (Effective from 22nd November, 2000) Librarian (University)

The minimum qualifications required for appointment to the post of Librarian (University) in the scale of pay of Rs. 16400-22400 shall be:

- (i) Master's degree in Library Science/information Science/Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record;
- (ii) At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian for the post of Librarian (University).
- (iii) Evidence of innovative library service and organization of published work.

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Desirable

M.Phil/ Ph.D degree in library Science /Information Science /Documentation / Archives and Manuscript-keeping.

SA-19(ix)(4) (Effective from 28th January 2009) Librarian in University

Minimum qualification required for appointment of Librarian in Universities.

- a) Master's degree in Library Science / Information Science/ Documentation with at least 55% of the marks or its equivalent Grade B in the UGC seven point scale and consistently good academic record.
- b) At least thirteen years as a Deputy Librarian in an University Library or eighteen years' experience as a College Librarian.
- c) Evidence of innovative library service and organization of published work.

Desirable

M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation / Archives and Manuscript-keeping.

SA-19(ix) (5) (Effective from 22nd November, 2000) Deputy Librarian (University)

The minimum qualifications required for appointment to the post of Deputy Librarian in University in the scale of pay of Rs.12000-18300 shall be:

- (i) Masters' degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record;*
- (ii) Five years experience as an Assistant University Librarian /College Librarian; and*
- (iii) Evidence of innovative library service and organization of published work.*

Desirable

M.Phil/Ph.D degree in library Science / Information Science / Documentation / Archives and Manuscript-keeping, computerization of library.

SA-19(ix)(5)(Effective from 28th January 2009)Deputy Librarian in University

Minimum qualification required for appointment of Deputy Librarian in Universities

- a) Master's degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent Grade B in the UGC seven point scale and consistently good academic record.*
- b) Five years' experience as Assistant University Librarian/ College Librarian.*
- c) Evidence of innovative library services and organization of published work.*

Desirable

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M.Phil./Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-keeping, Computerization of Library.

SA-19(ix)(6)(Effective from 22nd November, 2000)Assistant Librarian in University/ College

The minimum qualifications required for appointment to the post of Assistant Librarian in University and College Documentation Officer in the scale of pay of Rs.8000-13500 shall be:

- (i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC;*
- (ii) Masters' degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of Library.*

SA-19(ix)(6) (Effective from 28th January 2009)University Assistant Librarian/ College Librarians/ Documentation Officers.

The minimum qualifications required for appointment to the post of Assistant University Librarian/ College Librarian/ Documentation Officer shall be:

- (a) *Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.*
- (b) *Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional Degree with at least 55% of the marks or its equivalent Grade B in the UGC seven point scale plus a consistently good academic record and knowledge of Computerization of Library.*

SA-19(ix)(7)(Effective from 22nd November, 2000)University Assistant Director of Physical Education and Sports/College DPEs (Lecturer Scale)

The minimum qualifications required for appointment to the post of University Assistant Director of Physical Education and sports/College DPEs(Lecturer Scale) shall be:

- (i) *Masters' degree in Physical Education (two years course) with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record;*
- (ii) *Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State in national championship.*
- (iii) *Passed the Physical fitness test. In order to pass the Physical fitness test, the following norms for men and women will be adopted:*

MEN
12 minutes Run/Walk Test

| | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|
| <i>Up to 30 years</i> | <i>Up to 40 years</i> | <i>Up to 45 years</i> | <i>Up to 50 years</i> |
| <i>1800 mtrs.</i> | <i>1500 mtrs</i> | <i>1200 mtrs</i> | <i>800 mtrs.</i> |

WOMEN
8 Minutes Run/Walk Test

| | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|
| <i>Up to 30 years</i> | <i>Up to 40 years</i> | <i>Up to 45 years</i> | <i>Up to 50 years</i> |
| <i>1000 mtrs.</i> | <i>800 mtrs</i> | <i>600 mtrs</i> | <i>400 mtrs.</i> |

A candidate, before appearing for the test, shall produce a medical certificate certifying he/ she is medically fit; and

- (iv) *Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.*

SA-19(ix)(8)(Effective from 22nd November, 2000)University Assistant Director of Physical Education and College DPEs (Senior Scale)

The minimum qualifications required for appointment to the post of University Assistant Director of Physical Education and College DPEs(Senior- Scale) shall be:

- (i) Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D and one year for M.Phil Degree holders;
- (ii) Passed the physical fitness test. The norms for men and women for the Physical fitness test will be as per SA-19 (ix) (7) (iii) above;
- (iii) Consistently good appraisal reports; and
- (iv) Attended at least one orientation and one refresher course of about three or four weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D degree holders)

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SA-19(ix)(9)(Effective from 22nd November, 2000) University Assistant Director of Physical Education and College DPEs (Selection- grade)

The minimum qualifications required for appointment to the post of University Assistant Director of Physical Education and College DPEs (Selection grade) shall be:

- (i) Completed five years of service as University Assistant DPEs/College DPEs in the Senior Scale;
- (ii) attended at least two refresher courses of about three-four weeks' duration with proper and well-defined evaluation procedure after placement in the senior scale;
- (iii) shown evidence of having produced good teams/athletes and of having organized and conducted coaching;
- (iv) Passed the physical fitness test. The norms for men and women for the Physical fitness test will be as per SA-19 (ix) (7) (iii) above; and
- (v) Consistently good appraisal reports.

SA-19(ix)(10)(Effective from 22nd November, 2000) University Deputy Director of Physical Education and College DPEs (Readers' scale)

The minimum qualifications required for appointment to the post of University Deputy Director of Physical Education and College DPEs (Readers' scale) shall be:

- (i) Ph.D in physical education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Masters' degree level;
- (ii) Five years experience as University Assistant DPEs/College DPEs/Lecturer (Physical Education) or in the equivalent post in the same pay scale (including three years or research experience for Ph.D.);
- (iii) Evidence of organizing competitions and conducting coaching camps.
- (iv) Evidence of having produced good performance teams/athletes for inter-university/combined University, and at higher level etc;
- (v) Passed the physical fitness test. The norms for men and women for the medical fitness test will be as per SA-19 (ix) (7) (iii) above; and

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(vi) Consistently good appraisal reports.

SA-19(ix)(11)(Effective from 22nd November, 2000)University Director of Physical Education

Minimum qualifications required for University Director of Physical Education shall be:

- (i) *Ph.D in physical education.*
- (ii) *Experience of at least ten years as University Deputy or Reader (Physical Education) or fifteen years as University Assistant DPEs/College DPEs (Selection grade)/Lecturer (Senior scale or selection grade) in Physical Education;*
- (iii) *Participation in at least two national/international seminars/conferences;*
- (iv) *Consistently good appraisal reports.*
- (v) *Evidence of organizing competitions and conducting coaching camps; and*
- (vi) *Evidence of having produced good performance teams/athletes for inter-university/combined University, and a higher level etc;*

SA-19(ix)(12)(Effective from 22nd November, 2000) *Candidates who have passed JRF before 1989, minimum marks in Master's degree shall be 50% instead of 55 % to be eligible for appointment as Lecturer under sub-clause (3)(a), (b), (c), and (d) above.*

SA-19(ix)(13)(Effective from 22nd November, 2000) *Candidates belonging to the SC/ST category, shall get a relaxation of 5% from 55% to 50%.*

SA-19(ix)(14)(Effective from 22nd November, 2000) *Candidates who are Ph.D holders and have passed their Master's degree prior to 19th September, 1991 shall get a relaxation of 5% from 55% to 50%.*

SA-19(ix)(15)(Effective from 22nd November, 2000) *Candidates who have completed M.Phil degree or have submitted Ph.D thesis in the concerned subject on or before 31.12.1993, shall be exempted from the requirement of passing NET or any other equivalent test accredited by the U.G.C. for appointment to the posts mentioned under the sub-clause (3) to (7) above.*

SA-19(ix)(16)(Effective from 22nd November, 2000) *The minimum requirement of 55% shall not be insisted upon for Principals, Professor, Readers, Registrar, Deputy Registrars, Librarian, Deputy Librarians and Directors of Physical Education, and Deputy Directors of Physical Education for the existing incumbents who are already in the University system. However, these marks, shall be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrar, Assistant librarian, Assistant Director of Physical Education.*

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Note:

1. NET shall remain the compulsory requirement for appointment as lecturer even for candidates having Ph.D degree.
2. The seven point scale will be as follows:

| Grade | Grade Point | Percentage Equivalent |
|---------------------|-------------|-----------------------|
| 'O' = Outstanding | 5.50-6.00 | 75-100 |
| 'A' = Very Good | 4.50-5.49 | 65-74 |
| 'B' = Good | 3.50-4.49 | 55-64 |
| 'C' = Average | 2.50-3.49 | 45-54 |
| 'D' = Below Average | 1.50-2.49 | 35-44 |
| 'E' = Poor | 0.50-1.49 | 25-34 |
| 'F' = Fail | 0-0.49 | 0-24 |

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SA-19 (ix) (Effective from 19th June, 2013) Career Advancement Scheme:

(a) Stages of Promotion Under Career Advancement Scheme of Incumbent and Newly Appointed Assistant Professors/ Associate Professors/ Professors.

1. Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria laid out in Statute SA – 20.
2. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
3. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
4. An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
5. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions as stipulated in Schedule SSA – 6.
6. Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible to move up to next higher grade (stage 3), subject to meeting the API based PBAS requirements as stipulated in Schedule SSA – 6.
7. Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor, subject to meeting the qualifying conditions and the API based PBAS requirements as stipulated in Schedule SSA – 6.
8. Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III stipulated in Schedule SSA – 6, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed

as Professor.

9. *In the case of Associate Professors in affiliated Colleges, promotion to the post of Professor under CAS shall be further subject to statute SA-19 (xi).*
10. *Ten percent of the positions of Professors in Goa University, with a minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the HAG scale of Rs. 67,000 (Annual Increment @ 3%)-79,000 with no Grade Pay, on satisfying the required API score as per Tables I and II in Schedule SSA – 6 through the PBAS methodology through a duly constituted Expert Committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this HAG scale elevation for Professor is applicable to only Goa University departments, additional credentials are to be evidenced by:*

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(a) post-doctoral research outputs of high standard;

(b) awards / honours /and recognitions;

(c) Additional research degrees like D.Sc., D.Litt., LID; patents and IPR on products and processes developed /technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II (A) in Schedule SSA – 6 for teachers in Goa University departments. No separate interview need to be conducted for this category.

11. *The Selection Committee may recommend the award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors.*

Such recommendations shall require the approval of the Government of Goa.

In respect of teachers of affiliated Colleges, such recommendations shall require the approval of the Government of Goa.

However, the discretionary award of advance increments shall not be applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc.

However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

(b) Stages of Promotion Under the Career Advancement Scheme for Assistant Librarians, etc.:

1. *Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in*

Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in these Statutes, shall be eligible for the higher grade (stage 2).

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

(c) Stages of Promotion Under Career Advancement Scheme for Physical Education and Sports Personnel:

- 1. Assistant DPE&S in the entry level grade/College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education shall, after completing service of four years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the Goa University for CAS promotion, shall move to next higher grade (stage 2).*
- 2. Assistant DPE&S/College DPE&S in the entry level grade, possessing M.Phil. in Physical Education shall, after completing service of the five years in the entry level stage (stage 1), be eligible for the next higher grade (stage 2) on satisfying the API scoring system and PBAS methodology prescribed for CAS promotion.*
- 3. Assistant DPE&S/ College DPE&S in the entry level grade, without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant DPE&S/College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology prescribed for*

CAS promotion shall be placed in the next higher grade (stage 2).

4. *After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology, Assistant DPE&S (Senior Scale) / College DPE&S (Senior scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPE&S/ Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.*
5. *After completing service of three years in stage 3 and subject to satisfying API scoring system and PBAS methodology, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the next higher grade (stage 4). They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade).*

SA-19 (x) Only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the post of Lecturer, have qualified in a comprehensive test, to be specially conducted for the purpose, will be eligible for appointment as Lecturers. The detailed scheme for conducting the test including its design, the agencies to be employed in the conduct of the tests, content, administration etc., as worked out by the UGC, will be adopted by this University. Till such time the UGC scheme for conducting the comprehensive test is finalised and made applicable to this University recruitment of teachers in the University teaching departments as well as colleges affiliated to Goa University continue to be made in accordance with the existing procedure.

SA-19 (x) (Effective from 22nd November, 2000). Incentives for Ph.D and M.Phil

- (a) *To encourage research, those who hold Ph.D/M.Phil degrees, respectively at the time of appointment as Lecturers or equivalent posts will be given four / two advance increments. Candidates with D.Lit / D.Sc should be given benefit on par with Ph.D and M.Litt. on par with M.Phil.*
- (b) *One increment will be given to those lecturers with M.Phil who acquire Ph.D within two years of their appointment.*
- (c) *A lecturer with Ph.D will be given two advance increments while granting him/her the Selection Grade as Reader.*

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SA-19(x)(c)(Effective from 24th/25th May, 2006) Incentives for Ph.D. and M.Phil.

A Lecturer with Ph.D. will be given two advance increments while granting him / her the Selection Grade. However, two advance increments shall not be admissible where recruitment to the post for which Ph.D. is an essential qualification.

- (d) **(Effective from 22nd November, 2000)** A lecturer will be given two advance increments as and when he/she acquires a Ph.D. degree in his/her service career.

SA-19 (x) (Effective from 19th June, 2013) Counting of Past Services for Direct Recruitment and Promotion under CAS:

1. Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Table No. II in Schedule SSA – 6, provided that:
 - a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC / Goa University Statutes for Assistant Professor, Associate Professor and Professor as the case may be.
 - b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
 - c) The candidate for direct recruitment has applied through proper channel only.
 - d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC / Goa University for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
 - e) The post was filled in accordance with the prescribed selection procedure as laid down in the relevant Statutes of Goa University / State Public Service Commission for such appointments.
 - f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
 - i. the period of service was of more than one year duration;
 - ii. the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - iii. the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
 - g) No distinction shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting past services under this clause. However, in such cases, the guidelines formulated and notified by the University shall be followed.

SA-19 (xi) In order to encourage research in continuation of post-graduate studies, candidates who, at the time of their recruitment as Lecturers, possess Ph.D. or M.Phil degree, will be sanctioned three and one advance increments respectively in the scale of Rs.2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing Lecturers without research degrees, and those similarly situate, recruited in future will be eligible for a

similar benefit in service for the purpose of promotion as and when they acquire research degrees but will not be eligible for advance increments. Existing Lecturers with research degree will also be eligible for a similar benefit.

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Explanations :

- a) A Lecturer who has a Ph.D. or M.Phil degree at the time of recruitment, will get three or one advance increments respectively and will get 3 or 1 years relaxation of service for promotion.
- b) A Lecturer who does not have a Ph.D./M.Phil. degree at the time of recruitment but acquires it subsequently will get 3 or 1 years relaxation of service for promotion, but will not get three or one advance increments.
- c) All in-service teachers (i.e. those in service on 1 -1 -1986) will get 3 or 1 years relaxation of service for promotion, if they have a Ph.D./M.Phil degree, but will not get three or one advance increments.

SA-19 (xi) (Effective from 22nd November, 2000) Career Advancement

- (1) *Minimum length of service for eligibility to move into the grade of lecturer (Senior Scale) shall be four years for those with Ph.D, five years for those with M.Phil, and 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.*
- (2) *For movement into grades of Reader and above, the minimum eligibility criterion shall be Ph.D. those without Ph.D can go upto the level of Lecturer (Selection Grade).*
- (3) *A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.*

SA-19(xi)(3) (Effective from 24th April, 2001) Appointment of Professor under Career Advancement Scheme

A Reader must have a minimum of eight years of service in that grade in order to be considered for appointment as a Professor. The scheme of promotion from Reader to Professor under the Career Advancement Scheme shall not be applicable to the Colleges. However, the scheme of promotion from Reader to Professor under the Career Advancement Scheme shall continue to operate for Readers in the University Departments.

SA-19(xi)(3) (Effective from 26th November, 2002) Career Advancement

- *that a minimum 8 years experience as a Reader be an eligibility:*
- *that the Professor already appointed under direct recruitment be not eligible.* [\[Go To Index\]](#)
- *that self-appraisal report for the period including five years before the date of eligibility be*

submitted.

- that minimum of five research publications out of which two could be books, be submitted for evaluation/assessment before the interviews:
 - that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different than those called for interview to be conducted later on:
 - that all the recommendations be positive from the three experts. In case the recommendation of one out of the three is negative, the research publications be sent to the fourth expert for evaluation and assessment. In all, there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation;
 - that there be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended:
 - that the University be permitted to hold the interview for promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/ books:
 - that there after the interview be conducted inviting three experts of the concerned subject making sure that these experts be different than those who had assessed and evaluated the research publications;
 - that repeat process of promotions/ interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion process/ interview in which the candidate was rejected.
 - that the promotion from Reader to Professor under CAS being a personal position and not against a sanctioned post, the teaching work-load of the Reader be carried forward with him/ her and be undertaken by the promotee even in the capacity of the CAS Professor;
- (4) **(Effective from 22nd November, 2000)** The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.
- (a) **(Effective from 22nd November, 2000) From Lecturer to Lecturer (Senior Scale) 10,000-325-15,200**
- Every Lecturer will be placed in the senior scale of pay of Rs. 10,000-325-15,200 if he /she has:
- (i) Completed six years of service as a Lecturer, or
Completed five years of service as lecturer with M.Phil, or
Completed four years of service as lecturer with Ph.D.; and [\[Go To Index\]](#)
 - (ii) Has participated in one refresher course and one orientation course each of approximately

three/ four weeks duration or engaged in other appropriate continuing education programme of comparable quality as approved by the U.G.C. from time to time (Those with Ph.D degree would be exempted from one refresher course); and

(iii) Consistently satisfactory Performance Appraisal Reports.

(b) (Effective from 22nd November, 2000) From Lecturer (Senior Scale) to Lecturer (Selection Grade) 12,000-420-18,300

Lecturers in the Senior Scale who do not have a Ph.D degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader, 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, will be placed in the Selection Grade, subject to the recommendation 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. They could offer themselves for fresh assessment after obtaining Ph.D and/or fulfilling other requirement for promotion as Reader and, if found suitable, could be given the designation of Reader.

(c) (Effective from 22nd November, 2000) Reader (Promotion)

A lecturer in the Senior Scale will be eligible for promotion to the post of Reader if he/ she has;

- (i) Completed 5 years of service in the Senior Scale;
- (ii) Obtained a Ph.D degree or has equivalent qualification;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publication, contribution to educational innovation, design of new courses and curricula and extension activities;
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission; and
- (v) Possesses consistently good performance appraisal reports.
- (vi) Promotion to the Post of Reader will be through a process of selection by a Selection Committee set up under the Statutes/Ordinances of the University or other similar committees set up by the appointing authorities.

(d) (Effective from 22nd November, 2000) Lecturer (Senior scale) to Lecturer (Selection Grade/Reader)

Every lecturer in the Senior Scale will be eligible for placement in the grade of Lecturer (Selection Grade)/Reader in the Scale of Rs. 12,000-420-18300 if he/she has:

- (i) Completed five years of service as Lecturer (Senior Scale);
- (ii) Such a lecturer moving into this grade shall be designated as Reader provided if he/she has a Ph.D degree;
- (iii) Made some mark in the areas of scholarship and research as evidenced by self-assessment, report of referees, quality of publications, contribution to educational innovation, design of new courses and curricula etc.,
- (iv) Has participated in two refresher courses each of approximately three/four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the U.G.C. from time to time and;
- (v) Consistently satisfactory Performance Appraisal Reports. [\[Go To Index\]](#)

(e) (Effective from 22nd November, 2000) From Reader to Professor

A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.

Note: 1. If the number of years required in a feeder cadre are less than those stipulated, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, shall be placed in the next higher cadre after adjusting the total number of years.

2. The benefit of career advancement is available to teachers only.

SA-19(xi) (Effective from 10th January 2009) CAREER ADVANCEMENT SCHEME

- (1) No change.
- (2) No change
- (3) A Reader with a minimum of eight years of service in that grade will be eligible to be considered for promotion as a Professor.
- (4) No change

(b) From Lecturer (Senior Scale) to Lecturer (Selection Grade) 12,000-420-18,300

Lecturer in the Senior Scale who do not have a Ph.D. Degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given to the position of Reader, and yet have a good record in teaching and preferably has contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade. He/She will be designated as Lecturer in the Selection Grade. He/She could offer himself/herself for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

(c) Reader (Promotion)

A lecturer in the Senior Scale will be eligible for promotion to the position of Reader if he/she has;

- (i) No change*
- (ii) Obtained a Ph.D. degree or has equivalent published work.*
- (iii) Made some mark in the areas of scholarship and research as evidence in some of the activities such as self-assessment reports, referees reports, quality of publication, contribution to educational innovation, design of new courses and curricula and extension activities.*
- (iv) No change*
- (v) No change*
- (vi) Promotion to the position of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.*

(d) Deleted

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(d) From Reader to Professor (Promotion)

A minimum 8 years experience as a Reader will be an eligibility to be considered for promotion as a Professor;

- i) that the Professor already appointed under direct recruitment be not eligible;*
- ii) that self-appraisal report for the period including five years before the date of eligibility be submitted;*
- iii) that minimum of five research publications out of which two could be books, be submitted for evaluation/ assessments before the interviews;*
- iv) that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different than those called for interviews to be conducted later on;*
- v) that all the recommendations be positive from the three experts. In case the recommendations of one out of three is negative, the research publications be sent to the fourth experts for evaluation and assessment. In all, there has to be a minimum of three positive recommendations out of the total of four experts, in cases the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation;*
- vi) that there be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended;*
- vii) that the University be permitted to hold the interview for promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/ books;*

- viii) that there alter the interview be conducted inviting three experts the concerned subject making sure that these experts be different. than those who had assessed and evaluated the research publications;
- ix) that repeat process of promotions/interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion process/ interview in which the candidate was rejected;
- x) that the promotion from Reader to Professor under CAS being a personal position and not against a sanctioned post, the teaching workload of the Reader be carried forward with him/ her and be undertaken by the promotee even in the capacity of the CAS Professor;
- xi) A patent submitted by a candidate for assessment and evaluation by the subject experts and placed before the Selection Committee at the time of interview can be considered equivalent to a publication for consideration for promotion from the position of Reader to the position of Professor.

Note 1.: *If the number of years required in a feeder cadre are less than those stipulated, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, shall be placed in the next higher cadre after adjusting the total number of years.*

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Note 2.: Deleted.

SA-19 (xi) (Effective from 19th June, 2013) Professors in Under Graduate and Post Graduate Colleges:

1. Ten percent of the number of posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from among eligible Associate Professors of the relevant department of the Under Graduate College.

For avoidance of doubts, it is clarified that sanctioned posts include the posts approved under both direct recruitment and CAS promotion.

2. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment/ deputation is not an integer, the same shall be rounded off to the next higher integer.
3. The selection process is to be conducted by the University by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of

vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and Selection Committee process stipulated for the appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota system' shall be followed starting with promotion and the direct recruitment quota shall be rotated in an alphabetical order.

4. *There shall be one post of Professor in each Department of a Post Graduate College and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that One-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through CAS promotion from among the eligible Associate Professors in the relevant department of the Post Graduate College. Identification of posts of Professor in a Post Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment/ deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.*

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5. *The selection process is to be conducted by the University by receiving PBAS proforma from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than the three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted to the API scoring system with PBAS methodology and selection Committee process stipulated in these Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota system' shall be followed starting with promotion and the direct recruitment quota shall be rotated in an alphabetical order.*

SA-19 (xii) Career Advancement :

Every Lecturer will be placed in a senior scale of pay of Rs.3000-5000 if he/she has :

- (i) Completed 8 years of service with relaxation as provided in statute SA-18(xi) above
- (ii) Participated in two refresher courses/summer institutes, each of approximately 4 weeks duration, or engaged in other appropriate continuing education Programmes of comparable quality as may be specified by the UGC and
- (iii) Consistently satisfactory performance appraisal reports.

Explanation :

- a) All Lecturers in the existing scale of Rs.700-1600 who have completed 8 years of service on 1.1.1986, or thereafter, will be placed through a process of screening/selection as indicated in SA-

19(xviii) below in the pay scale of Rs.3000-5000. The benefit of service provided in SA-19 (xi) will be available for the initial placement also.

- b) The term service in (a) above, means total continuous service as Lecturer in one or more Universities or Colleges. A gap of two years or less in the service shall not be considered as break in service. However, this period of gap will not be counted as part of the service in counting the total service.
- c) Proper weightage shall be given to the part-time service of the Lecturer on regular scale of pay who become full-time Lecturer later. In such cases, two years of part-time service shall be considered as equivalent to one year's full-time service, and any fraction which is more than half should be rounded as one full year.

SA-19 (xii) (Effective from 22nd November, 2000) Counting of past service

Previous service, without any break as a Lecturer or equivalent, in a University, College, national laboratory, or other scientific organizations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, shall be counted for placement of lecturer in Senior Scale/Selection Grade provided that :

- (i) *The post was in an equivalent grade/scale of pay as the post of a Lecturer;*
- (ii) *The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;*
- (iii) *The candidates who apply for direct recruitment should apply through proper channels;*
- (iv) *The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers;*
- (v) *The post filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations; and*
- (vi) *The appointment was not ad-hoc or in a leave vacancy of less than one year duration. 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; and*
 - (c) *the incumbent was selected to the permanent post in continuation to the ad hoc service, without any break.*

Note:(a) *All experience certificate shall be countersigned by Director of Higher Education of the concerned State.*

(b) *Proper weightage shall be given to the part-time service of the part-time Lecturer appointed prior to 7.8.1990 on regular scale of pay who becomes full-time Lecturer later. In such cases, two years of part-time service shall be considered as equivalent to one year's full-time service, and no fraction even if it is more than half, should be considered.*

(2) *In addition to the sanctioned position of Professors, which will be filled in through direct*

recruitment through all India advertisements, promotion shall be made from the post of Reader to that of Professor after 8 years of service as Reader.

- (3) *The selection Committee for promotion to the post of Professor shall be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion shall be followed:*

The candidate shall present himself/herself before the Selection Committee with some of the following:

- (a) *Self-appraisal report (required)*
- (b) *Research contribution/books/articles published*
- (c) *Any other academic contributions.*

The best three written contributions of the teacher (as defined by him/her) shall be sent in advance to the Experts to review before coming for the selection. The candidate should submit these in 3 sets with the application.

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- (d) *Seminars/Conferences attended*
- (e) *Contribution to teaching/academic environment/institutional corporate life*
- (f) *Extension and field outreach activities.*

SA-19 (xii) (Effective from 19th June, 2013) Terms and Conditions of service of Teachers appointed in the Goa University departments and affiliated colleges/ institutions:

SA-19 (xii)(1) Period of Probation and Confirmation:

(A) For Teachers

- (a) *The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.*
- (b) *The Vice-Chancellor/Principal shall maintain assessment reports of a teacher on probation in the form prescribed for this purpose, at the end of every four months from the date of joining. The assessment report(s) with a definite recommendation shall be sent to the Executive Council of the University / Governing Council of the College at least two months prior to the completion of probation period. The decision of the Executive Council / Governing Council shall be conveyed to the teacher in writing not later than 30 days prior to the completion of the probation period.*
- (c) *If a teacher is not to be confirmed at the end of the probationary period, a confidential report justifying the recommendations should be attached and such cases shall be referred to the Executive Council / Chairman of Governing Council for further action.*

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- (d) *Subject to Clause (a) it is obligatory on the part of the university/the concerned institution / College to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.*
- (e) *If the University/ College Governing Council terminates the services of a teacher on probation on the ground of reduction in work load of or abolition of the post and if he is reappointed on probation in the same college or under the same management subsequently within a year, the period spent by a teacher on probation during the previous appointment(s) shall be counted towards the total period of probation. He/she shall be eligible for annual increments, condonation of break in service and confirmation, subject to satisfactory assessment report of his/her work in the college(s) in which he/she has served.*
- (f) *A teacher whose service is terminated during the period of probation on the ground of unsatisfactory assessment report shall not be reappointed by the University/Governing Council.*
- (g) *Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by UGC/ Central/ State Government.*
- (h) *All other Central/ State Government rules on probation and confirmation shall be applicable mutatis mutandis.*
- (i) *During the period of probation a teacher may apply through the University/concerned institution any number of times for alternative employment, unless withholding is considered justified in public interest. However, upon confirmation he/she shall be permitted to apply for alternative employment for not more than four times in an academic year, unless there are compelling grounds of public interest to withhold them. The application shall have to be sent through proper channel.*

(B) For Principals

- (a) *The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.*
- (b) *The assessment report of the Principal of a college shall be maintained by the Chairman of the Governing Council in a Format prescribed for the purpose by the University and the same shall be placed before the Governing Body at least two months before the date of expiry of the period of probation with a definite recommendation. If the Principal is not recommended for confirmation, his case along with the assessment report and the recommendation of the Chairman shall be placed before the Governing Council for consideration and decision.*

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(c) If during the period of probation, the work of the Principal is not found to be satisfactory, his/her services are liable to be terminated by the Governing Body by giving him/her one month's notice or in lieu thereof one month's Pay, D.A. and other permissible allowances without assigning any reason. However, if the work of the Principal who is appointed from amongst the teachers of the College is not found to be satisfactory, he is liable to be reverted by the Governing body to his original post of teacher.

(d) If during the period of probation the Principal wishes to relinquish his/her post on his own accord for personal or other reasons he/she shall give one month's notice thereof to the Governing Body; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him/her an amount equivalent to the Pay, D.A. and other permissible allowances for the period till the end of the term, whichever is more.

A Principal who is appointed from amongst the teachers of the College shall have an option to seek reversion as a teacher in the department to which he/she belonged originally within a period of one year from the date of his/her joining duties as Principal. If he resumes his/her duties as a teachers the pay shall be fixed in such a way as will enable him to draw the same pay which he/she would have ordinarily drawn had he normally continued in the post of a teacher prior to his appointment as Principal. The Governing Body shall also give him the benefit of the prevalent pay-scale applicable to the post on his resumption if he fulfills the conditions of prescribed qualifications and length of service.

(e) If the Principal, whose services are confirmed, wished to relinquish his post of his own accord for personal or other reasons, he shall be relieved by the Governing Body on his giving three months notice thereof to the Governing body; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default the Governing Body may claim from him/her an amount equivalent to the Pay, D.A. and other permissible allowances from the period of notice, or Pay, D.A. and other permissible allowances for the period till the end of the term, whichever is more.

(f) A Principal who is confirmed in service is liable to be suspended/ compulsorily retired or removed/ dismissed from services or his/her service are liable to be terminated on any of the grounds mentioned in Statute SC-5(x) and according to the procedure prescribed in that behalf.

SA-19 (xii)(2) Service Book:

A Service Book shall be maintained by the Registrar/ Principal in respect of each teacher in the prescribed form as laid by the Goa Government to its employees. The teacher shall have the right to access to his/her service book. Any remarks pertaining to the duties/service of a teacher shall be shown to him/her and signature to that effect shall be taken.

SA-19 (xii)(3) Increments:

(i) A yearly increment shall be drawn as a matter of routine, unless it is withheld / postponed by the Executive Council/Governing Council on the recommendation of the Vice-Chancellor/Principal for a valid reason as established in conduct of an inquiry as per the relevant rules and regulations and after the teacher has been given an opportunity to make his/her written representation.

- (a) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band*
 - (b) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.*
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- (c) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes / Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15,600 - Rs. 39,100 to the Pay Band of Rs. 37,400 -Rs. 67,000.*
 - (d) All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.*

(ii) Service as laid-down in the following clauses shall count for increments in the time-scale of pay :

- (a) All duty in a post on a time-scale of pay shall be counted for increment in that time scale of pay provided that service rendered in a post carrying lower time scale of pay shall not count for increment in the time scale of pay of a higher post.*
- (b) Leave shall count for increment in the time scale of pay of the post in which the teacher has confirmed. If, however, the teacher, on extra-ordinary leave without pay, fails to join his/her duty on the due date, he/she shall not be entitled to the increments.*
- (c) Should a teacher while holding one post be appointed to officiate in a higher post, his/her officiating or temporary service in the higher post shall, if he/she is reverted to the original post, count for increments in the time-scale of pay applicable to such post.*

- (d) *Should a teacher while holding one post be deputed / appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he/she is re-appointed to the higher post in a substantive capacity, count for increments in the time-scale of pay applicable to such post.*
- (e) *Service rendered in a post on a time-scale of pay during the period of probation shall count as service towards increment(s).*
- (f) *Service rendered on a temporary post shall count for increment, provided that the post is on a prescribed time-scale of pay.*
- (g) *Whenever a teacher who is allowed to keep a lien reverts back to his original post, the period of lien shall count for increment(s).*

SA-19 (xii) (4) Seniority of Teachers:

Seniority of teachers in the University/affiliated college shall be determined as under:-

- a) There shall be only three cadres in respect of teachers in university departments and affiliated colleges, namely, Assistant Professors, Associate Professors and Professors. Teachers who are already in service under the provisions of pre-amended SA-19 with designations namely Lecturer shall be re-designated as Assistant Professor; Lecturer (Selection Grade) and Reader shall be re-designated as Associate Professors as per provisions of Schedule SSA-5. However, there shall be no change in the present designation in respect of Library and Physical Education Personnel at various levels.*
- b) Seniority of teachers in the University department/centre/affiliated college in a cadre and in a subject in which the appointments/promotion are made shall be determined on the basis of date of joining/promotion in the University/College.*
- c) Whenever two or more teachers are selected at the same interview and for the same subject and they join the University on the same date the inter-se-seniority will be determined on the basis of the order of merit accorded to the said teachers at the time of selection by the Selection Committee.*
- d) Inter-cadre seniority wherever necessary shall be worked in relation to the date of joining of persons belonging to the same cadre. If however, teachers are selected at different interviews and for different subjects and join on the same date the seniority shall be determined on the basis of their age. The older will be senior.*
- e) If a teacher accepts appointments in some other University or college or an academic institution keeping his/her lien on the original post, period of service put in by him/her in his/her new post shall be counted for the purpose of seniority as the period of continued service in the University / College till the date his/her lien is terminated.*

f) Seniority of teachers in the college shall be determined on the basis of the date of joining and length of continuous service in the same college or in the colleges run by the same Governing Body. Provided, however, that if a teacher accepts appointment in some other University / College keeping his/her lien on the original post, the period of service put in by him/her in his / her new post shall be counted for the purpose of seniority as the period of his/her continuous service in the college in which he/she has retained lien.

g) The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the State Government shall apply, for all other matters of seniority.

h) The Principal of the college shall be considered senior to all other teachers only for the period during which he/she holds the said post.

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i) As between a confirmed teacher and a teacher on probation a confirmed teacher shall be considered senior. As between a teacher on probation and a temporary teacher, a teacher on probation shall be considered senior irrespective of the length of service.

(i) A teacher appointed on probation in a permanent vacancy shall be treated as senior to one appointed on a temporary basis; and

(ii) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and lengths of service.

j) In respect of teachers whose continuous length of service is the same, a teacher senior in age shall be treated as senior.

SA-19(xii)(5) Working Days:

(i) The total number of actual teaching days shall not go below 180 days in an academic year, that is, there should be a minimum of 30 weeks of actual teaching with a 6-day week schedule. Of the remaining period, 12 weeks shall be devoted to admission and examination activities, non-instructional days for co-curricular, sports, college day and such, 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

(ii) **Explanation:** The working days shall not include holidays and vacation, the time set apart for completing normal admission, time required for the preparation and conduct of the examinations, but shall include the days on which classes such as lecture, tutorials, seminars, practicals, are held or conducted.

(iii) If the University/College adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:

| Categorization | Number of weeks: 6 day a week pattern | | Number of weeks: 5 day a week pattern | |
|---|--|---------------------|--|---------------------|
| | University | College | University | College |
| <i>Teaching and Learning Process</i> | 30 (180 days) weeks | 30 (180 days) weeks | 36 (180 days) weeks | 36 (180 days) weeks |
| <i>Admissions/Examinations /preparation for Examination</i> | 12 | 10 | 8 | 8 |
| <i>Vacation</i> | 8 | 10 | 6 | 6 |
| <i>Public Holidays (to increase and adjust teaching days accordingly)</i> | 2 | 2 | 2 | 2 |
| Total | 52 | 52 | 52 | 52 |

SA-19(xii)(6) Vacation:

(a) Teachers shall be expected to utilize their vacation to update their knowledge, to participate in curricular, extra-curricular, extra-mural or extension activities and work for the University/ college if needed.

(b) The Calendar for an academic year including vacation shall be drawn by the University from time to time.

(c) For University:

(i) The University will have a vacation of 8 weeks in an academic year provided it adopts a 6-day week pattern (or 6 weeks of vacation in case of 5-day week pattern). All teachers are entitled for vacation in an academic year, provided, however, they shall make themselves available for University duty as and when their services are required.

(ii) In lieu of curtailment of vacation by 2 weeks, the university teachers shall be credited with 1 /3rd of the period of earned leave.

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(iii) If the University requisitions the services of any teacher during vacation for any work, he/she shall, be entitled to earned leave equal to one-third of number of days on which he/she works during the vacation/vacations, provided however, earned leave cannot be accumulated for more than 300 days. Further, if he/she is required to come back from outstation for such duties,

he/she be paid TA/DA as per University rules, unless he/she is recalled to finish the work assigned to him/her.

- (iv) Ordinarily, the Head of Department is required to be in station during vacation, if he/she does so he/she will be entitled to earned leave as specified above. In case he/she avails of the vacation, the senior most teachers in the Department and failing him/her, the next senior teacher shall be recommended by the Head of the Department to the Vice-Chancellor for being appointed as Officiating Head, provided, however, in the event the Head of the Department avails of vacation for a period for more than two weeks, the Officiating Head shall only look after day-to-day work of the department.

d) For Colleges:

- (i) A teacher, other than Principal who is holding a non-vacation Post, is entitled to 10 weeks vacation if the College adopts 6-day week pattern (or 6 weeks in case of 5-day week pattern) during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal provided that every teacher shall enjoy over the year a total of 60 days vacation.
- (ii) A teacher shall be considered to have availed himself/herself a vacation or a portion of a vacation unless he/she has received instructions in writing from the Principal of the college to remain on duty during the vacation or a portion thereof before the commencement of that vacation. In such cases, the teacher who remains on duty shall be entitled to earned leave equal to one-third of number of days on which he/she worked during the vacation/vacations, provided however, earned leave cannot be accumulated for more than 300 days. Further, if he/she is required to come back from outstation for such duties, he/she be paid TA/DA as per Goa Government rules, unless he/she is recalled to finish the earlier work assigned to him/her.
- (iii) Colleges shall have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3 of the period will be credited as Earned Leave; or opt for eight weeks of vacation and $1/3^{\text{rd}}$ of the period of earned leave in view of curtailment of two weeks of vacation.
- (iii) **(Effective from 2nd June, 2015)** In lieu of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3 of the period of earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3 of the period will be credited as Earned Leave.

SA-19(xii)(7) Vacation Salary:

A teacher who ceases to be a member of the staff in the University / college at the end of the first term or at the end of the second term / academic year, as the case may be, shall be paid his/her pay and allowances in the following manner :-

- (i) If he/she has served for the whole of the first term or for the major part of the first term, he/she shall be paid his/her pay and allowances for 15 days at the end of the first term in lieu of the vacation earned by him/her.*
- (ii) If he/she has served for the whole of the second term or for the major part of the second term and has not availed his/her vacation at the end of the first term he/she shall be paid his/her pay and allowances for 30 days at the end of the second term.*
- (iii) If he / she has served for the whole of the academic year or for the major part of the whole year, he / she shall be paid his / her pay and allowances upto the last day of the second vacation following the end of the second term.*

Major part means more than one-half period. Provided that any such teacher shall be entitled to the pay and allowances for the vacation only for a part or whole of the vacation period, as the case may be, if he/she is not gainfully employed elsewhere.

- (iv) If a teacher is not present either on the first working day or on the last working day of a term without a valid reason, the University / college shall be entitled to deduct his / her pay and allowances for 15 days.*
- (v) If a teacher is not present on the first working day of a term as well as on the last working day of a term without a valid reason, the University / college shall be entitled to deduct the pay and allowances for 30 days.*
- (vi) If a teacher is not present on the first working day and/or the last working day of a term for a valid reason, the University / college shall not make any deduction from his/her pay and allowances.*

SA-19 (xii) (8) Leave:

- (a) The following kinds of leave would be admissible to permanent teachers:*
 - (i) Leave treated as duty, viz. Casual leave, Special Casual leave, and Duty leave;*
 - (ii) Leave earned by duty, viz. Earned leave, Half Pay leave, and Commuted leave;*
 - (iii) Leave not earned by duty, viz. Extraordinary leave; and Leave not due;*
 - (iv) Leave not debited to leave account –*

- a. Leave for academic pursuits, viz. Study leave and Sabbatical leave/Academic leave;
 - b. Leave on grounds of health, viz. Maternity leave, Special Disability Leave, T.B & Cancer Leave and Quarantine leave.
 - c. Leave for other purpose, viz. Paternity Leave, Child Adoption Leave, Child Care Leave.
- (b) The Executive Council/ College Governing Council may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose. [\[Go To Index\]](#)

1. Casual Leave:

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (iii) As far as possible all applications for casual leave shall be sent before date from which the casual leave required.
- (iv) A record of all casual leave of all teachers in a Department shall be maintained by the Head of the Department. The record of casual leave of the Heads of the Department and the Deans of the Faculties shall be maintained by the Registrar. In case of colleges, the record of all casual leave shall be maintained by the Principal of the college.
- (v) Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

2. Special Casual Leave:

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a University/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

- (iv) *Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;*

3. Duty Leave:

- (i) *Duty leave of a maximum of 30 days in an academic year may be granted for the following:*
- (a) *Attending conferences, congresses, symposia and seminars on behalf of the university / college and attending meetings of recognized Teacher Associations.*
 - (b) *Delivering lectures in institutions and universities / colleges at the invitation of such institutions or universities, received by the university / colleges, and accepted by the Vice Chancellor/Principal;*
 - (c) *Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university / college; and*
 - (d) *Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university / college or any other academic body;*
- (ii) *The duration of leave shall be such as may be considered necessary by the Sanctioning Authority on each occasion. In case where duty leave exceeds 21 days at a time in view of travel time or any other relevant reason, the sanctioning authority shall consider sanctioning additional time on each occasion.*
- (iii) *For performing any duty for the Goa university, the duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion. All such leave (over and above 30 days) shall be treated as "On duty".*
- (iv) *The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.*
- (v) *Duty leave may be combined with earned leave, half pay leave or extraordinary leave.*
- (vi) *Duty leave should be given also for attending meetings in the UGC, DST, C.S.I.R etc. where a teacher invited to share expertise with academic bodies, government or NGO.*

4. Earned Leave:

- (i) *Earned leave admissible to a teacher shall be:*
- (a) *1/30th of actual service including vacation; plus 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.*
 - (b) *For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.*

Note: In lieu of curtailment of vacation by 2 weeks, the university teachers shall be credited with 1

/3rd of the period of earned leave.

- (ii) *Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.*
- (iii) *Explanation:*
 - 1. *When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.*
 - 2. *In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.*
 - 3. *Encashment of Earned Leave shall be allowed to teaching staff as applicable to the employees of Central/State Government who were eligible for vacation.*

5. Half-pay Leave:

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A "completed year of service" means continuous service of specified duration under the university / college and includes periods of absence from duty as well as leave including extraordinary leave.

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6. Commuted Leave:

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) *Commuted leave during the entire service shall be limited to a maximum of 240 days;*
- (ii) *When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and*
- (iii) *The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.*

7. Extraordinary Leave:

- (i) *A permanent teacher may be granted extraordinary leave when:*
 - (a) *No other leave is admissible; or*
 - (b) *Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.*

- (ii) *A teacher who is elected or nominated as a member of Parliament or State Legislature shall be granted extraordinary leave during the period of his / her membership/tenure and such period of leave shall not be counted towards increment. However, the said period shall be considered as active service for purposes of normal benefits except the retirement benefits like pension and gratuity.*
- (iii) *Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:*
 - (a) *Leave taken on the basis of medical certificates;*
 - (b) *Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;*
 - (c) *Leave taken for pursuing higher studies; and*
 - (d) *Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.*
- (iv) *Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate or in cases specified under (ii) above. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.*
- (v) *Extra-Ordinary leave is not debited against the leave account.*
- (vi) *Except in the case of extra-ordinary leave granted to a confirmed teacher as study leave or in the case of periods of suspension converted into leave under Statutes the duration of extra-ordinary leave to a teacher shall not ordinarily exceed three months on any one occasion.*
- (vii) *Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit.*
- (viii) *The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.*

8. Leave Not Due:

- (i) *Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.*
- (ii) *'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.*
- (iii) *A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped*

off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council / college Governing Council.

Provided that the Executive Council/Governing Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

9. Study Leave:

- (i) For entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE & Sports, study leave may be granted after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) Subject to the terms contained in this clause study leave with pay for acquiring Ph.D. in a relevant discipline while in service shall be granted after the completion of the period of probation, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest stage of the career.
- (iii) The paid period of study leave shall not exceed three years, of which two years shall be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Governing Council may, in the special circumstances of a case, waive the condition of two years service being continuous.

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

- (a) the person is a teacher on the date of the application;
 - (b) there is no break in service; and
 - (c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Executive Council/ Governing Council on the recommendation of the concerned Head of the University Department/Principal of the College. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive /Governing Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university/college.
 - (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
 - (vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the

course of study or the programme of research without the prior permission of the Executive Council/College Governing Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/College Governing Council to treat the period of shortfall as ordinary leave has been obtained.

(viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university / College Governing Council.

(ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC / University, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(xi) A teacher granted study leave shall on his/her return and re-joining the service of the university / college may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university / college on the expiry of his/her study leave.

(xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university / college for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

- (xv) *After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university/college, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer in case of college Management or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university / College / Government in accordance with sub-clause (xiv) above.*
- (xvi) *The teacher shall submit to the Registrar/Principal, six monthly reports of progress in his/her studies through his/her supervisor or the Head of the Institution concerned. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.*

10. Sabbatical Leave:

- (i) *Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university / college and higher education system.*
- (ii) *The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.*
- (iii) *A teacher, who has availed himself/herself of study leave, shall be granted sabbatical leave only after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.*
- (iv) *A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.*
- (v) *A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/College Governing Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.*

- (vi) *During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident.*
- (vii) *The study / research programme to be followed / executed during sabbatical leave shall be submitted to the University/College for approval along with the application submitted for grant of leave.*
- (viii) *On return from leave, the teacher shall submit to the University/College a detailed report on the nature of studies/ research undertaken along with the reprints / pre-prints of publications etc, if any during the period of such leave.*

11. Maternity Leave:

- (i) *Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion for medical reasons, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.*
- (ii) *Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.*

12. Special Disability Leave:

Admissible to both permanent and temporary teachers.

- (1) *When a teacher is disabled by injury intentionally or accidentally inflicted or caused in, or in consequence of the due performance of his/her official duties or in consequence of his/her official position.*
- (2) *When a teacher is disabled by illness incurred in the performance of any particular duty, which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post held by him/her under the same conditions, special disability leave shall, on the recommendation of a Registered Medical Practitioner, from the panel of registered medical practitioners, appointed by the Executive Council of the University, be granted as follows :-*
 - (a) *on full-pay for a period not exceeding 3 months at a time or one year during the entire service.*
 - (b) *on half-pay for a period not exceeding six months time or two years during the entire service.*

A teacher, who has been granted such special disability leave on a medical certificate shall not return to duty unless he produces a certificate of physical fitness to resume duty from a Registered Medical Practitioner appointed by the Executive Council.

13. T.B./Cancer Leave:

A teacher shall be granted T.B./Cancer leave on full pay provided that he/she produces a medical certificate from the Head of the medical institution specialized in such disease to the effect that he/she was suffering from the said disease during the leave period. The total period of T.B./Cancer leave shall not exceed one year at a time.

14. Paternity Leave:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

15. Adoption leave:

Adoption leave shall be provided as per the rules of the Central/Goa Government.

16. Child Care Leave:

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central / Goa Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution shall appoint a substitute teacher.

17. Sterilization Leave:

A special leave not exceeding three days to married male teachers and not exceeding seven days to married female teachers may be granted for undergoing sterilization operation.

18. Quarantine Leave:

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

SA-19 (xii)(9) Combination of Leave:

- (1) *Casual leave can only be combined with holidays, special casual and academic leave and study leave.*
- (2) *Special casual leave, academic leave can only be combined with casual leave, duty leave, vacation and holidays.*

Note: *Holidays or Sundays falling during the period of leave shall be excluded in the account of casual leave, special casual leave.*

- (3) *Duty leave may be combined with earned leave, half-pay leave, extraordinary leave or casual leave.*

All other kinds of leave under these statutes can be granted with or in continuation of any kind of leave or vacation.

SA-19 (xii)(10) Leave Sanctioning Authority:

(a) University:

| Designation of the teacher | Type of Leave | Sanctioning Authority |
|-----------------------------------|---|------------------------------|
| Dean/Head of the Department | All kinds of leave except Study leave and Sabbatical leave. | Vice-Chancellor |
| | Study leave and Sabbatical leave | Executive Council |
| Teachers in Department | (a) Casual leave, restricted holidays | Head of the Department |
| | (b) Study leave/ Sabbatical leave | Executive Council |
| | (c) All other kinds of leave not specified above in (a) and (b) | Vice-Chancellor |

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(b) Colleges

| Designation of the teacher | Type of Leave | Sanctioning Authority |
|-----------------------------------|---|---|
| Principal | All kinds of leave except Study leave and Sabbatical leave | Chairman of Governing Council |
| | Study leave and Sabbatical leave | Governing Council |
| Teachers in Colleges | (a) Casual leave, restricted holidays | Head of the Department/ Principal in case of Head of Departments |
| | (b) Study leave/ Sabbatical leave | Governing Council |
| | (c) All other kinds of leave not specified above in (a) and (b) | Principal |

Note: Study leave/sabbatical leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department/Dean of the Faculty for University teachers and the Governing Council / Directorate of Higher Education in case of College teachers on the recommendation of the concerned Head of the Department/Principal.

SA-19 (xii) (11) Leave Salary:

- (1) A teacher on earned leave is entitled to leave salary equal to the monthly pay and allowances to which he/she is entitled.
- (2) A teacher on half-pay leave is entitled to leave salary equal to half of the monthly pay to which he/she is entitled plus D.A. and other allowances admissible on the half-pay drawn by him/her.
- (3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under such leave.
- (4) A female teacher on maternity leave shall be entitled to leave salary and other admissible allowances.

(5) To ensure effective academic functioning of the University college, sanction of leave of the following kinds will be regulated as under:-

1. Leave will be classified as:-

- a. Short leave: Leave up to 90 days.
- b. Long leave: Leave more than 90 days.

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2. At any given time not more than 10% (rounded to the next digit) of the sanctioned strength of a Department/Centre will be sanctioned long leave.
3. The duration of a long leave, except in case of study leave to do Ph.D., shall not exceed 1/3rd of the service rendered since initial appointment, or since the date of joining after the last leave, or two years, whichever is less.
4. All applications for a long leave must be submitted at least two months prior to the date of start of leave in the prescribed form. Requests for extensions, if any, should also be submitted in the same prescribed form two months prior to the expiry of leave.
5. Normally long leave will not start or end during a teaching term.
6. Before proceeding on long leave, a teacher must comply with statutory requirements, make satisfactory arrangements for sponsored projects, supervision of Ph.D./M.Phil. scholars; teaching, examinations and other academic responsibilities. A clearance certificate should be taken from the respective Department Head after handing over custody of office, confidential papers if any, examination /assessment related documents, laboratory, equipments, room key etc. and return of library books.

If a teacher fails to rejoin the University / college on completion of sanctioned/extended leave, he/she shall be deemed to have resigned from the post held by him/her.

SA-19 (xii) (12) Deputation:

A teacher may, at the discretion of the Executive Council / Governing Council, be deputed to any of the institution including other Universities/Colleges on the following terms and conditions:-

- (i) The Executive Council/Governing Council, at its discretion, may consider the requests from other institutions for a lien of service of a teacher of the University / college, provided that he/she is confirmed in his/her post.
- (ii) No teacher shall be deputed to other institutions against his/her will.
- (iii) The deputation of such teacher may be in the first instance for a period of one year; the Executive Council / Governing Council may extend the period, if necessary, up to a maximum of three years.
- (iv) In the case of a teacher whose services are loaned on deputation, the Institution concerned shall be required to send to the University / colleges on or before the 5th of each month the provident fund contributed equivalent to the amount that the teacher would have drawn ordinarily had he/she continued in the University / college in the post in which he/she is confirmed along with the equal share of the teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the University / college. If the

teacher is eligible for gratuity, the Institution's contribution towards gratuity shall be sent to the University / college on or before the 5th of each month for crediting the same to the teacher's account in the Gratuity Fund of the University / college.

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- (v) The Institution concerned shall also pay to the college the leave salary for the leave earned by the teacher during the period of deputation.*
- (vi) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to be drawn on rejoining.*
- (vii) The seniority of the teacher on deputation shall not be affected adversely on his/her return to the University / college.*
- (viii) A teacher on deputation shall not apply for any post during the period of deputation without prior permission of the University / College.*

SA-19 (xii) (13) Lien:

- (1) A confirmed teacher shall be entitled to keep lien on the post held by him/her for a period of one year extendable by another year if he/she applies for such lien ordinarily at least two months in advance.*
- (2) A permanent teacher who is selected/appointed by the University/State Government/Central Government as the Vice-Chancellor/Registrar/Director or Principal of a College or on any other administrative positions where the appointment is for a fixed term/tenure, he/she shall be entitled to keep lien on his/her original post till the end of the term/tenure for a period of five years and extendable to a maximum period of 10 years.*

SA-19 (xii) (13) (Effective from 6th July, 2015) Lien:

- (1) A confirmed teacher shall be entitled to keep lien on the post held by him/her for a period of one year extendable by another year if he/she applies for such lien ordinarily at least two months in advance.*
- (2) A permanent teacher who is selected/ appointed by the University/ State Government/ Central Government/ Managements of Affiliated Colleges and Recognized Institutions as the Vice-Chancellor/ Registrar/ Director or Principal of a College or on any other administrative positions where the appointment is for a fixed term/tenure, he/she shall be entitled to keep lien on his/her original post till the end of the term/tenure for a period of five years and extendable to a maximum period of 10 years.*

SA-19 (xii) (14) Handing Over Charge:

- (i) *A teacher including the Principal of a college before leaving service either on attaining superannuation/ voluntary retirement or upon removal or termination of service shall hand over charge of the post held to a duly authorized person and shall return to the University/Library/Department all books, documents concerned with examination/ assessment etc, furniture, instruments /equipments etc. issued to him/her and shall pay up in full all charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges, any other dues etc. If he/she fails to do so, the University / college shall recover the amount due from such teacher on account of the above mentioned items from his/her salary. The last salary shall not be paid to the teacher / Principal concerned until a clearance certificate in the prescribed form is issued by In charge person or authorized person.*
- (ii) *If the retiring teacher is a Department Head, it is mandatory that he/she shall relinquish the Headship thirty days prior to attaining the age of superannuation in order to facilitate handing over the charge of the Department to the next incumbent. The University/College shall appoint the next Head of the concerned Department as per the relevant University Statute/Ordinance and instruct the outgoing Department Head to hand over the charge of the Department to such appointee. Prior to handing over the charge of the Department, the out going Head of the Department shall hand over the equipment and other assets of the department as per the inventory / stock register maintained by the Department. On failure to do so, the University/College shall keep in abeyance the processing of payment of the terminal benefits to such teachers / former Department Heads till such times they comply with the stipulated procedure in handing over the charge of the Department which they were heading.*
- (iii) *The procedure of handing over the charge and related aspects indicated at clause (ii) above shall also be applicable to teachers leaving service on voluntary retirement / termination of service /dismissal from service as the case may be.*

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SA-19 (xii) (15) Relieving Order:

The Registrar / Principal shall issue a discharge certificate / relieving order, on application, to a teacher who retires from service on attaining the age of superannuation or leaves service after due notice or to a teacher whose services are terminated, in the prescribed form after ensuring that the concerned teacher has completed all the procedures stipulated under the relevant rules and has obtained a no-dues certificate from the authorized Official in that behalf. The Registrar / Principal shall issue the discharge certificate / relieving Order within a period of fifteen days of confirmation of minutes of the relevant meeting of the Executive Council / Governing Council except in case of teachers retiring on attaining the age of superannuation. In exceptional circumstances, the Registrar /Principal may issue the certificate, in anticipation of the confirmation of the minutes of the Executive Council / Governing Council, within a week after the meeting of the respective Council.

SA-19 (xii) (16) Release from Service:

- (a) *No teacher shall leave the service of the University / College without giving three months notice to the University / College, if he/she is confirmed, or one months notice if on probation or temporary appointment provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall be from the date of receipt of the notice, in default, the University/ College may claim from him/her an amount equivalent to three month's or one month's total salary (pay, dearness allowance and applicable allowances) as the case may be.*

(b) *The procedure of removal or termination of services of the permanent teachers of the University / College shall be as provided in the relevant Statutes.*

The University/ College at the request of the teacher may waive the above notice period in part/in full.

SA-19 (xiii) Every Lecturer in the senior scale will eligible for promotion to the post of Reader in the scale of pay of Rs. 3700-5700 if he/she has:

- (i) completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if the total service of the Lecturer is not less than 16 years. In the case of Lecturers who were earlier working as Demonstrators / Tutor, and were than qualified to be appointed as Lecturers, weightage will be given to their service as Demonstrators/Tutor by counting five years of service as Demonstrator / Tutor equal to four years as Lecturer for the purpose of career advancement. In case of Demonstrators/Tutors who were not qualified to be appointed as Lecturer, three years of their service as Demonstrators/Tutor will be counted as one year for the purpose of career advancement; [\[Go To Index\]](#)
- (ii) obtained a Ph.D. degree or an equivalent published research work;
- (iii) made some mark in the areas of scholarship and research, as evidenced by self-assessment, reports of referees, quality of publications, contribution to educational renovation, design of new courses and curricula etc;
- (iv) participated in two refresher courses/summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, after placement in the Senior scale; and
- (v) consistently good performance appraisal reports.

Explanation:

- a) The period of 16 years of service in (i) above would include the period of service as Lecturer and also the period of service as Demonstrator/Tutor in one or more universities or colleges irrespective of whether it is continuous or not.
- b) Weightage of service applicable to part-time teachers vide explanation (c) under statute SA-19 (xiii) will be applicable in this case also.

SA-19 (xiii) (Effective from 19th June, 2013) Superannuation:

The retirement age on superannuation of the teaching staff of the Goa University and of the affiliated colleges of the Goa University including the Principals of such colleges shall be as provided in the Goa University Act 1984, as amended from time to time.

SA-19 (xiv) Promotion to the post of Reader will be through a process of selection by a screening & Selection Committee to be set up under the Statutes/Ordinances of this University. Posts of Readers will be created for this purpose by upgrading a corresponding number of posts of Lecturers in the University and Colleges.

SA-19(xiv) (Effective from 22nd November, 2000) Rewarding the merit/incentives

(a) *A super time scale of Rs.22000-500-24500 will be given to such Professors of Eminence who are directly recruited and have completed 28 years of service in accordance with the scheme to be approved by the Government of India.*

(b) *Meritorious teachers, who may not have M.Phil or Ph.D but who have made outstanding contributions, shall be rewarded and recognized as per the scheme to be approved by the Government of India.*

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SA-19 (xiv) (Effective from 19th June, 2013) Grievance Redressal Mechanism :

The Grievance Redressal Committee set up by the University shall settle the grievances of the teachers as expeditiously as possible within three months from the date of receipt of the grievance.

SA-19 (xv) Those Lecturers in the senior scale who do not have a Ph.D. degree or equivalent published work and who do not meet the scholarship and research standards of a Reader, but fulfill the other criteria mentioned in SA-19(xiii), and have a good record in teaching and/or participation in extension activities, will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the Screening and Selection Committee mentioned in SA-19 (xiv) above. They will be designated as Lecturer in the Selection Grade, posts in the Selection Grade Lecturers will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader, and if found suitable, could be given the designation of Reader.

SA-19(xv) (Effective from 22nd November, 2000). *More posts of Professors and Readers will be created in the University and colleges to broaden the channel of open selection on the basis of suitable criteria prescribed by the UGC for this purpose. The requirements of qualifications and experience for posts to be filled up through open selection will be prescribed by the UGC from time to time. The University will have the freedom to seek out brilliant people, independent of their seniority, from within the University and colleges or outside and provide them opportunities for joining the teaching profession at appropriate levels. UGC recognized autonomous colleges shall create posts of Professor on the basis of felt needs. In general, 1 post of Professor shall be created if there are already at least 4 Readers and 12 Lecturers and it is felt that creation of a post of Professor is academically necessary.*

SA-19(xv) (Effective from 19th June, 2013) Code of Professional Ethics:

A code of Professional Ethics for teachers prepared by the University will be followed.

SA-19(xvi) More posts of Professors and Readers will be created in the University and colleges to broaden the channel of open selection on the basis of suitable criteria prescribed by the UGC for this purpose. The requirement of qualifications and experience for posts to be filled up through open selection will be as prescribed by the UGC from time to time. The University will have the freedom to seek out brilliant people, independent of their seniority, from within the University and Colleges or outside and provide them opportunities for joining the teaching profession at appropriate levels.

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SA-19(xvi)(Effective from 22nd November, 2000) *Since the eligibility for the Career Advancement from Lecturer to Senior Lecturer and from Senior Lecturer to Selection grade Lecturer has been reduced by 2/1 years for non-Ph.D/Ph.D, and 3 years in the case of Senior Lecturers, extension till 31st December, 2000 shall be given to him/her to complete his/her participation in the required number of refresher/ orientation courses. In such cases, placements in the respective scales should be done with effect from the date of eligibility.*

SA-19 (xvi) (Effective from 19th June, 2013) Allowances and other benefits:

(a) Dearness Allowance and other benefits:

(i) *Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Traveling Allowance, Dearness Allowance, Family Planning Allowances, area based Special Compensatory Allowance applicable to teachers and Library and Physical Education Cadres, shall be at par with Goa Government employees on the recommendations of 6th Central Pay Commission and shall be applicable from 1/09/2008.*

(ii) *As teachers in Goa University and its affiliated Colleges financed by the Goa government are sanctioned Dearness Allowance at the rate applicable to Goa government employees drawing corresponding pay, they are also eligible for other benefits like House Rent Allowance, Medical facilities, Pension and other retirement benefits, leave travel concessions, on the pattern of similar benefits available to Goa Govt. employees.*

(iii) *Teachers and equivalent positions in Library and Physical Education cadres, in Goa university/Colleges and institutions with visual, orthopedic hearing or other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act., 1995' shall be entitled to twice the normal rate of transport allowance as accepted by the Goa Government on the recommendations of 6th CPC for such Government Employees with disabilities.*

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(b) Research Promotion Grant:

(i) *The University / college teachers and other cadres are eligible to receive appropriate*

'start up grants' for taking up research in all disciplines including basic science research for Strengthening of Basic Science Research and suitably adopted for, research in social sciences/humanities and other disciplines as formulated and communicated by the UGC/adopted by the University.

(c) Consultancy Assignment:

The teachers engaged in Consultancy Projects are eligible for revenue sharing between concerned institutions and consultant-teachers as per the Consultancy assignment Model issued / communicated by the UGC and as adopted by the Goa University. Till such times, the rules made by the University (specified elsewhere) in this context shall be applicable.

SA-19 (xvii) Continuing education and appraisal of performance :

Participation of teachers at regular intervals in appropriate continuing education programme is envisaged as an integral part of the professional development of teachers. While there cannot and need not be any rigid requirement of participation in formal programmes, evidence of commitment to continuing education of any recognised means as may be specified by the UGC will be essential requirement for career advancement. Pending the organisation of such programmes on the quality and scale required for giving effect to the implementation of the measures envisaged in SA-19(xii) to SA-19(xv) of this scheme, relaxation from the requirement of participation in such programmes for specific periods & for specific categories of posts will be granted by the University in accordance with the guidelines to be laid down by the UGC. However, till such time, as the programme of continuing education is not introduced in or for this University, the above condition of participation in refresher courses/seminars/summer institutes shall be relaxed by this University.

SA-19(xvii) (Effective from 22nd November, 2000). *Regular and systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the design for the career development of teachers, the guidelines for the evaluation of performance of teachers will be as recommended by the UGC from time to time.*

SA-19 (xvii) (Effective from 19th June, 2013) Anomalies:

Anomalies if any, in the implementation of the scheme may be brought to the notice of the U.G.C. / State Government/University for clarification / necessary rectification.

SA-19 (xviii) Regular and systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the design for the career development of teachers. The guidelines for the evaluation of performance of teachers will be as recommended by the UGC from time to time. Such a system should become operational with effect from academic year 1988-89. Till it becomes operational the existing screening mechanism/ selection procedures

or appraisal reports or those prescribed on a provisional basis by the University/State Government concerned will apply to all placements/promotions referred to in SA-19(xii) to SA-19(xv).

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SA-19 (xviii)(Effective from 22nd November, 2000). Other conditions of service:

Probation:

The period of probation of a teacher shall not exceed 24 months. A Lecturer appointed on probation should ordinarily be confirmed only if his/her Performance Appraisal Reports are satisfactory.

The confirmation should not be linked to completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but, in any case, the orientation course should be completed within a period of the first two years.

SA-19 (xviii) (Effective from 19th June, 2013)

Notwithstanding anything contained in this Statute, the basic pay of a teacher already fixed in operation of Statute SA-19, now amended, as on the date of implementation of this Statute, shall not be revised if it is adverse to the interest of the teacher concerned. Selection /promotion/fixation already carried out between 1.1.2006 and the date of implementation of this Statute shall not be reopened and such an incumbent shall be given the benefit of such selection/promotion fixation from the date of his/her eligibility and scale/designation shall be fixed accordingly.

Provided also further that notwithstanding anything contained in these Statutes, in the event that any candidate was eligible for promotion under Career Advancement Scheme prior to 31st December 2008, the promotion of such a candidate shall be governed by the provisions of pre-amended Statute SA-19 based on 5th Pay Commission recommendations.

SA-19 (xix) Other conditions of service.

Probation :

The period of probation of a teacher shall not exceed 24 months. A lecturer appointed on probation should ordinarily be confirmed only after he/she has completed the appropriate short-term orientation programmes and his/her performance appraisal reports are satisfactory.

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SA-19(xix) (Effective from 22nd November, 2000) Superannuation and re-employment:

The age of superannuation for teachers will be 60 years and thereafter no extension in service shall be given. However, a teacher including a Principal attaining the age of retirement i.e. 60 years, any day between the first day of the first term and the last day of the second term, may be re-employed by the University or the college Management as the case may be up to the end of the respective academic term, on the last salary drawn. It will be open to the

University or to the College to re-employ the superannuated teacher/principal from the last day of the second term upto the day he attains the age of 65 years on such terms and conditions as may be mutually agreed upon, provided that his/her basic pay is not fixed at any stage above the basic pay last drawn by him. He/she will also be entitled to all other benefits concomitant with the said basic pay.

The benefit in service, up to a maximum of 3 years, should be provided for the teachers who have acquired Ph.D degree at the time of entry, so that, almost all teachers get full retirement benefits which are available after 33 years of service, subject of overall age of superannuation.

SA-19 (xix) (Effective from 18th February, 2010) Superannuation and re-employment

The age of superannuation for teachers will be 62 years. Any members of the teaching staff who is due to retire on superannuation at 62 years, shall be allowed to retire from the afternoon of the last day of the month in which age of superannuation is attained. However, a teacher including a Principal attaining the age of retirement i.e. 62 years may be re-employed by the University or the college Management as the case may be up to the end of the respective academic term, on the last salary drawn. Thereafter it will be open to the University or to the college to re-employ the superannuated teacher/ Principal upto the day he attains the age of 65 years on such terms and conditions as may be mutually agreed upon, provided that his/ her basic pay is not fixed at any stage above the basic pay last drawn by him. He/ she will also be entitled to all other benefits concomitant with the said basic pay.

SA-19(xix) (Effective from 1st June, 2012)

Superannuation and re-employment ----- REPEALED

SA-19(xix) (Effective from 19th June, 2013) Deleted

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SA-19 (xx) Superannuation and re-employment:

The age of superannuation for teachers will be 60 years and thereafter no extension in service shall be given. However, a teacher including a Principal attaining the age of retirement, i.e. 60 years, any day between the first day of the first term and the last day of the second term, may be re-employed by the University or the college as the case may be, on the last salary drawn. It will be open to the University or the College to re-employ the superannuated teacher/principal from the last day of the second term upto the day he/she attains the age of 65 years on such terms and conditions as may be mutually agreed upon, provided that his/her basic pay is not fixed at any stage above

the basic pay last drawn by him/her. He/she will also be entitled to all other benefits concomitant with the said basic pay.

SA-19(xx) (Effective from 22nd November, 2000) Grievance Redressal Mechanism:

The Grievance Redressal Committee set up by the University shall settle the grievances of the teachers as expeditiously as possible within three months from the date of receipt of the grievance.

SA-19 (xx) (Effective from 19th June, 2013) Deleted

SA-19 (xxi) Grievance Redressal Mechanism :

Appropriate mechanism for the redressal of teachers' grievances will be established in the University and colleges on the basis of guidelines issued by the UGC.

SA-19(xxii) (Effective from 22nd November, 2000) Code of Professional Ethics:

A code of Professional Ethics for teachers prepared by the University will be followed.

SA-19 (xxii) (Effective from 19th June, 2013) Deleted

SA-19 (xxii) Code of Professional Ethics :

A Code of Professional Ethics for teachers prepared by the UGC will be followed.

SA-19(xxiii) (Effective from 22nd November, 2000) Pay fixation formula:

- (1) *As per V Pay Commission fixation formula as adopted by Government of Goa.*
- (2) *Other terms and conditions of service of University and College teachers shall be as framed by the U.G.C. and notified by the Goa University from time to time.*
- (3) *The fixation of pay of Lecturers (Selection Grade) / Readers in the pre-revised scale of Rs. 3700-125-4950-150-5700 who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade)/Readers as on 1.1.1996 will be made in a manner that they get their pay fixed at the minimum of Rs.14940 in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.*
- (4) *Lecturers (Selection Grade)/Readers with 5 years service drawing pay at 6th stage viz. Rs.4325 in the pre-revised scale of Rs.3700-5700 will be fixed at the stage of Rs.14940 in the revised scale of Rs. 12000-420-18300. The teachers*

drawing pay at 6th, 7th, 8th and 9th stages (viz. first four stages of bunching) will not be eligible for the benefit of bunching. Accordingly, in their case, the date of next increment in the revised scale will be the date on which they would have drawn increment had they continued in the pre-revised scale. The teachers drawing pay at 10th, 11th, 12th and 13th stage in pre-revised scale will become entitled to one increment in the revised scale w.e.f. 1.1.96 and the teacher's drawing pay at 14th and 15th stage will become entitled to two increments in the revised scale on 1.1.96. As the teachers drawing pay from 10th to 15th stage will get the benefit of bunching they will become entitled to next increment in the revised scale on completion of 12 months from the date of stepping of their pay viz. 12 months from 1.1.96.

- (5) *The fixation of pay of Principals who prior to their appointment as principal, were substantive Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs.3700-125-4950-150-5700 and were in position as on 1.1.1996, will be made in a manner that they get their pay fixed at the minimum of Rs.14940/- in the revised scale of Rs.12000-420-18300 on completion of five years of service in the grade.*

SA-19 (xxii) (Effective from 19th June, 2013) Deleted

SA-19 (xxiii) Pay Fixation formula :

The pay of teachers in the revised scale on 1.1.1986 will be fixed in accordance with formula recommended by the Fourth Pay Commission while revising the pay scales of the Central Government Employees.

If the pay of Lecturer, who in the existing scale of Rs.700-1600 was drawing immediately prior to 1-1-1986 more pay than another teacher junior to him/her in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior teacher, the pay of such senior teacher shall be stepped up to the same stage in the revised scale as that of the junior. Such stepped up teacher shall be granted next increment on the same date as admissible to his/her junior, if the date of increment of the junior happens to be earlier.

Provided further that such stepping up shall not be done if a junior teacher gets fixed in the revised scale at a stage/scale higher than that of a senior teacher by virtue of his/her having a Ph.D./M.Phil. degree or by virtue of weightage of his/her past service.

Where a teacher is held up at the stage of assessment viz. Rs.1300.00 in the pay scale of pay Rs.700-1600 elects the revised scale, his/her pay should be fixed according to the provisions under these rules. However, increments beyond the stage of Rs.1300.00 be released to such teachers if the authority competent to allow the

teachers to cross that stage certifies that they were entitled to such increments at earlier dates.

The details of the pay fixation formula are given in Schedule **SSA-5**

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SA-19 (xxiii) (Effective from 22nd November, 2000) Dearness Allowance and other benefits:

- (a) *The revised scale of pay on 1.1.1996 is inclusive of the dearness allowance admissible on that date. Any dearness allowances that might become due after that date will be sanctioned by the University as State Govt, as the case may be.*
- (b) *As teachers in Goa University and its affiliated colleges financed by the Goa Government are sanctioned Dearness Allowance at the rate applicable to Goa Government employees drawing corresponding pay, they are also sanctioned other benefits like House, Rent Allowance, House Building Advance, Medical facilities, Pension and other retirement benefits, leave travel concessions, group insurance, CCA, etc. on the pattern of similar benefits available to Goa Government employees.*

SA-19 (xxiii) (Effective from 19th June, 2013) Deleted

SA-19 (xxiv) Dearness Allowance and other benefits

- a) The revised scale of pay on 1.1.1986 is inclusive of the dearness pay and dearness allowance admissible on that date. Any dearness allowances that might become due after that date will be sanctioned by the University/State Govt. as the case may be.
- b) As teachers in Goa University and its affiliated College financed by the Goa government are sanctioned Dearness Allowance at the rate applicable to Goa government employees drawing corresponding pay, they are also sanctioned other benefits like House Rent Allowance, House Building Advance, Medical facilities, Pension and other retirement benefits, leave travel concessions, groups insurance, CCA etc. on the pattern of similiar benefits available to Goa Govt. employees.

SA-19 (xxiv) (Effective from 22nd November, 2000) Anomalies:

Anomalies if any, in the implementation of the scheme may be brought to the notice of the state Government/University for clarification.

SA-19 (xxiv) (Effective from 19th June, 2013) Deleted

SA-19 (xxv) Anomalies:

Anomalies, if any, in the implementation of the scheme may be brought to the notice of the State government / University for clarification.

SA-19 (xxv) (Effective from 22nd November, 2000) Notwithstanding anything contained in this Statute, the basic pay of a teacher already, fixed in operation of Statute SA-19 now amended, as on the date of implementation of this Statute, will not be revised if it is adverse to the interest of the teacher concerned. Selection/promotion/fixation already carried out between 1.1.96 and the date of implementation of this Statute shall not be reopened and such an incumbent shall be given the benefit of such selection/promotion fixation from the date of his/her eligibility and scale/designation shall be fixed accordingly.

SA-19 (xxv) (Effective from 19th June, 2013) Deleted

SA-19 (xxvi) Notwithstanding anything contained in this Statute, the basic pay of a teacher already fixed in operation of statute 102 now superseded, will not be revised if it is adverse to the interest of the teacher concerned.

SA-19(xxvi) (Effective from 28th January, 2009) Career Advancement Scheme for Assistant Librarians in University/ College Librarians/ Documentation Officer

(A) From Assistant Librarian University/ College Librarian/ Documentation Officer to Assistant Librarian University (Senior Scale)/ College Librarian (Senior Scale)/ Documentation Officer (Senior Scale)

University Assistant Librarian/ College Librarian/ Documentation Officer shall be eligible for placement in the Senior Scale if he/she has:

- a) Completed 6 years of service as an Assistant Librarian University/ College Librarian/ Documentation Officer;
- b) Has participated in two refresher courses/ summer institutes each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by UGC from time to time; and
- c) Consistently Satisfactory Performance Appraisal Reports.

(B)(1) From College Librarian (Senior Scale) to College Librarian (Selection Grade)

- (a) Completed 5 years of service in the Senior Scale. The requirement of 5 years will be relaxed if his/her total service is not less than 11 years;
- (b) Made significant contribution to the development of Library service in the University as evident from self-assessment reports, reports of referees, professional improvement in the Library services etc., as the case may be.
- (c) Participated in two refresher courses/ summer institutes each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC after placement in the Senior Scale. and

(d) *Consistently Satisfactory Performance Appraisal Reports.*

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(B)(2) University Assistant Librarian (Senior Scale)/ Documentation Officer (Senior Scale) to Assistant University Librarian (Selection Grade)/ Documentation Officer (Selection Grade)

- (a) *Completed 5 years of service in the Senior Scale. The requirement of 5 years will be relaxed if his/her total service is not less than 11 years;*
- (b) *Made significant contribution to the development of Library service in the University as evident from self-assessment reports, reports of referees, professional improvement in the Library services, etc., as the case may be.*
- (c) *Participated in two refresher courses/ summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC after placement in the Senior Scale; and*
- (d) *Consistently Satisfactory Performance Appraisal Reports.*

(C) From University Assistant Librarian (Senior Scale) to Deputy University Librarian

- (a) *Completed 5 years of service in the Senior Scale provided that the requirement of 5 years will be relaxed if his/ her total service is not less than 11 years;*
- (b) *Obtained a Ph.D. Degree or has an equivalent published work.*
- (c) *Made significant contribution to the development of Library service in the University as evident from self-assessment reports of referees, professional improvement in the Library services, etc., as the case may be.*
- (d) *Participated in two refresher courses/ summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC after placement in the Senior Scale; and*
- (e) *Consistently Satisfactory Performance Appraisal Reports.*

SA-19 (xxvi) (Effective from 19th June, 2013) Deleted

SA-20 Statutes relating to the screening & selection committee for screening/ selecting the candidate for career advancement.

SA-20 (i) There shall be a screening & Selection Committee in the University and Non-Govt. colleges affiliated to it for making recommendations to the Executive Council/Governing Body of the colleges for the purpose of career advancement referred to in SA-19.

(ii) The constitution of the Screening/Selection Committee shall be as follows :-

University :-

| | | |
|--|------|----------|
| Vice-Chancellor | | Chairman |
| Dean of the Faculty concerned | | Member |
| Head of the Department concerned | | Member |
| One expert in the subject concerned nominated by the Vice-Chancellor | | Member |

Colleges:-

| | | |
|--|------|----------|
| Principal of the college concerned | | Chairman |
| Head of the Dept. concerned | | Member |
| One expert in the subject concerned to be nominated by the Vice-Chancellor | | Member |

SA-20 (Effective from 22nd November 2000) Statute relating to the Screening/Selection Committee for Screening/Selecting the candidate for career advancement.

- (i) *There shall be a Screening/Selection Committee in the University and Non-Govt. Colleges affiliated to it for making recommendation to the Executive Council/Governing Body of the colleges for the purpose of career advancement referred to in SA-19.*
- (ii) *The constitution of the Screening/Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.*

SA-20 (ii) (Effective from 19th April, 2002) To include UGC Observer in the Selection Committee for the Career Advancement of Readers

The Constitution of the Screening/ Selection Committee shall be the same as those for Direct Recruitment for each category. However, while considering cases for promotion from Reader to Professor under Career Advancement Scheme in the University, there shall be an UGC Observer to observe the process of selection adopted at each Selection Committee meeting conducted by the University.

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- (iii) Whenever the case of the HOD concerned is under consideration of the Committee, he/she will not be a member of that Committee, but in his/her place an additional expert will be nominated by the Chairman of the Committee.
- iv) The Screening & Selection Committee shall meet as and when need arises to screen/select candidates for the purpose of career advancement of teachers.

SA-20 (Effective from 19th June, 2013) Statute relating to the Screening/Selection Committee and specified selection procedures for Screening/Selecting the candidate for direct

recruitment and career advancement:

SA-20 (A)

Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports.

SA-20 (B)

There shall be a Screening/Selection Committee in the University and Non-Govt. Colleges affiliated to it for making recommendation to the Executive Council/ Governing Council of the colleges for the purpose of direct recruitment and career advancement referred to in SA-19. For all levels of teaching positions in Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which the University, shall be involved in the selection process by the State Public Service Commission and in case of Colleges established and administered by minority managements covered by the provisions of the Article 30(1) of the Constitution of India may form their own Selection Committee.

SA-20 (B) (1) Assistant Professor in the University:

(a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.

- 1. The Vice-Chancellor as the Chairperson of the Selection Committee.*
- 2. Three experts in the concerned subject nominated by the Vice-Chancellor from amongst the panel of names approved by the Executive Council of the university.*
- 3. Dean of the concerned Faculty, wherever applicable*
- 4. Head/Chairperson of the respective Department/School.*
- 5. An academician nominated by the Chancellor.*
- 6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor, if any candidate representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.*

(b) At least four members, including two outside subject experts shall constitute the quorum.

SA-20 (B) (2) Associate Professor in the University:

The composition and quorum of the Selection Committee for the post of Associate Professor in the University shall be the same as that for the post of Assistant Professor set out in SA-20 (B) (1).

SA-20 (B) (3) Professor in the University:

The composition and quorum of the Selection Committee for the post of Professor in the University shall be the same as that for the post of Associate Professor set out in SA-20 (B) (1).

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SA-20 (B) (4) Assistant Professor in Colleges:

(a) The Selection Committee for the post of Assistant Professor in Colleges shall have the

following composition:

1. Chairperson of the Governing Council of the college or his/her nominee from among the members of the Governing Council to be the Chairperson of the Selection Committee.
 2. The Principal of the respective College.
 3. Head of the Department of the respective subject in the College.
 4. Two nominees of the Vice-Chancellor of the University of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the Governing Council of the college, of whom one should be a subject expert.
 5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing council of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the Executive Council of the University. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Council of the College out of the panel of five names, preferably from minority communities, recommended by the Vice- Chancellor from the list of subject experts approved by the Governing Council of the College.
 6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the selection committee meeting, five of which at least two must be from out of the three subject-experts shall be present.
- (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions (PSC) / Teacher Recruitment Boards must invite three subject experts for which the University, shall be involved in the selection process by the State PSC.
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- (d) For all levels of teaching positions in Constituent college(s) of the University, the selection committee norms shall be similar to that of the posts of departments of the University.

SA-20 (B) (5) Associate Professor in Colleges:

- (a) *The Selection Committee for the post of Associate Professor in Colleges shall have the following composition:*
1. *The Chairperson of the Governing Council or his/ her nominee, from among the members of the Governing Council to be the Chairperson of the Selection Committee.*
 2. *The Principal of the College concerned.*
 3. *The Head of the Department of the concerned subject from the college.*
 4. *Two University representatives nominated by the Vice-Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the Governing Council of the college of whom one should be a subject expert.*
 5. *Two subject-experts not connected with the college to be nominated by the Chairperson of the Governing Council of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the Executive Council of the University concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Council of the College out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the Governing Council of the College.*
 6. *An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.*
- (b) *The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.*

SA-20 (B) (6) Professor in Colleges:

The composition of the Selection Committee for the post of Professor in colleges shall be the same as that for the post of Associate Professor set out in SA-20 (B)(5).

(6)(Effective from 2nd January,2018) The composition of the Selection Committee for direct appointment to the post of Professor, and promotion as Professor under the Career Advancement Scheme, in colleges, shall be the same as for the appointment to

the post of Professor in the University, as set out in Statute SA-20(B)(3).

SA-20 (B) (7) College Principal:

- (a) *The Selection Committee for the post of College Principal shall have the following composition:*
1. *Chairperson of the Governing Council as Chairperson.*
 2. *Two members of the Governing Council of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.*
 3. *One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University of whom one should be a subject expert.*
 4. *Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Council of the college) out of a panel of six experts approved by the Executive Council of the University.*
 5. *An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.*
- (b) *At least five members, including two experts, should constitute the quorum.*
- (c) *All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.*
- (d) *The term of appointment of the college principal shall be five years with eligibility for reappointment for one more term only after a similar selection committee process.*
- (d) **(Effective from 27th June, 2017)** *The term of appointment of the College Principal shall be five years and will be eligible for reappointment for one more term only after a similar Selection Committee process which shall take into account an external peer review, its recommendations and its outcomes. The constitution of the External Peer Review Committee shall be as under:*
- (i) *Nominee of the Vice-Chancellor of the affiliating University.*
 - (ii) *Nominee of the Chairman, University Grants Commission.*

The nominees shall be nominated from the Principals of the Colleges with Excellence/ College with potential for Excellence/ Autonomous Colleges/ NAAC 'A+' accredited Colleges.

The Report of the above Peer Review Committee shall be the main basis for reappointment of the Principal.

SA-20 (C) Selection Procedures:

SA-20 (C) (1)

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in Schedule SSA – 6.

In order to make the system more credible, the duly constituted selection committee shall assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures shall be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Statutes.

SA-20 (C) (1) (Effective from 27th May, 2016) *The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in Schedule SSA – 6.*

Provided that API Scores will be used for screening purpose only and will have no bearing on expert assessment of the candidates in Direct Recruitment/CAS.

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for Direct Recruitment/CAS.

| <i>Sub-Category</i> | <i>Cap as % of API cumulative score in application</i> |
|---|--|
| <i>III (A) Research papers (Journals, etc)</i> | <i>30%</i> |
| <i>III (B) Research publications (Books, etc)</i> | <i>25%</i> |
| <i>III (C) Research Projects</i> | <i>20%</i> |
| <i>III (D) Research Guidance</i> | <i>10%</i> |
| <i>III(E) Training Courses and Conference/Seminar, etc.</i> | <i>15%</i> |

SA-20 (C) (1) (Effective from 27th June, 2017) *The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in Schedule SSA – 6.*

Provided that API Scores will be used for screening purpose only and will have no bearing on expert assessment of the candidates in Direct Recruitment/CAS.

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/ papers.

In order to make the system more credible, the duly constituted Selection Committee shall assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation, or discussion on the capacity to use latest technology in teaching and research, at the interview stage. These procedures shall be followed for both direct recruitment and CAS promotions wherever Selection Committees are prescribed in these Statutes.

SA-20 (C) (3)

In all the Selection Committees of direct recruitment of teachers and other academic staff in University departments and affiliated colleges provided herein, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor of the University, and in case of a college Vice Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

SA-20 (C) (4)

(i) Besides the indexed publications documented by various discipline-specific databases, the University shall draw through committee(s) of subject experts and ISBN / ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.

(ii) In respect of Indian language publications, equivalence in quality shall be prescribed by a Co-ordination Committee of experts to be constituted by the Chancellor, who may refer to the list of Indian language journals as approved by a Committee constituted by UGC for the purpose.

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(iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

SA-20(C)(4) (Effective from 27th June, 2017) *The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo moto, recommend journals for inclusion in the "List of Journals".*

SA-20 (C) (5)

The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma prescribed by the University based on the API criteria. In addition, to the requirements provided for selection of Associate Professor under this statute, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be, during the period of service as Assistant Professor, on a graded scale is as follows:

- (a) for those who possess a Ph.D. Degree, one publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis;*
- (b) for those with a M.Phil. Degree, 2 publications made during the period of service as Assistant Professor, in addition to the M.Phil. thesis; and*
- (c) for those without Ph.D. or M.Phil. qualification, at least 3 publications during the period of service as Assistant Professor.*

Provided that in so far as teachers in University Departments are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

SA-20 (C) (6)

The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma prescribed by the University based on the API criteria based PBAS set out in the Statutes and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in stage-II as Assistant Professor.

Provided further that such publications shall be made available to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

SA-20 (C) (7)

In the case of selection of Professors who are from outside the academic stream and are considered under Statute SA – 19 (vii) (1) (a), the Executive Council shall lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the University knowledge system are selected in any discipline as per the requirements.

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SA-20 (C) (8)

In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis shall be laid on the nature of deliverables indicated against each of the posts in these Statutes for both direct recruitment and CAS promotions.

SA-20 (C) (9)

The Internal Quality Assurance Cell (IQAC) shall be established in University and affiliated colleges. The IQAC shall be constituted under the chairmanship of the Vice-chancellor in case of University and Principal as the Chairperson in affiliated colleges. The Chairperson shall be assisted by a senior faculty member as Director in case of University or as Coordinator in case of an affiliated college.

The goals of IQAC are:

- 1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University / affiliated colleges.*
- 2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.*

The IQAC shall have the following composition:

- a) Head of the Institution – Chairperson*
- b) Five (in case of a College) or eight (in case of University) senior teachers and one senior administrative official – Members*
- c) Two (in case of a College) or three (in case of University) external experts on Quality Management / Industry / Local Community – Members*
- d) Director / Coordinator of IQAC – Member Secretary*

The members at b) and c) above shall be nominated by the Vice-chancellor in consultation with the Academic Council of the University for University IQAC or by the Principal of the affiliated College in consultation with the Local Managing Committee for IQAC in Colleges. The tenure of such nominated members shall be for a period of two years where as the Director / co-ordinator shall have a tenure of three years. The IQAC meeting should be convened by the Member-Secretary, in consultation with the Chairperson at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

The IQAC shall have the following functions:

- 1. Acting as the documentation and record-keeping Cell for the Institution including assistance in the development of the API criteria based PBAS Performa using the indicative template laid down in these Statues on regular basis in case of individual teachers.*
- 2. To introduce the student feedback system on Institutional parameters without incorporating the components of student's assessment of individual teachers.*
- 3. Development and application of quality benchmarks/parameters*
- 4. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institution;*
- 5. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;*
- 6. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;*
- 7. Dissemination of information on the various quality parameters of higher education;*
- 8. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;*
- 9. Documentation of the various programmes / activities of the Institution, leading to quality improvement;*

10. *Acting as nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of good practices;*
11. *Development and maintenance of Institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;*
12. *Development of Quality Culture in the Institution;*
13. *Preparation of the Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;*
14. *Bi-annual development of Quality Radars (QR's) and Ranking of Integral Units of the Institution based on the AQAR.*
15. *Interaction with SQAC's in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.*
16. *Any other activity aimed at enhancement of Institutional quality parameters.*

SA-20(C) (9) (Effective from 6th June, 2016) The Internal Quality Assurance Cell (IQAC) shall be established in University and affiliated colleges. The IQAC shall be constituted under the chairmanship of the Vice-chancellor in case of University and Principal as the Chairperson in affiliated colleges. The Chairperson shall be assisted by a senior faculty member as Director in case of University or as Coordinator in case of an affiliated college.

The primary aim of IQAC is:

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University / affiliated colleges.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. The composition of the IQAC shall be as follows:
 1. Chairperson: Head of the Institution
 2. A few senior administrative officers
 3. Three to eight teachers
 4. One member from the Management
 5. One/two nominees from local society, Students and Alumni
 6. One/two nominees from Employers/ Industrialists/ stakeholders
 7. One of the senior teachers as the Coordinator/Director of the IQAC
- (a) The members at Sr. No. 2-7 above shall be nominated by the Vice-chancellor for the University IQAC, or by the Principal of the affiliated College for IQAC in Colleges.
- (b) The membership of such nominated members shall be for a period of two years; however, the Co-ordinator /Director shall have tenure of three years.
- (c) The IQAC shall meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members.
4. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
5. The IQAC shall have the following functions:
 - (1) To act as the documentation and record-keeping Cell for the Institution, including assistance in the development of the API criteria based PBAS Performa using the indicative template laid down in these Statues on regular basis in case of individual teachers.

- (2) -Deleted-
- (3) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- (4) -Deleted-
- (5) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (6) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (7) Dissemination of information on various quality parameters of higher education;
- (8) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (9) Documentation of the various programmes/ activities of the Institution leading to quality improvement;
- (10) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- (11) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- (12) Development of Quality Culture in the institution;
- (13) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- (14) -Deleted-
- (15) -Deleted-
- (16) Any other activity aimed at enhancement of Institutional quality parameters.

SA-20 (C) (10) *While the API:*

- (a) *Tables I, II and III of Schedule SSA – 6 are applicable to the selection of Professors/ Associate Professors /Assistant Professors in University and colleges;*
- (b) *Tables IV, V and VI are applicable to Directors/ Deputy Directors/ Assistant Directors of Physical Education and Sports; and*
- (c) *Tables VII, VIII and IX are applicable to Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions,*
- (d) *the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for University teachers and for UG/PG College Teachers, as given in these Tables.*

SA-20 (C) (11)

The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Schedule SSA-6 provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II(b) provide for CAS promotions of teachers in University Departments and affiliated

colleges respectively, which accommodate these differences.

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SA-20 (C) (12)

In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in Universities / colleges for one year only with the minimum annual scores as depicted in Table II(a) and II(b) for university and college teachers, or by Librarian/Physical Education and Sports cadres as depicted in Tables V(a) and V(b), Tables VIII(a) and VIII(b) respectively. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For category III (research and academic contributions) API scores for this category will be applied for the entire assessment period.

SA-20 (C) (13)

A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/ concerned college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as prescribed by the university duly supported by all credentials as per the API guidelines set out in these Statute. In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Statutes, as on 31 December, 2008 and till the date on which UGC Regulation is notified, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

SA-20 (C) (14)

Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Statutes as per Tables II(a and b) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

SA-20 (C) (15)

The Selection Committee specifications as delineated SA-20 (B) are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.

SA-20 (C) (16)

CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.

SA-20 (C) (17)

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The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

(a) For University teachers:

- (i) The Vice-Chancellor as the Chairperson;
- (ii) The Dean of the concerned Faculty;
- (iii) The Head of the Department /Chairperson of the School concerned; and
- (iv) One subject expert in the concerned subject nominated by the Vice- Chancellor from the University panel of experts.

Provided that if the same person holds the offices of the Dean and the Head of the Department; the Committee shall have an additional nominee as specified under (iv) above.

(b) For College teachers:

- (i) The Principal of the college as the Chairperson;
- (ii) Head of the concerned department from the college;
- (iii) Two subject experts in the concerned subject nominated by the Vice- Chancellor from the University panel of experts;

(c) The quorum for these committees in both categories mentioned above shall be three including the one subject expert/ university nominee need to be present.

SA-20 (C) (18)

The Screening cum Evaluation Committee as constituted under clause (19) and (20) above, on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the university based on these Statutes and as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Executive Council of the University /Governing Council of affiliated colleges/ Government about the suitability for the promotion of the candidate(s) under CAS for implementation.

SA-20 (C) (19)

All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

SA-20 (C)(20)

CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

SA-20 (C) (21)

The incumbent teacher must be on the role and active service of the University/affiliated Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.

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SA-20 (C) (22)

Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum

API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university/ concerned college shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

SA-20 (C) (23)

In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

SA-20 (C) (24)

(a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his/her promotion will be deemed to be from the later date of eligibility corresponding to the successful assessment.

SA-20 (D) General:

(i) No one shall be eligible to be appointed, promoted or designated as Professor/Principal of college, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down under these Statutes and notified by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.

(ii) The pay of teachers and equivalent positions in University and Colleges shall be fixed according to their designations in two pay bands of Rs. 15,600 - Rs. 39,100 and Rs. 37,400 - Rs. 67,000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Statute, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.

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(iii) Posts of Professors shall be created in under-graduate (UG) colleges as well as in post-graduate (PG) colleges. The number of posts of Professors in a UG College shall be equivalent to 10 percent of the number of post of Associate Professors in that College. There shall be as many posts of Professors in each PG College as the number of Departments in that College. No new Departments shall be created in UG or PG Colleges without prior approval of the UGC/University/State Government.

(iv) Up to 10% of the posts of Professors in University shall be in the Higher Administrative Grade (HAG in short) scale of 67,000-79,000 with no AGP and eligibility conditions as prescribed in these Statutes.

(v) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET as has been laid down by the UGC.

SA-21 Statute relating to the revision of the scales of pay of Librarian and Physical Education Personnel of the Goa University and Non-government colleges affiliated thereto in accordance with the scheme of Revision of Pay scales of Librarians and Physical Education Personnel in Universities and colleges, 1986, circulated vide Government of India's letter No. F-1-21/87/U.I. dated 22nd July, 1988 and approved by Government of Goa vide letter No.DE/GIA/COL/33/87 - 88/1522 dated 29th August, 1989.

SA-21 (i) In supersession of all the existing statutes, ordinances, rules, regulations, etc. on the subjects of pay scales, qualifications, career advancement, appraisal of performance and other relevant terms and conditions of service of Librarians and Physical Education Personnel, these statutes are now framed on the basis of the scheme for Revision of pay scales of Librarians and Physical Education Personnel in University and Colleges as provided by Government of India, Ministry of Human Resource Development, Department of Education vide letter No.F.1-21/87-U.I. dated 22nd July, 1988, and approved by Government of Goa, Director of Education, vide order No. DE/GIA/COL/33/87-88/1522 dated 29th August, 1989.

SA-21 (ii) Coverage:

This scheme applies to all the Librarians and Physical Education Personnel of Goa University and The Non-government colleges affiliated to Goa University who are in the existing scale of pay Rs.700-40-1100 -50-1600, unless any of them specifically exercise an option in writing within a period of six months from the date of the issue of this statute to remain out of this scheme or to accept it at a date later than 1 -1 -1986. So far as the other Library/Physical Education Staff in scales of pay lower than Rs.700-1600 are concerned they should be given the corresponding scales of pay as prescribed by the Fourth Pay Commission.

SA-21 (iii) Date of Effect:

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Revised scales of pay will be effective from January 1, 1986.

SA-21 (iv) Pay Scales:

The revised scales of pay for Librarians and Physical Education Personnel effective from 1-1-1986 are given in Schedule SSA-5 respectively.

SA-21 (v) The revised scales of pay are inclusive of the basic pay, the dearness pay, the dearness allowance, additional dearness allowance and interim relief, if any, admissible to the Librarians and Physical Education Personnel as on 1-1-1986.

Recruitment and Qualifications

SA-21 (vi) Recruitment to the posts of Assistant Librarians, Deputy Librarians and Librarian as well as Assistant Director, Deputy Director and Director of Physical Education in the University shall be on the basis of merits through all-India advertisement and selection, provided that the Assistant Librarians and Assistant Directors of Physical Educations who fulfill the criteria prescribed hereinafter will be eligible for promotion to the posts of Deputy Librarian and Deputy Director of Physical Education respectively. Recruitment to the posts of Librarians and Director/Instructor of Physical Education in colleges shall also be on the basis of merit through all-India advertisement and selection.

SA-21 (vii) The minimum qualifications required for appointment to the posts mentioned in Statute SA-21 (vi) above will be those prescribed by the UGC from time to time.

SA-21 (viii) As in the case of recruitment of Lecturers in Universities and colleges, only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the post of Assistant Librarian/ Assistant Director of Physical Education in universities and Librarian and Director/ Instructor of Physical Education in colleges have qualified in the comprehensive test to be specially conducted for the purpose will be eligible for appointment to these posts. The detailed scheme for conducting test including its design, the agencies to be employed in the conduct of the test, content, administration etc. as worked out by the University Grants Commission will be adopted by this University. Till such time the UGC scheme for conducting the comprehensive test is finalised and made applicable to this University, recruitment of Assistant Librarian/Assistant Director of Physical Education in the University as well as Librarian and Director/ Instructor of Physical Education in the colleges affiliated to Goa University, shall continue to be made in accordance with the existing procedure.

SA-21 (ix) Candidates who, at the time of their recruitment as Assistant Librarians and Assistant Directors of Physical Education in the University and Librarians and Directors/ Instructors of Physical Education in colleges, possess Ph.D. or M.Phil, degree in

Library Science or Physical Education as the case may be, will be sanctioned three and one advance increments respectively in the scale of Rs.2200-4000 along with the benefit of corresponding years of service for the purpose of promotion. The existing incumbents without research degrees and those similarly situated recruited in future, will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degrees, but will not be eligible for advance increments. Existing incumbents with research degrees will also be eligible for a similar benefit.

Explanation :

- a) An incumbent who has a Ph.D. or M.Phil degree at the time of recruitment, will get three or one advance increments respectively and will get 3 or 1 years relaxation of service for promotion.
- b) An incumbent who does not have a Ph.D./M.Phil. degree at the time of recruitment but acquire it subsequently will get 3 or 1 years relaxation of service for promotion but will not get three or one advance increments.
- c) All in-service (i.e. those in service on 1-1-1986) Asstt. Librarians and Asstt. Directors of Physical Education in the University and Librarians and Directors/Instructors of Physical Education in colleges will get 3 or 1 year relaxation of service for promotion if they have a Ph.D./M.Phil. degree but will not get three or one advance increments.

SA-21 (x) Career Advancement:

Every Assistant Librarian and Assistant Director of Physical Education in the University and a Librarian and Director/Instructor of Physical Education of a college, who is in the scale of pay of Rs.2200-4000 will be placed in a Senior Scale of Rs.3000-5000 if he/she has

- a) Completed 8 years of service with relaxation as provided in SA-21 (ix) above:
- b) Participated in two refresher courses/summer institutes each of approximately four weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, and
- c) Consistently satisfactory performance appraisal reports.

Explanation:

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- a) All existing incumbents of these posts in the University and College, who are in the scale of pay of Rs.700-40-1100-50-1600 and who have completed 8 years of service on 1.1.1986 or thereafter will be placed, through a process of screening/selection as indicated in Statute SA-22. The benefit of service provided in Statute SA-21 (ix) will be available for the initial placement also.
- b) The term service in (a) above means total service of the incumbent in one or more

Universities or colleges irrespective of whether it is continuous or not.

- c) Proper weightage shall be given to the part-time service of the incumbent on regular scale of pay on becoming full-time incumbent later. In such cases, two years of part-time service shall be considered as equivalent to one year's full-time service, and any fraction which is more than half should be rounded as one full year.

SA-21 (xi) Every Assistant Librarian and Assistant Director of Physical Education in the University who has been placed in the Senior Scale will be eligible for promotion to the post of Deputy Librarian and Deputy Director of Physical Education respectively in the scale of pay of Rs.3700-5700, if he /she has :

- a) completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if his/her total service is not less than 16 years;
- b) obtained a Ph.D. degree or an equivalent published research work;
- c) made significant contribution to the development of Library Service/Physical Education in the University as evidenced by self- assessment, reports of referees, professional improvement in the Library Services/ Physical Education activities etc. as the case may be ;
- d) Participated in two refresher course/summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as specified by the UGC after placement in the Senior scale; and
- e) Consistently good performance appraisal reports.

SA-21 (xii) Promotion to the post of Deputy Librarian/ Deputy Director of Physical Education will be through a process of selection by a Screening and Selection Committee as in the case of promotion to the post of Readers. Posts of Deputy Librarians/Deputy Director of Physical Education will be created for this purpose by upgrading the posts of Assistant Librarian/ Asstt. Director of Physical Education in the University.

SA-21 (xiii) Those Assistant Librarians and Assistant Directorate of Physical Education in the University in the Senior Scale who do not have Ph.D. degree or equivalent published work but fulfill the other criteria mentioned in SA-21 (xi) will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the Screening and Selection Committee mentioned in the SA-21 (xii) above. They will be designated as Assistant Librarian and Assistant Director of Physical Education in the Selection Grade.

SA-21 (xiv) The College Librarians and Directors/Instructors of Physical Education in Colleges, who have been placed in the senior scale will also be eligible for placement in the Selection Grade of Rs. 3700-5700 if they fulfill the criteria prescribed in Statute SA-21

(xiii) above.

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SA-21 (xv) Other conditions of service Probation

The period of probation of an incumbent shall not exceed 24 months. An incumbent appointed on probation should ordinarily be confirmed after his/her performance appraisal reports are found to be satisfactory.

SA-21 (xvi) Superannuation and re-employment

The age of superannuation for Librarian and Physical Education Personnel will be 60 years and thereafter no extension in service shall be given. However, a Librarian and Physical Education Personnel attaining the age of retirement, i.e. 60 years, any day between the first day of the first term and the last day of the second term, may be re-employed by the University or the college as the case may be, on the last salary drawn.

SA-21 (xvii) Grievance Redressal Mechanism :

Appropriate mechanism for the redressal of Librarians and Physical Education Personnel's grievances will be established in the University and Colleges on the basis of guidelines issued by the UGC.

SA-21 (xviii) Code of Professional Ethics :

A Code of Professional Ethics for Librarian and Physical Education Personnel prepared by the UGC will be followed.

SA-21 (xix) Pay fixation formula :

The pay of Librarians and Physical Education Personnel in the revising scale on 1.1.1986 will be fixed in accordance with the formula recommended by the Fourth Pay Commission while revising the pay scales of the Central Government employees.

If the pay of an incumbent, who in the existing scale of Rs.700-1600 was drawing immediately prior to 1-1-1986 more pay than another incumbent junior to him/her in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior incumbent, the pay of such senior incumbent shall be stepped up to the same stage in the revised scale as that of the junior. Such stepped up incumbent shall be granted next increment on the same date as admissible to his/her junior, if the date of increment of the junior happens to be earlier.

Provided further that such stepping up shall not be done if a junior incumbent gets fixed in the revised scale at a stage/scale higher than that of a senior incumbent by virtue of his/her having a Ph.D./M.Phil degree or by virtue of weightage to his/her past service. When a incumbent is held up at the stage of assessment viz. Rs.1300.00 in

the pay scale of Rs. 700-1600 elects the revised scale, his/her pay should be fixed according to the provisions under these statutes. However, increments beyond the stage of Rs.1300.00 shall be released to such incumbents if the competent authority allows the incumbent to cross that stage certifies that they were entitled to such increments at earlier dates.

The details of the pay fixation formula are given in Schedule SSA-6.

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SA-21 (xx) Dearness Allowance and other benefits

- a) The revised scale of pay on 1.1.1986 is inclusive of the dearness pay and dearness allowance admissible on that date. Any dearness allowance that might become due after that date will be sanctioned by the University / State Govt, as the case may be.
- b) As Librarian and Physical Education Personnel in Goa University and its affiliated Colleges financed by the Goa Government are sanctioned Dearness Allowance at the rate applicable to Goa government employees drawing corresponding pay, they are also sanctioned other benefits like House Rent Allowance, House Building advance, medical facilities, Pension and other retirement benefits, leave travel concessions, group insurance, CCA etc. on the pattern of similar benefits available to Goa Govt., employees.

SA-21 (xxi) Anomalies:

Anomalies, if any, in the implementation of the scheme may be brought to the notice of the State Government/University for clarifications.

Notwithstanding anything contained in this statute, the basic pay of an incumbent already fixed operation of the existing Statutes/Ordinances etc. now superseded will not be revised if it is adverse to the interest of the incumbent concerned.

SA-21 (Effective from 19th June, 2013) Deleted

SA-22 Statute relating to the Screening & Selection Committee for screening/ selecting the candidates for career advancement.

SA-22 (i) There shall be a Screening & Selection Committee in the University and Non-Government Colleges affiliated to it for making recommendations to the Executive Council/Governing Body of the Colleges for the purpose of career advancement referred to in Statute SA-21

SA-22 (ii) The constitution of the Screening/Selection Committee shall be as follows :-

University :-

| | | |
|---|------|----------|
| Vice-Chancellor | | Chairman |
| One Dean of the University | ... | Member |
| One Expert in the subject concerned to be nominated by the Vice- Chancellor | | Member |

Colleges :

| | | |
|---|------|----------|
| Principal of the College concerned | ... | Chairman |
| One Expert to be nominated by Chairman | | Member |
| One Expert in the subject concerned to be nominated by the Vice- Chancellor | | Member |

SA-22 (iii) The Screening & Selection Committee shall meet as and when need arises to screen/select candidates for the purpose of career advancement of the incumbents.

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SA-22 (Effective from 19th June, 2013) Deleted

SA-23 Statutes relating to the formation of the Students' Council of the Goa University
(Details in Schedule SSA-7)

SA-23 (Effective from 29th July, 2009) Statutes relating to the formation of the Goa University Students' Council (GUSC). (Details in Schedule SSA-7)

SA-24 Statutes regarding functions of the Director of Students' Welfare and Culture

1. Subject to supervision and control of the Vice-Chancellor the Director of Students' Welfare & Culture shall exercise the following powers and perform the following duties :
 - a) to notify the Principals of affiliated Colleges, Heads of Recognised Institutions and Heads of University Departments about the holding of election of class representatives for the purpose of election of one student from each of the Colleges/Recognised Institutions and Departments of University on the Students' Council.
 - b) to conduct election of the Students' Council and the Students' Executive Union;
 - c) to convene meetings of the class representatives of the University departments under relevant Faculty and conduct elections for the purpose of electing their representatives on the Students Council;
 - d) to maintain accounts and hold and manage the funds and property of Students' Council and the Students' Executive Union in his capacity as a Treasurer of the Students' Council and the Students' Executive Union;
 - e) to ensure the accounts of the Students' Council and the students' Executive Union are duly audited and the Auditors Report along with a Statement of Accounts submitted to the

Executive Council on or before the 30th June of the following year;

- f) to accord sanction and regulate the expenditure with the provision made in the Budget for the Students' Council and the Students' Executive Union;
- g) to act as a liason between the Government of India, State Government, the University, other Universities and National and Cultural organisations on one hand and the Student Council, Students' Executive Union, University Departments, affiliated Colleges and Recognised Institutions on the other; for purposes of planning and executive different schemes, programmes and activities relating to Students Welfare and Cultural affairs as approved by the Students' Council and the Students' Executive Union; [\[Go To Index\]](#)
- h) to act as Co-ordinator for the National Service and other similar activities of the University; and
- i) to perform such other duties as may be assigned to him by the Executive Council/ Vice-Chancellor.

SA-24 (Effective from 15th January, 2018) Statutes regarding functions of the Director of Students' Welfare and Culture

1. *Subject to supervision and control of the Vice-Chancellor the Director of Students' Welfare & Culture shall exercise the following powers and perform the following duties:*

- a. *to implement election notification issued by the Goa University Students Council Election Committee (GUSCEC) by notifying it to the Heads of University Departments about the holding of election of class representatives for the purpose of election of one student from each of the Departments of University on the Students' Council.*
- b. *to be part of the Student Council election process as defined in SSA-7.*

SA-24 (Effective from 27th August, 2018) Statutes regarding functions of the Director of Students' Welfare and Culture

1. *Subject to supervision and control of the Vice-Chancellor the Director of Students' Welfare & Culture shall exercise the following powers and perform the following duties:*

- a) *to notify the Principals of affiliated Colleges, Heads of Recognised Institutions and Heads of University Departments about the holding of election of class representatives for the purpose of election of one student from each of the Colleges/Recognised Institutions and Departments of University on the Students' Council.*
- b) *to conduct election of the Students' Council and the Students' Executive Union;*

A-25 Statutes relating to the scheme of Extra- mural studies and extension services (under section 5, sub-section, (5) of the Act)

This scheme envisages the setting up of a directorate for extra-mural studies and

extension services under this University.

SA-25 (i) Definition:

Extra-mural studies imply studies outside the formal courses leading to degrees and diplomas and include extension service also.

SA-25 (ii) Aims and objectives

The aims and objectives of the extra-mural studies and extension services may be laid down as follows :-

- (a) To impart instructions to those who could not undergo formal education, but whose desire to be educated has remained intact;
- (b) To interact at all levels of education primary, secondary and higher secondary, non-formal education of adults, particularly women, farmers, Workers, and others whose understanding, skills, status, etc. need to be uplifted;
- (c) To participate in rural developments activities and to undertake action oriented researches to solve the local problems;
- (d) Make the common man aware of the impact of science and technology on daily life and to promote a scientific outlook and proper utilization of products of science and technology;
- (e) To produce reading materials and make it available to the people at low prices;
- (f) To collaborate with local voluntary organisations, industries, research institution, etc. to promote the objectives of the extra- mural studies and extension services;
- (g) To make people aware of their past and present, history and culture; and
- (h) To make people aware of their civil and social responsibilities and obligations, as well as their rights.

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SA-25 (iii) Ways and means to carry out the aims and objectives

- (a) Popular lectures on various subjects by the University academics as well as the members of a panel of experts to be prepared;
- (b) Summer schools, adult education classes, youth leadership training camps, refresher course etc.
- (c) Special vacation courses for students, women, factory workers, professional groups etc;
- (d) Publication of popular books on topics of general interest and knowledge at low prices;
- (e) Common programme in collaboration with the panchayats, Municipalities Schools and other local institutions;
- (f) Programmes in co-operation with the National Social Services and other national organisations; and
- (g) Employment of audio visual aids, including projectors, T.V. sets, documentary films,

demonstrations, etc. in executing the above programmes.

SA-25 (iv) Panel of speakers and experts :

A panel of speakers and experts to participate in the various programme, of the extra-mural studies and extension services will be prepared by the Director. The panel should include the University academics. In addition, it should include, teachers of the local colleges and eminent writers, journalists, social workers, researchers, artists, doctors, engineers, women leaders etc.

SA-25 (v) Language of the lectures and discussions :

The language of the lectures and the subsequent discussions may be English, Konkani or Marathi. The hosting organisations may be requested to include its preference. If the speaker can speak only in English, a gist of his speech may be provided in Konkani or Marathi if the hosts so desire. The good offices of University academics and post-graduate students who know Konkani and/or Marathi may be utilised for the purpose of translation of the speeches.

SA-25 (vi) Organisation and Administration :

Two institutions are needed to organise and carry out extra-mural studies and extension services, namely a Directorate and a Board

- (a) The Directorate of extra-mural studies and extension services should have a Director with adequate supporting staff. The Director may be a full-time or a part-time worker depending on the need and financial resources available for the purpose. The emoluments/honorarium of the Director or the staff may be decided by separate ordinances. The necessary equipment, furniture, transport may be provided to the Directorate as and when required and depending upon the financial resources available for the purpose.

(b) **The board of Extra-mural Studies and Extension Services**

Its composition, powers and functions, term of office, etc. shall be as follows;

(i) **Composition**

| | | |
|--|---|---|
| The Vice-Chancellor, Ex-officio Chairman | - | 1 |
| The Registrar, Ex-officio Vice Chairman | - | 1 |
| The Director, Ex-officio Members-Secretary | - | 1 |
| Two eminent men, one from the rural north and the other from the rural south, nominated by the Vice-Chancellor | - | 2 |
| One nominee of the Executive Council | - | 1 |

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(b) (Effective from 21st January, 2017) The Board of Extra-mural Studies and Extension Services

Its composition, powers and functions, term of office, etc. shall be as follows;

(i) Composition

| | | |
|---|---|---|
| <i>The Vice-Chancellor, Ex-officio Chairman</i> | - | 1 |
| <i>The Registrar, Ex-officio Vice Chairman</i> | - | 1 |
| <i>The Director, Ex-officio Members-Secretary</i> | - | 1 |
| <i>Two eminent persons, one from the rural north and the other from the rural south, nominated by the Vice-Chancellor</i> | - | 2 |
| <i>One nominee of the Executive Council</i> | - | 1 |
| | | 6 |

(ii) Powers and Functions:

The Board shall have powers to:

- determine the nature and scope of the extra-mural studies and extension services to be implemented by the Directorate from time to time;
- determine the ways and means of carrying out the aims and objects of the extra-mural studies and extension services from time to time;
- approve the panel of experts and speakers to participate in the various programmes of the extra-mural studies and extension services;
- extend recognition to the local organisation who wish to conduct centres of extra-mural studies in their respective areas; and
- prescribe conditions of recognition for such organisations.

(iii) Terms of Office

A nominated member of the Board shall hold office for a term of three years, and he/she shall cease to be a member of the Board if he/she ceases to be member of the University authority by which he/she is nominated.

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(iv) Meetings:

The Board shall meet at least once in six months and more often whenever necessary.

SA-25 (vii) Organising the programmes of the Directorate :

- (a) Help of voluntary organisations in rural and slum areas, including schools social service organisations, women's bodies etc, may be sought in organising the programmes of the Directorate of Extra-Mural Studies and Extension services.

- (b) New organisations may be promoted and recognised in various corners of Goa to assist in organising of the various programmes of the Directorate. The Board shall lay down the procedure to establish such new organisations.

SA-25 (viii) Reports on work done

The Directorate shall submit the following reports on its working for the consideration and approval of the Executive Council:-

- (i) A term ending report conveying the following details:
- (a) month-wise details of activities carried out by the directorate ;
 - (b) publications, if any, brought out; and
 - (c) expenditure incurred on various items like salaries of staff, honoraria paid to lectures-guests other, T.A/D.A spent on staff, lectures/guests/others, transport costs, assistance to local organisations provided, if any, and details of such assistance. Report for the first-term shall cover the period June-October and should be submitted to the Executive Council in December, while report for the second term should cover the period November-April and should be submitted in June every year.
- (ii) A consolidated Annual Report for every academic year should be submitted to the Executive Council in September each year. The Executive Council may consider and decide whether the annual report deserved to be published or not.

SA-26 Statute relating to the Constitution of the Sports Council.

- (1) The Sports Council shall have a membership of 17 and its constitution shall be as under:

| | |
|--|-------------------|
| Vice-Chancellor | - Chairman |
| Registrar | - Vice-Chairman |
| Finance Officer | - Member |
| One member of the Executive Council | - Member |
| Three Principals of the affiliated Colleges | - Members |
| Director of Sports & Youth Affairs, Govt, of Goa | - Member |
| Four Physical Education Directors of the affiliated Colleges | - Members |
| Two Secretaries of State level Sports Association | - Members |
| One outstanding international Sportsman | - Member |
| Liason Officer, Regional Coaching/Centre, Sports Authority of India, Panaji | - Member |
| Director of Sports, Goa University | -Member-Secretary |

The term of the Sports Council shall be of two years.

SA-26 (2) Nomination of a member of the Executive Council.

The Executive Council shall nominate one member amongst its members on the Sports Council for a term of one year. No members of the Executive Council shall be nominated on the Sports Council for two consecutive terms of one year each. Only in exceptional circumstances, the Executive Council may nominate its member for two consecutive terms of one year each.

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SA-26 (3) Nomination of the Principals of the affiliated Colleges.

The Vice-Chancellor shall nominate three Principals of the affiliated colleges on the Sports Council by rotation for a term of one year. On expiry of the term of these nominees, the Vice-Chancellor shall nominate three other Principals in their place. No Principal shall be nominated on the Sports Council for two consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate the same Principal for two consecutive terms.

SA-26 (4) Nomination of Physical Education Directors:

The Vice-Chancellor shall nominate four physical Education Directors of the affiliated colleges on the Sports Council by rotation based on their seniority, ability and experience, etc. The term of these nominees shall be of one year at the end of which they shall stand retired and in their place shall be nominated other Physical Education Directors by the Vice-Chancellor. Ordinarily, no Physical Education Director shall be nominated on the Sports Council for two consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate the same Physical Education Directors for two consecutive terms.

SA-26 (5) Nomination of secretaries of Association:

The Vice-Chancellor shall nominate two Secretaries of State level sports association on the Sports Council by rotation for a term of one year.

SA-26 (6) Nomination of Sportsmen :

The Vice-Chancellor shall nominate one sportsman of international repute on the Sports Council for a term of one year.

SA-26 (7) Meeting :

The Sports Council shall meet atleast twice every year and as and when required depending upon the urgency of the matters to be discussed at the discretion of the Chairman.

SA-26 (8) Quorum :

One third of the members shall form the quorum for the meetings of the Sports Council.

SA-26 (9) Functions :

- a) To act as the Advisory/Recommending authority in implementing various schemes for

promotion of Sports in the University,

- b) To approve the annual sports calendar;
- c) To frame the Rules and Regulations of eligibility and participation in Inter Collegiate Tournaments and suggest relevant amendments from time to time, subject to the approval of the Executive Council; [\[Go To Index\]](#)
- d) To frame the Rules for taking disciplinary action against students / players / Managers / Institution, in respect of Inter collegiate/Inter University Competitions, and suggest relevant amendments, from time to time, in subject to approval of the Executive Council;
- e) To nominate the "Disciplinary Committee for Sports" for the academic year, which will deal with all cases of indiscipline for action deemed fit, under intimation to the Chairman of the Sports Council.
The "Disciplinary Committee" will consist of 3 members of the Sports Council, the Director of Sports, Goa University, being the Convenor; and
- f) To discuss any relevant matters pertaining to the development of University level Sports and suggest improvements, if any.

SA-27 Committees

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

SA-28 Acting Chairman of meetings:-

Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any committee of such authority or when the President or Chairman so provided for is absent, a member nominated by the Vice Chancellor shall preside over such meeting.

SA-29 Resignation

Any member, other than an ex-officio member of the Court, the Executive Council, the Academic Council or any other authority of the University or any committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the authority concerned.

SA-30 Disqualifications :

- (1) A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the University:-
 - (a) if he/she is of unsound mind or is a deaf, mute or suffers from contagious leprosy;

- (b) if he/she is an undischarged insolvent; and
 - (c) if he/she has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.
- (2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1) the question shall be referred for the decision of the Visitor and his decision shall be final and no suit or other proceeding shall lie in any Civil Court against such decision.

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SA-31 Residence condition for membership and office :

Notwithstanding anything contained in the Statutes, no person who is not ordinarily resident in India shall be eligible to be an Officer of the University or a member of any authority of the University.

SA-32 Membership of authorities by virtue of membership of other bodies :

Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his/her capacity as member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

SA-33 Delegation of Powers: -

Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate his/her or its powers to any other officer or authority or person under his/her or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.

SA-34 Convocations :

Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as laid down in the Schedule (SSA-4).

SA-35 Statute regarding Redressal of Grievances

SA-35 (i) Any student or any employee of the University or affiliated College / Institution shall first approach the competent authority of the University / College / Institutions, mentioned in the relevant provisions of the Act, Statutes, Ordinances, Regulations or the Rules, as the case may be for redressal of any grievances that he or she may have. It is only when the competent authority has not been able to redress the grievance, that an appeal shall lie to the Vice-Chancellor against the decision. The Vice-Chancellor shall take appropriate action in keeping with the provisions of the Act, Statutes, Ordinances, Rules and Regulations of the University.

SA-35 (ii) An appeal against the decision of the Vice- Chancellor shall lie to the Executive Council and the Executive Council shall take action as per the provisions of clause (12) of statutes SA-13(vii) or sub-section 2 and 3 of section 28 or section 30 of the Goa University Act, 1984, as the case may be.

SA-35 (iii) The request for redressal of grievance shall be made to the competent authority within two weeks of its occurrence. An appeal against the decision of the competent authority may be made to the Vice-Chancellor within two weeks from the date of the communication of the decision of the competent authority. An appeal against the decision may be made to the Executive Council within four weeks from the date of the communication of the decision of the Vice-Chancellor.

SA-35 (iv) The grievances against the Vice-Chancellor and/or the Executive Council shall be referred to the Visitor directly for further action as per the provisions of the Act.

SA-36 Maintenance of Seniority of persons for holding an office or being a member of an authority of the University by rotation according to the Seniority.

- (i) Whenever, in accordance with these Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his/her grade, and in accordance with such other principles as the Executive Council may, from time to time, prescribe.
- (ii) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provision of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause(i).
- (iii) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar, may on his own motion and shall, at the request of any such person submit the matter to the Executive Council whose decision thereon shall be final.

SA-37 (Effective from 17th November, 2009) Minimum Qualifications and Experience for appointment of teachers in Ayurveda Colleges affiliated to Goa University.

SA-37.1 Post of Lecturer: Essential qualifications are as follows:

SA-37.1 (Effective from 11th April, 2016) Post of Assistant Professor (Lecturer): Essential qualifications shall be:

- (i) A degree in Ayurveda from a recognized University established by Law or a Statutory Board/ Faculty/ Examining Body of Indian Medicine or its equivalent, duly

recognized under the Indian Medicine Central Council Act 1970.

(ii) A Post Graduate Degree qualification in the subject/ speciality concerned as included in Schedule to Indian Medicine Central Council Act 1970. However, if a suitable candidate is not available in the subject then a candidate having post graduate qualifications in a subject considered equivalent as per the following table shall be eligible for the post.

| Name of the Subject | Discipline of Post-Graduate (equivalent) |
|-----------------------------------|--|
| 1. Swastha Vritta | 1. Kaya Chikitsa 2. Basic Principles |
| 2. Agad Tantra | 1. Kaya Chikitsa 2. Dravyagun |
| 3. Padarth Vigyan/Samhita/ Itihas | 1. Basic Principles |
| 4. Rog Vigyan | 1. Kaya Chikitsa |
| 5. Rachna Sharir/Kriya Sharir | 1. Sharir 2. Basic Principles |
| 6. Shalakya | 1. Shalakya/ Shalya |
| 7. Nischetna Avam Ksha-Kiran | 1. Shalya and Shalakya |

(ii) (Effective from 2nd August, 2013) A Post Graduate Degree qualification in the Subject / specialty concerned as included in Schedule to Indian Medicine Central Council Act 1970. However, if a suitable candidate is not available in the subject then a candidate having Post Graduate Qualification in a subject considered equivalent as per the following table shall be eligible for the post.

| Subject | Discipline of Post Graduate |
|-------------------|---------------------------------------|
| 1. Swastha Vritta | 1. Kayachikitsa |
| 2. Agad Tantra | 2. Dravyaguna/ Rasashastra |
| 3. Rog Vigyan | 3. Kayachikitsa |
| 4. Rachana Sharir | 4. Shalya |
| 5. KriyaSharir | 5. SamhitaSiddhant |
| 6. Shalakya | 6. Shalya |
| 7. Panchakarma | 7. Kayachikitsa |
| 8. Balroga | 8. Prasuti & Streeroga / Kayachikitsa |
| 9. Kayachikitsa | 9. Manasroga |
| 10. Shalya | 10. Nichetana evam ksha- Kirana |

(iii) Adequate knowledge of Sanskrit.

(iv) The candidate shall be a Registered Medical Practitioner in Ayurveda with a Statutory Body/ Board/ Council in Indian Medicine.

Desirable: Original published papers/ books on the subject.

SA-37.2 Post of Reader: Essential qualifications are as follows: In addition to the qualifications required for the post of Lecturer as mentioned at SA-37.1 above, the candidate shall have a total teaching experience of not less than five years in Ayurveda out of which three years shall be as Lecturer in the subject concerned. Besides he/she should have at least two research papers published in the referred journals of Indian

Medicine.

SA-37.2 (Effective from 11th April, 2016) Post of Associate Professor (Reader): Essential qualifications shall be: In addition to the qualifications required for the post of Assistant Professor as mentioned at SA-37.1, the candidate shall have a total teaching experience of not less than five years in Ayurveda, out of which three years shall be as Assistant Professor in the subject concerned. He/she shall also be required to have at least two research papers published in refereed journals of Indian Medicine.

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SA-37.3 Post of Professor: Essential qualifications are as follows:

In addition to the qualifications required for the post of Lecturer as mentioned at SA-37.1 above, the candidate shall have a total teaching experience of not less than ten years in the subject concerned out of which five years as Reader/ Assistant Professor, with at least 3 research publications in referred journals of Indian Medicine.

OR

In addition to the qualifications required for the post of Lecturer as mentioned at SA-37.1 above, the candidate shall have a total teaching experience of not less than ten years as Lecturer in the subject concerned wherever the post of Reader/Assistant Professor does not exist with at least 5 research publications in referred journals of Indian Medicine.

SA-37.3 (Effective from 11th April, 2016) Post of Professor: Essential qualifications shall be: In addition to the qualifications required for the post of Assistant Professor as mentioned at SA-37.1, the candidate shall have a total teaching experience of not less than ten years in the subject concerned, out of which there shall be five years teaching experience as Reader/ Associate Professor, and at least 3 research publications in refereed journals of Indian Medicine.

OR

In addition to the qualifications required for the post of Assistant Professor as mentioned at SA-37.1, the candidate shall have a total teaching experience of not less than ten years as Assistant Professor in the subject concerned wherever the post of Reader/Associate Professor does not exist, with at least 5 research publications in refereed journals of Indian Medicine.

SA-37.4 Post of Principal:

The essential qualifications of a candidate for appointment as a Principal shall be as prescribed for the post of Professor (as given at SA-37.3).

SA-37.5 (a) *The scales of pay for the teaching posts and Principal shall be as recommended by the University Grants Commission, Government of India/ State Govt. from time to time.*

(b) *All other services conditions applicable to the teaching posts of Ayurveda Colleges shall be as prescribed for teachers in non-government colleges of the Goa University.*

SA-38 (Effective from 24th February, 2014) **Statute relating to the terms and conditions under which faculty members in University Departments and its affiliated Colleges may be permitted to undertake work relating to Consultancy Services.**

SA-38.1 **Objective:-**

To provide for faculty members of the University /Colleges to take up consultancy.

SA-38.2 **Faculty members may be permitted to take up the following Consultancy services:**

i. Individual and Institutional Consultancy

(a) *Individual Consultancy :*

Individual consultancy relates to service rendered to an Industry/Organization or work done for them by the faculty member in his/her individual capacity.

(b) *Institutional Consultancy:*

Institutional consultancy relates to service rendered to an Industry/Organization or work done for them, by an Individual/Group/Centre/Department on behalf of the University/College. The Principal Consultant/Investigator shall be identified/approved by the Vice-Chancellor in consultation with the Dean in case of the University, and by the Principal/Director in consultation with the Head of Department/senior teacher in case of colleges/centres.

ii. Variety of consultancy services

Faculty may offer variety of consultancy services such as Feasibility Studies;, Technology Assessments;, Assessment of Designs, Environmental and Manpower Audits; Product Design; Process Development, Software Development, Vision and strategy statement, Testing & Evaluation services, Standardization and Calibration services, Impact Assessments, training sessions as a consultant and such other services.

iii. Procedure to take up consultancy services

(a) *The individual consultancy services shall be undertaken by the concerned teacher with the permission of the Vice-Chancellor/Principal/Director or a person authorized by him provided*

that the problem referred to the staff member concerned, falls within the purview of his/her specialty or is closely related to his/her normal work in the Department/College. Any request in this regard shall ordinarily be decided within two weeks of receipt of the request.

(b) The concerned teachers may be permitted to undertake up to four consultation services at a time, provided that they do not affect ongoing academic, research and related activities or other duties which may be assigned to them by the University/College. Any request for an additional consultation may be examined on merits of the case by the Vice-Chancellor/Principal/Director and decided thereupon.

(c) Consultancy projects may be initiated by requests / enquiries from the industry directly to the University/College or by discussion between the industry and the individual faculty member.

When the enquiry is directly received by the University/College, the work shall be assigned to a specific teacher or group of teachers, depending on their expertise, and existing commitments, by the Vice-Chancellor/Principal/Director in consultation with the Dean of the concerned Faculty and the Head of the Department, or a Senior teacher in absence of Head of the Department.

However, in case the client prefers the services of a specific faculty member, the assignment may normally be assigned to the identified person.

iv. Application for approval

While applying for the permission to undertake consultancy, the concerned teacher /Department shall provide the following details:

- (a) Name and address of the client / organization.*
- (b) Title of the consultancy service.*
- (c) A brief description of the work to be done.*
- (d) Names of the staff members and other outside experts who may be involved in giving their consultancy.*
- (e) Whether the consultancy shall make use of any University/College facilities such as equipment or laboratory.*
- (f) An estimate of the charges proposed to be recovered from the client under the following heads:
 - (i) Details of expenses to be incurred.*
 - (ii) Honoraria to consultant(s), staff of laboratory and others.*
 - (iii) Cost of materials used in carrying out consultancy.*
 - (iv) Computer charges.*
 - (v) Charges for use of laboratory equipment and instruments.**

(vi) T.A./D.A. for visits to sites.

(vii) Administrative/overhead charges to be paid to the University/College.

(viii) Miscellaneous.

v. Appointment of Principal Consultant

Every consultancy project shall have a Principal Consultant who shall be a permanent teacher in the service of the University/College and he/she shall be responsible for the following:

- 1. Formulating the project proposal, which include:
 - (a) Planning of the work to be done.*
 - (b) Estimating costs according to the guidelines provided.*
 - (c) Identifying other consultants, who shall be teachers/scientists in the service of the University/College/Institution, if necessary.**
- 2. Co-ordination and execution of work.*
- 3. Correspondence/Communications with the clients.*
- 4. Writing of intermediate and final reports according to the project proposal.*
- 5. Payment of appropriate expenses and remuneration.*
- 6. Maintenance and auditing of accounts.*
- 7. Payment of appropriate taxes and record of receipts.*
- 8. Execution of Memorandum of Understanding (MoU) or Agreement by appropriate signatories.*
- 9. Such other responsibilities as may be required for the smooth completion of the consultation work undertaken.*

vi. Use of services of other personnel

- (a) The services of permanent employees of the University/College may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities. Suitable honoraria shall be made payable for such services.*
- (b) In case of joint consultancy, prior permission shall be taken from Vice-Chancellor/Principal, as the case may be, for appointing personnel who are not permanent employees of University/College.*
- (c) Students who are willing to work on consultancy projects may be permitted, provided it does not affect their academic commitments and performance. The work carried out by such students can be compensated by suitable honoraria.*

vii. Consultancy Fee

- (a) The consultancy fee shall depend upon several factors such as time spent, importance of the advice and the experience of the teacher, client's willingness to pay.*

- (b) The Principal Consultant, while estimating the Consultancy Fee chargeable to the client, shall consider the amount payable to the other consultants, staff and students.
- (c) Remuneration shall be paid to the teacher and other personnel as per the norms of MoU/Agreement and on the recommendation of the Principal Consultant.

viii. Sharing of Honoraria

All honoraria received for consultation work shall be shared between the University/College and the Consultant* as indicated below or as specified by the UGC from time to time.

- (a) Out of the total honorarium for the consultancy, an amount upto 30% of the gross salary (basic salary + grade pay+ DA + TA) of the consultant, shall be paid exclusively to the consultant.
- (b) The amount exceeding 30% of, and upto, the gross salary of the consultant, shall be shared in the ratio of 70:30 between the consultant and the University/College respectively.
- (c) The amount exceeding the gross salary of the consultant shall be shared equally between the consultant and the University/College.
- (d) In case of joint consultancy work, the share of honoraria between the concerned consultants shall be by a prior mutual agreement or understanding between them.

Illustration:

A teacher drawing a salary of Rs. 2,00,000 p.a. (Basic+ Grade Pay+ DA+TA), if granted permission to accept a consultancy or similar assignment receives consultancy money/honorarium of Rs. 2,50,000/- in a particular year, the money received by him shall be shared as under:

| Sr.No. | Consultancy Fee | Share of Consultant | University/College Share |
|--------|---|---------------------|--------------------------|
| 1. | Money received equivalent to first 30% of the salary i.e. Rs. 60,000/- | Rs. 60,000/- | No share |
| 2. | Money received equivalent to next 70% of the salary i.e. Rs. 1,40,000/- | Rs. 98,000/- | Rs. 42,000/- |
| 3. | Money received beyond the salary i.e. Rs. 50,000 | Rs. 25,000/- | Rs. 25,000/- |
| 4. | Total Amount Rs.2,50,000/- | Rs. 1,83,000/- | Rs. 67,000/- |

Thus, out of the amount received on account of above, the share of consultant shall be Rs. 60000+98000+25000 i.e. Rs. 1,83,000/- and University/College shall be Rs. 67,000/-

ix. Disbursement:

- (a) Consultant Fees may be disbursed upon completion of the job and after receipt of Completion certificate from the Principal Consultant and submission of the consultancy

completion report.

- (b) *In case of long duration consultancies entailing advance payment of installments linked to milestones, partial disbursements may be made in accordance with the agreement upon submission of phase-wise completion certificate by the Principal Consultant and/ or as detailed in the MoU/Agreement.*

x. Exclusions:

The following shall not be construed as consultancy work for the purpose of regulating and sharing the consultation fee received by a teacher:

- (a) *Examinership, staff recruitment process, lectures and other related work from recognized Universities and Research Institutions, Statutory Bodies, autonomous bodies of Public Sector undertakings, wholly or substantially owned or controlled or funded/subsidized by Government.*
- (b) *Awards/prizes in recognition of academic achievement;*
- (c) *Writing of papers, articles, review of articles to journals, royalties from books and monographs, committee work, and delivering occasional lectures on literary, cultural, artistic, technological and scientific subjects; and*
- (d) *Participation in theatre, dance and music performances as well as participation/organization of art exhibitions.*
- (e) *Participation in/organization of sports, games and athletic activities as players, referees, umpires or managers of the teams.*

xi. Sharing of Honorarium:

The share of honorarium received by the University/College may be credited to a separate General Fund and 50% of this honorarium shall be allotted to the consultant for the department work.

xii. Conflict of Interest:

- (a) *Consultants shall inform the Head of the Department or the Senior teacher in case of absence of Head of the Department, in writing, the existence of any relationship between him/her and the client funding the consultancy project, or any vendor to whom payments are to be made from the project funds, or any scope for potential disproportionate self-gain.*
- (b) *The Head of the Department/Senior teacher, in case of absence of Head of the Department shall review such cases and decide appropriately, with the advice of a committee constituted by Vice-Chancellor/Principal, to ensure that no conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity or commitment to the University/College.*

xiii. Restriction/Misuse of University/College Name:

Consultants shall not use the University/College name or the fact that they are affiliated with the University/College, in a manner,

- (a) that suggests that the University/College approves or disapproves of a product or service provided by a profit/non-profit/governmental entity or*
- (b) that suggests that the University/College has issued consultancy findings when it has not done so, or misleadingly states the results of the consultancy findings that may be interpreted to communicate the official position of the University/College on any issue of public interest.*

xiv. Submission of Report:

It shall be the duty of the principal consultant to submit a report of every consultation work undertaken, to the Registrar/Principal/Director latest by 31st March of every year.

SA-38.3. Liability:

- (a) In case any legal dispute arises at any stage of consultancy between the consultant(s) and the sponsor, or with any person/organization, the Principal consultant shall be responsible for settlement of the dispute.*
- (b) The University/College shall have no responsibility for the advice or assistance given by the consultant to the party concerned.*
- (c) All legal actions shall be subject to jurisdiction of courts at Panaji, Goa.*

SA -38.4. Arbitration:

All disputes arising between the parties as to the interpretation, operation, or effect of any clause in this Statute or any other differences arising between the concerned parties, in connection with the consultancy, which cannot be mutually resolved, shall be referred to arbitration. The arbitrator shall be chosen by mutual consent in writing. The decision of such an arbitrator shall be binding on all the parties. Arbitration and Conciliation Act, 1996 and rules or any statutory modifications or enactments there under, for the time being in force, shall apply to the arbitral proceedings under this clause.

SA-39 (Effective from 25th February, 2014) Statute relating to the Intellectual Property Rights (IPR) of the Faculty members of Goa University and Affiliated College.

SA-39.1 Objectives:

This Statute is designed to regulate and manage the generation, use and commercial exploitation of the knowledge/Intellectual Property in the University and its affiliated Colleges.

SA- 39.2 Intellectual Property Assessment Committee (IPAC):

To facilitate assessment, an Intellectual Property Assessment Committee shall be constituted by the Vice Chancellor/Principal consisting of :

- (i) A Chairperson.*
- (ii) The Faculty Member who is in-charge of Research Development & Resources Mobilisation (RDRM) Cell in case of University, and the senior teacher in case of Affiliated Colleges.*
- (iii) A legal advisor nominated by the University/Affiliated Colleges who shall be a practicing attorney in the field of intellectual property.*
- (iv) Two co-opted faculty members on case to case basis with domain expertise or familiarity/experience in areas related to the creative work, of whom one should be nominated by creator/inventor/author.*

SA- 39.3 Tenure of the IPAC:

The tenure of the IPAC shall be for a period of three years.

SA- 39.4 Filing of Applications:

- (i) Applications for protection of IP shall be submitted to the Chairman of IPAC irrespective of whether the creation has resulted from the in-house or collaborative or sponsored research.*
- (ii) The application shall be submitted in the IPR form (Annexure-I), along with one page synopsis and an internal agreement between the creators/inventors/author disclosing sharing of license fee/royalty.*
- (iii) The application shall be forwarded through the concerned Head of the Department or a senior teacher in absence of Head of the Department using the IPR form.*
- (iv) The Chairman shall place such application before the IPAC for its specific recommendations regarding patentability/registration of the proposal.*
- (v) The IPAC may seek assistance from experts for this purpose. In all these endeavors confidentiality shall be strictly maintained.*

SA- 39.5 Provisional Patent:

- (i) In case of intellectual property matters requiring immediate protection, the creator/inventor may directly apply for the grant of provisional patent after obtaining the permission from the Vice Chancellor/Principal.*
- (ii) In case the IPAC recommends for filing of patent, the expenses incurred by the creator/inventor for obtaining the provisional patent protection shall be reimbursed to the creator/inventor by the University/College.*

SA- 39.6 Permission for Patenting:

- Based on the information provided by the creator/inventor, the IPAC shall deliberate on the strengths and merits of the application, desirability of patenting the said invention, potential benefits in terms of commercial opportunities and countries wherein protection is sought, with justification thereof.*
- (i) *The IPAC may independently get more information about the invention matter. The IPAC shall make suitable recommendations in the format provided (Report of the IPAC, Annexure-II) to the Vice-Chancellor/Principal within 30 days from the receipt of the application.*
- (ii) *The application content that does not merit patenting according to the IPAC, shall be returned to the creator/inventor with the committee's observations within 30 days from the receipt of the application.*
- (iii) *The creator/inventor may then choose to protect the creative work at his/her cost and the patent shall be in the name of the creator/inventor. The project contingency/overhead funds may also be used for this purpose.*
- (iv)

SA- 39.7 Ownership:

- (a) *In-House Research Funded by University/College: University/College and the Creator/Inventor/author shall be the joint owner of all IPs, subject to the provisions of SA-39.6.*
- (b) *Collaborative/Sponsored Research: Specific provisions relating to intellectual property rights (IPRs) made in contracts by the University/College, governing the collaborative/sponsored research shall determine the ownership of IP in case of collaborative or sponsored research.*
- (c) *University/College Consultancy: In case of an IP that has emerged as a result of an individual/ Institutional Consultancy, specific provisions relating to intellectual property rights (IPRs) made in contract between the University/College and the sponsor shall determine the ownership of IP.*
- (d) *Individual Research: Invention(s) including software, designs and integrated circuit layouts, and others created by faculty members without the use of any University/College resources shall be owned by the creator/inventor/author after due approval of University/College.*
- (e) *Copyrightable Works:*
- (i) *The University/College shall be the owner of the copyright of work, including software,*

created with the significant use of University/College resources.

- (ii) The University/College shall be the owner of the copyright on all teaching material developed as part of any of the academic/distance learning programmes of the University/College. However, the creator/author shall have the right to use the material in his/her professional capacity.*
- (iii) In case of work which is produced during the course of sponsored and/or collaborative activity, specific provisions related to copyrights made in contracts governing such activity shall determine the ownership of that copyright.*
- (iv) However, in all other cases, the ownership of copyright of all copyrightable work including books, articles and publications shall rest with the creator/author of the original work.*
- (f) Trade Marks/Service Marks:*
 - (i) Ownership of trademarks, service marks and logos created for the University/College shall be with the University/College.*
 - (ii) Ownership of trademarks, service marks and logos created for sponsored and/or collaborative activity, shall be determined by specific provisions related to trademarks, service marks and logos stipulated in the contract.*

SA- 39.8 *Use of Intellectual Properties:*

In cases of all IP produced at the University/College, the University/College shall retain a non-exclusive, free, irrevocable license to copy/use the intellectual property for teaching and research activities, consistent with confidentiality agreements where entered into by the University/College.

SA- 39.9 *Filing of Indian IP Applications.*

- (i) In case the University/College opts to protect the creative work, it shall provide an IPR Advisor/Patent Attorney for drafting the IP application, as appropriate.*
- (ii) The University/College shall pay for access to the relevant IP information databases and other associated costs.*
- (iii) The creator/inventor shall conduct IP searches, study the prior art and provides the necessary inputs to assist in the drafting of the IP application.*
- (iv) The University/College shall bear all costs of drafting and filing an Indian IP application.*
- (v) In case the University/College chooses to file IP applications in other countries, then it shall bear the cost of application and other associated costs.*
- (vi) The University/College shall be free to enter into agreements with overseas institutions for*

protection and licensing of the IP.

SA- 39.10 Filing of IP Applications in foreign countries:

- (i) *Within six months of filing the complete IP application in India, University/College shall, based on available information, decide on the suitability of protection of the invention in foreign countries.*
- (ii) *In case the University/College opts not to undertake such protection in any specific country requested by the creator/inventor, the University/College shall assign the rights of the IP in that country to the creator/inventor and sponsoring agencies for the purpose of such protection.*

SA- 39.11 Funding:

- (i) *The University/ College shall endeavor to reserve sufficient funds for expenses/requirements regarding protection of IPs, filing patent applications or for paying renewal fees and such other requirements from the corpus funds or other appropriate budget heads identified for the purpose.*
- (ii) *The University/College shall bear the cost of renewal fees up to a maximum period of first three years on recommendation of the IPAC.*
- (iii) *After the stipulated three year period, the creator/inventor may raise their own resources for this purpose in case they so desire. The project contingency/overhead funds may also be used for this purpose.*

SA- 39.12 Other parties:

- (i) *With prior permission of the Vice-Chancellor/Principal, the faculty members shall be allowed to contact NRDC (National Research and Development Council, New Delhi), CSIR/ TIFAC-DST and/or any such Government agency for filing a national or international patent.*
- (ii) *In case of a third party/Industry involved in the generation of Patent, Vice Chancellor/Principal may also permit the Faculty members to file patent applications using the arrangement/mechanism available with such a third party/Industry subject to availability of suitable agreement between the University/College and such a third party/Industry for the purpose.*

SA- 39.13 Revenue sharing:

- (i) *In case a patent is licensed/commercially exploited, a draft agreement with the individual(s)/Party to whom the patent is licensed/exploited, must be prepared and sent through IPAC, to the Vice-Chancellor/Principal for approval.*
- (ii) *The agreement shall include proper sharing, as specified below, of the one-time License Fee (Lump sum) and/or "Royalty" between the University, the inventor(s)/creator(s), and*

the third party organization if any.

- (iii) The net earnings* from the commercialization of the Patent shall be shared in the following manner:

| Sr. No. | Patent | University / College | Creator/ Inventor |
|----------------|---|---------------------------------|------------------------------|
| 1. | <i>In-House Research Funded by University/College</i> | 50% | 50% |
| 2. | <i>Collaborative /Sponsored Research</i> | 30% | 70% |
| 3. | <i>University /College Consultancy</i> | 30% | 70% |
| 4. | <i>Individual Research</i> | 10% | 90% |
| 5. | <i>Patent obtained under SA -39.6</i> | 10% | 90% |

*Net earnings means that which is received by the University and inventors together as their share excluding share of sponsor.

- (iv) Out of the University/College share, 10% shall be provided to the concerned department for its developmental activities.

SA- 39.14 Involving Students:

- (i) Ordinarily, involvement of any student as creator/inventor/author shall be left with the concerned research guide/project investigator(s).
- (ii) If any student is one of the creators/inventor/author of the patent, his/her share in the license fee and the royalty should be clearly specified in the internal agreement to be entered with University/College before filing the patent.

SA- 39.15 Payment in case of Retirement and such other :

- (i) In the event of voluntary retirement/superannuation/discharge from the University service, the inventor/creator/author shall continue to receive all the financial benefits towards license fees/royalty due to any commercial exploitation of the patent.
- (ii) In the event of the death of a member of the team of inventors/creators/authors eligible to get financial benefits, the revenue shall be paid to the respective heirs/beneficiaries up to a maximum period of 10 years. This shall be reckoned as the same person eligible to receive the terminal benefits of the individual and in the same proportion.

SA- 39.16 Conflict of Interest:

- (i) The creator/inventor /author are required to disclose any conflict of interest or potential conflict of interest. In case the creator/inventor /author and/or his/her immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company.

- (ii) A license or an assignment of rights for a patent to a company in which the creator/ inventor /author has a stake, shall be subject to the approval of the Vice Chancellor/Principal taking into consideration this fact.

SA- 39.17 Infringements, Damages, Liability and Indemnity Insurance:

While entering into contracts involving transfer, commercial exploitation of the IP and such other, the following principles shall govern the contract:

- (i) In any contract with the licensee, the University/College shall obtain indemnity from legal proceedings against the University including its employees, without limitation, due to reasons, including but not limited to manufacturing defects, accuracy, production problems, design guarantee, up-gradation and debugging obligation.
- (ii) Generally the University/College shall obtain, through appropriate agreement, indemnification from the organization to which IP is transferred, against any direct or third party legal liability arising out of commercial exploitation of IP.
- (iii) Any computer software developed and distributed by the University/College either through public domain or commercially, shall have explicit disclaimer against any liability arising out of the use of software by any user.
- (iv) The University/College shall not be responsible in any manner for the accuracy or otherwise of the claims made in the IP. This responsibility will lie solely with the creator/inventor of the IP.

SA- 39.18 Dispute Resolution:

In the event of any dispute or any difficulty arising out of the application, utilization or violation of the IP or with reference to anything arising out of the IP, such disputes or differences shall be endeavoured to be resolved by mutual negotiations, between creator/inventor/author, sponsors, and University/College. If such negotiations are infructuous, the dispute should be finally settled through arbitration under the Arbitration and Conciliation Act, 1996.

SA- 39.19 Jurisdiction:

All legal actions will be subject to jurisdiction of courts at Panaji, Goa.

ANNEXURE-I

IPR Form

(for use of University / College records)

1. **General :**

- (i) Name of the faculty member (s) (Inventor(s) /creator(s)/author(s) & Department (s) :
- 1.
 - 2.
 - 3.

- (ii) Name(s) of research student/ staff to be included as creator/inventor/author, if any : 1.
2.
- (iii) Title of the sponsored research project/ Consultancy, if applicable :
- (iv) Name of funding agency / Third party involved, if applicable :
- (v) Directions about Patent Rights from funding agency, if any (enclose Photo copy)
- (vi) Whether the faculty member(s) is/are willing to take help of NRDC/TIFAC/CSIR/DST :
(Please specify in case of patents)

2. Details about Invention matter (in case of patent) :

(Use separate pages)

- (i) Brief description of the invention(upto 200 words):
- (ii) A statement on its novelty, non-obviousness and utility:
Prior art/ search of literature: (mention patent numbers, journal references)
- (iii) References to the laboratory record note books, wherein, the invention has been recorded: *(Give the experiment numbers, dates and page nos. of the record book)*
- (iv) Potential commercial opportunities for the invention in your opinion:
- (v) A draft patent application as per relevant format of patent office.

3. Sharing of License Fees / Royalties within the Creators/Inventors/Authors, wherever

applicable (make additional entries if necessary):

Specify the sharing of the license fees / royalties within the Creators/Inventors/Authors in accordance with the mutual understanding arrived at.

| Sr.No. | Name of the Creator/Inventor/Author | Proposed share (%) |
|--------|-------------------------------------|--------------------|
| | | |
| | | |
| | | |

4. Declaration :

I/We, the undersigned faculty member/s of _____ declare the following, to the best of our knowledge and understanding:*

(i)The subject matter of the invention mentioned in this application has not been published, submitted as a thesis, nor presented in a seminar previously by us/others and that all public disclosure of the said invention shall be withheld till the application is filed with Patent Office.

(ii) A detailed literature search has been carried out by us to authenticate the originality of our claim.

(iii) I/We agree to the provisions of SA -39 regarding the Intellectual Property Rights (IPR).

(iv) All the information disclosed herein is true.

* tick whichever is applicable

Place :

Names & Signatures of
All the concerned Inventors/Creators/Authors

Date :

Forwarded through

(Name & signature of
Head of the Department)

(Note : to be forwarded jointly by all the concerned Heads of the Departments in case of a
IPR arising out of joint/ multidisciplinary work/ project)

ANNEXURE-II
Report of IPAC

1. Patent application number :
2. Month & Year :
3. Name of the creator/inventor/author & Department(s) :
4. Name(s) of research student to be included as creator/inventor/author:
5. Title of the sponsored research project Consultancy etc., based on which IPR was generated :
6. Name of Funding agency / Third party Involved :
7. Comments of IPAC about novelty, desirability of patenting, potential benefits in terms of commercial opportunities and countries wherein protection may be sought:
8. Specific suggestions to creators/ inventors/authors :
9. Specific recommendations by the IPAC regarding filing of Indian/
International Patent with respect to present application.
10. Reasons In case of denial:

Signature of Members

Signature of Chairperson

- SA- 40** **(Effective from 27th January, 2015) Statute relating to Mandatory Assessment and Accreditation**
- SA- 40.1** **General :**
- SA- 40.1.1** *Coverage: This statute applies to Goa University and its affiliated Colleges/Institutions, and is based on University Grants Commission (Mandatory Assessment and Accreditation of Higher Educational Institutions), Regulations, 2012.*
- SA- 40.1.2** **Definitions:**
- a)** *'Accreditation' means the process of quality control as a result of evaluation or assessment.*
- b)** *'Assessment' means the process in ascertaining or verifying the capabilities of a Higher Educational Institution in terms of its physical infrastructure and human resources prior to the commencement of its academic programmes.*
- c)** *'Assessment and Accreditation Agency ' means an agency such as National Assessment and Accreditation Council already recognised by University Grants Commission (UGC), National Board of Accreditation and National Accreditation Board or an Agency established by or under an Act of Parliament to carry out accreditation.*
- SA- 40.2** **Objectives:**
- The Assessment and Accreditation shall have the following objectives:*
- SA- 40.2.1** *To accord recognition to the quality and excellence of education imparted by the University and its affiliated Colleges/Institutions and thereby to advance academic quality.*
- SA- 40.2.2** *To enable students and other stakeholder to make informed choices with regard to the University and its affiliated Colleges/Institutions.*
- SA- 40.2.3** *To enable students, teachers and other stakeholders to provide inputs concerning the quality of education imparted by the University and its affiliated Colleges/Institutions.*
- SA- 40.2.4** *To facilitate the University and its affiliated Colleges/Institutions to augment quality, by benchmarking uniform reference points pertaining to academic standards.*
- SA- 40.2.5** *To facilitate the University and its affiliated Colleges/Institutions to secure additional funding and other incentives, if found eligible, from appropriate regulatory and or funding agencies.*
- SA- 40.2.6** *To facilitate the University and its affiliated Colleges/Institutions to acquire international recognition ,cross-border and trans-national collaborations.*
- SA- 40.2.7** *To facilitate students achieve learning outcomes appropriate to their course and relevant to their context as shall be declared by the University and its affiliated Colleges/Institutions.*

- SA- 40.2.8** *To facilitate students entitlements, as prescribed by the UGC or declared by the University and its affiliated Colleges/Institutions as the case may be, to be met by the University and its affiliated Colleges/Institutions.*
- SA- 40.2.9** *To facilitate teachers achieve and maintain teaching and research standards as shall be declared by the University and its affiliated Colleges/Institutions.*
- SA- 40.2.10** *To facilitate effective teaching-learning and access to quality teaching learning material in all the languages permitted by the University and its affiliated Colleges/Institutions as medium of instruction or examination.*
- SA- 40.2.11** *To facilitate the University and its affiliated Colleges/Institutions achieve effective governance mechanism in their managements and administration.*
- SA- 40.3** ***Mandatory Assessment and Accreditation:***
- SA- 40.3.1** *It shall be mandatory for Colleges/Institutions affiliated to the University to get accredited by the Accreditation Agency after passing out of two batches or six years, whichever is earlier in accordance with the norm and methodology prescribed by such accreditation agency or the UGC as the case may be .*
- SA- 40.3.2** *Affiliated Colleges/Institutions which have not completed six years of existence or two batches having passed out, whichever is earlier, shall, within a period of six months from date of such completion, apply to the Accreditation Agency for accreditation.*
- SA- 40.3.3** *Affiliated Colleges /Institutions intending to commence academic operations shall apply for assessment and accreditation to the Assessment and Accreditation Agency, as per clause SA-40.3.1.*
- SA- 40.4** ***Period of validity and re-accreditation:***
- SA- 40.4.1** *The accreditation shall be valid for a period of five years.*
- SA- 40.4.2** *It shall be mandatory for the University and each of its affiliated Colleges/Institutions already accredited, to apply for re-accreditation six months before the expiry of the five years period in accordance with the norms and procedures prescribed by the relevant Accreditation Agency.*
- SA- 40.5** ***Assessments and Accreditation as pre-requisites:***
- SA- 40.5.1** *The University and its affiliated Colleges/Institutions shall not be eligible for applying or receiving financial assistance from UGC under any of its schemes without having undergone assessment and accreditation within stipulated period as specified in clause SA-40.3.1.*
- SA- 40.5.2** *No affiliated College/Institution shall be notified or recognized under section 2(f) and 12 B of UGC Act if not duly accredited as per clause SA-40.3.1.*

SA- 40.6**Penalties :**

Where the University or its affiliated Colleges/Institutions fails to comply with the provisions of any of the preceding clauses, notwithstanding any other action that may be taken against the University or its affiliated Colleges/Institutions by the appropriate Assessment and Accreditation Agency, the UGC may, after providing reasonable opportunity to the Institutions to be heard, impose any of the penalties or any combination of such penalties as suggested below:

- a) Repeal of the notification in respect of such Higher Education Institution from the list of higher education institution recognized under Sections 2(f) and 12 B of the UGC Act;
- b) Withhold of all grants, where applicable, allocated to the University or affiliated College/Institution;
- c) Declaring such higher educational institution to be ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC.
- d) Declaring for the purpose of general information of the public that the University or its affiliated College/Institution is not an accredited institution and cautioning potential candidates seeking admission to the University or its affiliated College/Institution through various forms of the media including the website of the UGC.

SA- 40.7**Dispute Redressal Mechanism :**

Any dispute arising out of the implementation of this Statute shall be discussed and resolved by the UGC whose decision shall be final and binding.

SA-41

(Effective from 6th June, 2016) Statute related to Duties, Responsibilities and Code of Conduct of Officers of Goa University other than the Vice-Chancellor; the Deans of Faculties; the Registrar and the Finance Officer and Duties and Responsibilities of the Non-teaching staff other than the Officers.

SA-41 (1)

- (i) Under the provisions of this Statute, the following category of staff shall be regarded as officers of the Goa University (u/s 9, clause 6 of Goa University Act).
- a. Medical Officer (MO)
 - b. Deputy Registrar (DR)
 - c. Head of the Computer Centre (HOCC)
 - d. Controller of Examinations (COE)
 - e. University Engineer (UE)
 - f. Assistant Registrar (AR)/ **(Effective from 12th March 2018)** Assistant Registrar-
Legal
 - g. Executive Engineer (EE)
 - h. System Analyst (SA)
 - i. Technical Officer (TO)
 - j. Director of Students Welfare and Cultural Affairs (DSWCA)
 - k. Assistant Director of Engineering (ADE-DEITI)
 - l. Programmer
 - m. Garden Superintendent (GS)

- (ii) There shall be a reporting officer as given below for all the officers mentioned in SA-41 (1) (i). Notwithstanding anything contained in this statute, the Vice-Chancellor shall have powers to change the reporting officer of any of the officers listed below.

| Designation of the Officer | Reporting Officer |
|---|----------------------------|
| a. Medical Officer (MO) | Registrar |
| b. Deputy Registrar (DR) | Registrar |
| c. Head of the Computer Centre (HOCC) | Registrar |
| d. Controller of Examinations (COE) | Registrar |
| e. University Engineer (UE) | Registrar |
| f. Executive Engineer (EE) | DR-Administration |
| g. System Analyst (SA) | HOCC |
| h. Technical Officer (TO) | Head of respective Section |
| i. Assistant Registrar (AR)/ (Effective from 12th March 2018) Assistant Registrar – Legal | Respective Divisional Head |
| j. Director of Students Welfare and Cultural Affairs (DSWCA) | Registrar |
| k. Assistant Director of Engineering (ADE-DEITI) | HOCC |
| l. Programmer | HOCC |
| m. Garden Superintendent (GS) | EE |

(iii) It shall be the duty of all the above said officers to make themselves thoroughly conversant with the provisions of Goa University Act, Statutes, Ordinances, and various other Acts, Rules, Regulations issued by the Government and Statutory Bodies such as UGC, AICTE, MCI, NCTE, BCI, PCI, CCIM, CCH and office procedures relevant to the respective divisions /sections under their control. They shall also ensure that these are strictly adhered to during the execution of their respective work/assignment as and when adopted by the University.

SA-41(2)

Withdrawal and/or Assignment of Duties:

- (i) All the above said officers and the other non-teaching staff covered under the provisions of **SA-41 (9)** shall follow orders issued and/or any additional duties/responsibilities assigned to them by the Registrar, Vice-Chancellor and their respective reporting officers from time to time.
- (ii) All the reporting officers as defined under the provisions of this Statute shall ordinarily obtain necessary approvals from the Registrar before assigning any additional duty/ responsibility other than what is defined under this Statute to any subordinate staff under their control.
- (iii) Notwithstanding anything contained in any of the University Statutes/Ordinances or existing decisions by any of the University officials, the Vice-Chancellor shall have powers to withdraw the duties/responsibilities assigned to any of the above said officers by this Statute. In such cases, the Vice-Chancellor may assign such work to any other suitable officer and/or other staff as the case may be and shall report about such actions to the Executive Council.

SA-41(3)

Transfer of Officers/ Non-teaching Staff:

- (i) The Vice-Chancellor, for the purpose of smooth and efficient transaction of the University matters, shall have powers to transfer any of the staff categorised as Deputy Registrar or Assistant Registrar to any of the administrative

divisions/sections as the case may be, without any prejudice to any special qualifications/ experience possessed by any incumbent officer. Such transfers could be effected as per the requirement and the Vice-Chancellor shall report about such actions to the Executive Council.

- (ii) The Registrar, for the purpose of smooth and efficient transaction of the University matters, shall have powers to transfer any of the non-teaching staff covered under the provisions of **SA-41 (9)** to any of the administrative divisions/ sections/ teaching departments as the case may be. Such transfers could be effected as per the requirement and the Registrar shall report about such actions to the Vice-Chancellor.

SA-41(4) General Duties/ Responsibilities of the Officer:

- (i) The Officer shall analyse the matters/files referred to her/him and assign the matters to appropriate subordinate staff for further processing. The officers shall personally review the files forwarded to her/him by the subordinate staff and forward them to her/his respective reporting officer/higher authorities with her/his **critical and analytical comments/observations** only if they could not dispose the matter at their level. They shall also point out need for policy decisions wherever required.

- (ii) It shall be the duty of the above said officer:
- a. to be in charge of the division/unit/section in which s/he is posted and shall be responsible for the normal and smooth working of that division/unit/section.
 - b. to be responsible for planning and scheduling of the entire work for the section/unit/division well in advance and to conduct periodical reviews of execution of routine tasks.
 - c. to assign/reassign specific jobs to her/his respective subordinate staff, and to decide the timeline in respect of each of the routine and non-routine jobs.
 - d. to be responsible for smooth and efficient running/working of the section/unit/division and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
 - e. to ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
 - f. to independently dispose of cases of importance where relevant rules and regulations are clearly applicable, or forward the same to higher officer, with clear and specific comments.
 - g. to keep exhaustive and self-contained notes of important papers and keep track of their movements till final disposal and also consider the proceedings of the work.
 - h. to exercise constant vigilance which is sine qua non of speedy and qualitative disposal of work, ensure safety of the record, regular and orderly behaviour of the staff.
 - i. to prepare as per rules and specifications the annual confidential and assessment report of the staff under her/his control and submit them to the respective reporting officer.
 - j. to issue warnings and reprimands in writing, to the staff working under her/him from time to time and report cases of erring employees to the respective reporting officer for suitable disciplinary action if necessary.
 - k. to prepare a quarterly as well as annual report giving all the statistical information in terms of number of issues of routine and non-routine nature handled by her/his section/unit/division and to submit the same to respective reporting officer.
 - l. to appraise the plan which s/he may prepare and its time schedule to the respective subordinate staff, monitor results, appraise responses and motivate respective subordinate staff towards achievement of objectives.

- m. *to maintain the muster roll/biometric attendance data of the members of the staff working under her/him and inform the reporting officer about late attendance, absentees etc. to maintain confidentiality wherever required or if advised by the respective reporting officer and take such steps to secure documents/personal computers/laptops etc. in order to maintain the confidentiality.*
- n. *to arrange for speedy and timely actions that may be required under the provisions of Government Acts such as Right to Information and Right of Citizens to Time-Bound Delivery of Public Services.*
- o. *to train themselves in the use and applications of existing and new technology as per the requirements and specific software such as University Management System (UMS).*
- p. *to comply with oral instructions issued by higher authorities in the event of exigencies, but to seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the higher official to confirm the instructions in writing.*

SA-41 (5) Code of Conduct for Officers:

In addition to the provisions of C.C.S. (Conduct) Rules 1964 and C.C.S. (C.C.A.) Rules 1965, the following provisions shall also be applicable to the officers.

- (i) *The officer shall perform her/his administrative duties and work as mentioned above in all sincerity and devotion to her/his profession.*
- (ii) *The officer shall enjoy the fundamental rights of freedom of thought and expression.*
- (iii) *The officer shall be objective, impartial and fair in assessment of subordinate staff and shall not deliberately over-mark, under-mark or victimise her/his subordinate staff on any ground.*
- (iv) *The officer shall not discriminate against her/his subordinate staff on political grounds or for reasons of race, religion, caste, language or gender or for any other reason of arbitrary or personal nature.*
- (v) *The officer shall strive to distinguish himself/herself by her/his constant progress in advancement of her/his knowledge of the administrative matters.*
- (vi) *The officer shall complete the administrative work assigned to her/him by this Statute, the Registrar or Vice-Chancellor in a satisfactory manner within the prescribed time period.*

SA-41 (6) Code of Professional Ethics for University Officers:

(a) Officers and their rights:

Officers shall enjoy rights as enshrined in the Constitution. Officers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

(b) Officers and their responsibilities:

Officers are required to assume the obligation to conduct himself/herself in accordance with the ideals of the profession. An officer is constantly under the scrutiny by the University authorities, other stake-holders and the society at large. Therefore, every officer shall see that there is compatibility between her/his precepts and practice. The profession further requires that the officer shall be calm, patient, communicative by temperament and amiable in disposition.

Officers shall:

- (i) *adhere to a responsible pattern of conduct and demeanour expected of them by the community;*
- (ii) *manage their private affairs in a manner consistent with the dignity of the profession;*
- (iii) *seek to make professional growth through constant study and observation;*
- (iv) *express free and frank opinion by participation in fora such as professional meetings, seminars and conferences;*
- (v) *perform their assigned duties conscientiously and with dedication;*

- (vi) cooperate and assist in carrying out functions relating to the administrative responsibilities of the University such as assisting in processing applications for admission, advising and counselling students as well as assisting the conduct of University matters;
- (vii) participate in extension, co-curricular and extra-curricular activities including community service wherever required;
- (viii) enjoy civic and political rights as enshrined in the Constitution of India. They shall not indulge in malicious, defamatory activities which are prejudicial to the reputation and the growth of the University in which they are employed;
- (ix) officers shall show normal courtesy, decency and decorum in their individual and collective behaviour or communication with the University authorities.

(c) Officers and Students/Faculty members:

Officers shall:

- (i) respect the right and dignity of the students/faculty members while approaching them;
- (ii) deal justly and impartially with students/faculty members regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) be affectionate to the students and respectful to the faculty members and not behave in a vindictive manner towards any of them for any reason;
- (iv) Support students/faculty members in their goal of developing and understanding the national heritage and goals;
- (v) refrain from inciting students against other students/faculty members and colleagues or higher authorities.

(d) Officers and Colleagues:

Officers shall:

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

(e) Officers and Authorities:

Officers shall:

- (i) satisfactorily discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for better service conditions in their professional interest within the ambit of relevant University Ordinances/Statutes/Rules and Regulations;
- (ii) refrain from undertaking any other employment and commitment;
- (iii) cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) participate and cooperate through their organisation in the formulation of policies of the other institutions and accept offices;
- (v) cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession;
- (vi) adhere to the conditions of service contract;
- (vii) avail leave with prior approval except on unavoidable grounds.

(f) Officers and other Non-teaching Staff:

- (i) officers shall treat the other non-teaching staff as colleagues and equal partners in a cooperative understanding;
- (ii) officers shall help in functioning of joint staff-councils covering both teaching and non-teaching staff.

(g) Officers and Society:

Officers shall:

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve the cause of education in the community and strengthen the communities moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

(h) Temporary Officers:

Temporary officers appointed on contract basis or on ad-hoc promotion shall be governed by the code of conduct and code of professional ethics as applicable to confirmed officers and they shall perform their duties and responsibilities as laid down for the confirmed/regular officers.

SA-41 (7) Discipline and Disciplinary Action:

(a) Discipline:

- (i) The officer shall help in implementation of the legitimate academic and administrative decisions taken by the Authorities of the University pertaining to her/his sphere of responsibilities or duties.
- (ii) The officer shall not remain absent from duty without proper /prior sanction except in cases of emergency.
- (iii) The officer shall not incite his colleagues/students/teachers against other students/teachers/ colleagues in administration. However, s/he may enjoy her/his rights to express her/his opinion in seminars/ meetings and other places where students are also present.
- (iv) The officer shall desist/refrain from indulging in any kind of publications, libel and slander which would prove to be detrimental to the reputation and the progress of the University.
- (v) The officer shall maintain and uphold her/his integrity and character in all spheres of her/his activities in keeping with her/his profession and high status in the society.

(b) Disciplinary Action:

Any officer is liable for disciplinary action for misconduct. Misconduct shall, include, among other things, the following:

- (i) breach of the terms and conditions of service laid down in the statutes /service contract;
- (ii) violation of the Code of Conduct and/or Code of Professional Ethics as laid down in C.C.S. (Conduct) Rules 1964 and C.C.S. (C.C.A.) Rules 1965;
- (iii) persistent dereliction of duties;
- (iv) dishonest dealings including following unfair means in administration;
- (v) moral turpitude;
- (vi) insubordination.

SA-41 (8) Additional Specific Duties of Various Officers:

In addition to the provisions of SA-41(4), the following duties/responsibilities shall be applicable to the respective officers:

a) Medical Officer

1. *S/he shall stay on the campus in the earmarked residence as per the rules of the University.*
2. *S/he shall be responsible to ensure health care services to the University students, employees and their family members. S/he shall also attend to the emergency health needs of hostel/guest house residents on the campus. In case of serious health conditions, s/he shall facilitate the treatment of the patient at Goa Medical College Hospital/Government Hospital.*
3. *S/he shall be responsible for conducting health training programmes, health education programmes, medical camps, blood donation camps on annual basis and recommending officers/employees of the University for various training programmes.*
4. *S/he shall assist in organising health related extension activities in collaboration with other University bodies/Authorities/Associations from time to time.*
5. *S/he shall attend to the patients visiting the University's health centre, examine their health problems and prescribe necessary medicines and the required investigations.*
6. *S/he shall issue Medical Certificate for sickness only in genuine cases or fitness to join duty as per prescribed procedure.*
7. *S/he shall attend to the work with punctuality and dedication and not give room for any complaint from the patients.*

b) Deputy Registrar

1. *The Deputy Registrar shall assist the Registrar in the discharge of her/his functions and supervise the work of the respective division consisting of one or more sections as may be assigned to her/him by the Registrar as the Divisional Head. S/he is entrusted with the responsibility of independent functioning in respect of all routine business falling within her/his division subject to the general responsibility for the administration of the division.*
2. *The Deputy Registrar shall hold charge of the division and shall be responsible for the disposal of routine business of the division under her/his charge. S/he shall be able to dispose of the majority of cases on her/his own. S/he shall use her/his discretion in taking orders/advise of the higher officers on more important cases, but shall seek confirmation of the oral instructions in writing as early as possible and it shall be the duty of the higher officer/s to confirm the direction in writing.*
3. *The Deputy Registrar shall be personally responsible for the smooth conduct and working of the Sections/Units under her/his control, for the allotment of work to the Assistant Registrars, Superintendents/Head-Clerks etc. who work directly under her/his supervision.*
4. *The Deputy Registrar shall convene regular meetings of the officers and/ or of the staff working under her/him and to determine the timeline for each of the tasks assigned and supervise the overall working as per the prescribed norms. S/he shall also obtain daily reports/worksheets from officers and guide the officers/staff to ensure that the job assigned to each of them is understood by them and see that they conduct the official business without difficulties.*
5. *The Deputy Registrar shall inspect periodically the attendance register /biometric attendance data and countersign it for having inspected the same, and take such action as s/he may deem fit in case of habitual latecomers or those who habitually remain absent, by issuing warnings periodically in writing and recommending disciplinary action against habitually defaulting employees.*
6. *The Deputy Registrar shall communicate in writing from time to time about the progress and difficulties and evaluate the staff and give her/his recommendations.*

7. *The Deputy Registrar shall submit the financial accounts of her/his division. S/he shall submit periodical returns and reports, and shall prepare the budget for her/his division every year and place it for approval.*
8. *The Deputy Registrar shall maintain cordial public relations and attend the queries of the members of the public and supply the information through the Registrar to Government/ Chancellor and other Semi-Government bodies as per the requirements. It shall also be her/his duty to assist the members of the public to solve their difficulties concerning her/his division by attending to the complaints, against the staff working under her/him*
9. *The Deputy Registrar shall be solely responsible for the work of the highly confidential nature that may be undertaken by her/his division. S/he shall be responsible for preserving of the documents, deeds etc. concerning her/his division.*
10. *The Deputy Registrar shall personally look into the court cases, filing of FIRs pertaining to her/his division and shall take steps to deal with the legal matters of her/his division adequately. The Deputy Registrar shall keep the Registrar informed about the legal cases and obtain her/his orders wherever necessary.*

i) More Specific Duties and Responsibilities of the DR-Administration:

1. *Service matters such as appointment, promotion, retirement, disciplinary action, sanctioning of leave, awarding incentive pertaining to both teaching and non-teaching employees of the University.*
2. *Maintenance of seniority list of both teaching and non-teaching employees in consultation with the Registrar.*
3. *Implementation of revision of pay scales to both teaching and non-teaching employees as per the relevant UGC Pay Scales/ Government Orders from time to time.*
4. *Implementation of DPC/ Career Advancement to other staff/ University teachers as per relevant guidelines/rules/ statutes.*
5. *Coordinating with the Finance Division/ other sections in order to ensure payment of salary arrears to the staff and teachers of the University.*
6. *Supervising work of the various administrative sections under her/his division with the help of the respective Sectional Heads.*
7. *Supervising work related to purchase of various items, maintenance of central stock register, issues related to customs duty exemption certificate and correspondence with the Central Government for renewal etc.*
8. *Any other work pertaining to service matters and general administration.*
9. *Actions related to creation of new teaching and non-teaching positions including recruitment rules and advertisement.*
10. *Matters relating to Executive Council and Court Meetings.*

ii) More Specific Duties and Responsibilities of the DR-Academic:

1. *Supervising work of the various administrative sections under her/his division with the help of the respective Sectional Heads.*
2. *All affiliation matters related to various courses and colleges.*
3. *All matters pertaining to under-graduate, post-graduate and Ph.D. admissions.*
4. *Issues pertaining to College Development Council.*
5. *Implementation of courses sanctioned by the UGC.*
6. *Correspondence relating to Cultural and Academic Exchange Programmes.*
7. *Award of Fellowship/Free-ship/Scholarship for SC/ST/OBC and other students, Post-Doctoral Fellowship and other such Fellowships to PG and Ph.D. students.*
8. *Issues pertaining to Major and Minor Research projects sanctioned to the University teachers including retired teachers by the UGC and such other Funding Agencies.*

9. *Issues pertaining to research schemes of teaching departments/centres sanctioned by Funding Agencies like UGC/DST/DBT/CSIR/State Government/ MHRD/ NBHM /ISRO/ DRDO/ BARC/DAE/AICTE/ICMR/ICAR and other such Agencies.*
10. *FIP sanctioned by UGC to University/ College teachers.*
11. *Financial assistance to teachers to attend conferences, seminars, workshops in and outside India with the financial aid from UGC and other Agencies.*
12. *Correspondence with UGC relating to all academic matters and programmes such as SAP/ FIST.*
13. *Establishment of Chairs and appointment of Visiting Professors.*
14. *Matters related to student awards, endowments and medals.*
15. *Award of Emeritus Professorship.*
16. *Matters related to approvals of appointments of teachers and other staff in the affiliated institutions.*
17. *Matters related to appointment of teachers on contributory/lecture basis.*
18. *Conduct of Board of Studies and Academic Council meetings.*
19. *Maintenance of statistical data pertaining to academics in the University.*
20. *Enrollment, migration, transcript and equivalence certificate related issues of the students.*
21. *Matters related to accreditation of the University by National Assessment and Accreditation Council (NAAC).*

c) Head of Computer Centre

1. *To plan and supervise the maintenance and implementation of overall Information Technology requirements of the University and to suggest means to minimise problems generally created by cyber Users.*
2. *To plan and supervise the implementation of various application of software in the University including UMS.*
3. *To manage and supervise the proper implementation of a state-of-the-art campus wide University computer network.*
4. *To advise the higher authorities on the proper utilisation of Information Communication Technology in teaching, research and administration.*
5. *To plan and provide IT training for all categories of staff at the University.*
6. *To act as the main liaison between various Information Communication Technology units of the University.*
7. *To maintain and update the University Website by collecting information from the concerned sections/divisions/departments.*
8. *To provide required assistance to the Finance Division in processing the data on matters related to salary and arrears of the University's staff, Income-tax or such related issues as per the directions from the Registrar.*
9. *To provide required assistance to the Examination Division in processing the data in terms of matters related to examinations, results and convocation etc. as per the directions from the Registrar.*
10. *To provide required assistance to the Executive Engineer in the maintenance of electronic surveillance system as per the directions from the Registrar.*
11. *To evaluate / certify / validate the IT requirements of the University departments and other sections/divisions from time to time.*
12. *To take action for disposal of the e-waste from the campus after assessing the quality of the gadgets.*
13. *To hold all powers, general duties and responsibilities as that of the Deputy Registrar as specified under **SA-41 (8) (b) sections 1 to 10**, in respect of the staff working in her/his division.*

d) Controller of Examinations

1. *The Controller of Examinations shall be the Principal Officer In-Charge for the conduct of examinations and tests of the University and declaration of their results. S/he shall discharge her/his functions as per the relevant Ordinance/Statutes/Schedules regulating the pre-conduct, conduct and post-conduct of examination activities in consonance with the approved academic calendar of the University. S/he shall be a full-time salaried*

officer of the University and shall work directly under the direction and control of the Registrar and the Vice-Chancellor.

2. The Controller of Examinations shall be the Member-Secretary of the Committee for appointment of Examiners, Board of Evaluation etc. as provided for under the relevant Ordinance/Statute of the University and any such other Committees constituted by the University. S/he shall be responsible for prompt and proper implementation of the decisions taken by such Committees/Boards.
3. Without prejudice to the generality, the Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations, tests and declaration of results. This shall involve:
 - a) action to prepare and announce in advance the calendar of examinations;
 - b) action for setting and printing of question papers with required confidentiality;
 - c) action to get the performance of the candidates at the examinations properly assessed, and process the results;
 - d) action to arrange for the timely publication of results of examinations and other tests;
 - e) action to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices;
 - f) taking disciplinary action as per rules wherever necessary against the candidate/s, paper-setters, examiners, moderators, or any other person connected with examinations and found guilty of malpractices in relation to the examinations;
 - g) responsibility of maintaining secrecy of question papers and of other evaluation processes as per the requirements of the University;
 - h) action to review from time to time, the results of University examinations and forward reports thereon to the Academic Council.
4. The Controller of Examinations shall issue warnings and reprimands to erring employees under her/him and shall recommend disciplinary actions if any required to the Competent Authority of the University.
5. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Statutes/ Ordinances/Board of Evaluation, Registrar and the Vice-Chancellor.
6. The Controller of Examinations shall look after preparation of annual budget for the Examination Division.
7. The Controller of Examinations shall coordinate the arrangements to conduct annual convocation of the University.
8. The Controller of Examinations shall hold all powers, general duties and responsibilities as that of the Deputy Registrar as specified under **SA-41 (8) (b) sections 1 to 10**, in respect of the staff working in her/his division.

e) University Engineer

1. The University Engineer shall be the head of the Engineering/Technical Division and shall be responsible for the entire construction, development under new projects, associated works and major maintenance work (civil and electrical, renovation/repairs including painting) of the University buildings. S/he shall be responsible for:
 - a) getting the plans from the selected Architect;
 - b) getting required approvals from the concerned Government or Statutory Authority/Body;
 - c) preparation of estimate, getting approval/sanction from appropriate Body/Authority;
 - d) preparing notice, inviting, floating and finalisation of tenders and getting the work executed;
 - e) checking and preparing bills, forwarding them for payment;
 - f) completing the construction, development and maintenance work and handing over the work to respective users.

2. To convene the meetings of the Building Committee and prepare minutes of the same.
3. To be responsible for construction/maintenance of roads, maintenance/distribution of water/electricity supply/sewage system on the campus.
4. To be responsible for the work for which payment is recommended for the measurement for which s/he has exercised test check.
5. To be responsible for safety of all University buildings, extension of existing structures / premises and University's Land/Estate matters.
6. To hold all powers, general duties and responsibilities as that of the Deputy Registrar as specified under **SA-41 (8) (b) sections 1 to 10**, in respect of the staff working in her/his division.

f) Executive Engineer

1. The Executive Engineer shall be the head of the Estate Administration and Allied Services Section and shall also hold all powers, duties and responsibilities as that of the Assistant Registrar as specified under **SA-41 (8) (i) sections 1 to 7**, in respect of the staff working under him/her.
2. S/he shall be responsible for all the works assigned to the Estate Administration and Allied Services Section and the related maintenance work on the campus. This shall involve:
 - a) preparation of estimate and getting required approvals from the concerned Government or Statutory Authority/Body for execution of such works as the case may be;
 - b) preparing notice, inviting, floating and finalisation of tenders, getting the work executed on par with CPWD terms;
 - c) checking and preparing bills, forwarding them for payment;
 - d) completing the development and maintenance work and handing over the work to respective users;
 - e) responsibility of the work for which payment is recommended by her/him for the measurement for which s/he has exercised at least 10% of test check.
3. S/he shall be responsible for the proper execution of security services/ housekeeping services/transport arrangements/cleanliness of University buildings and premises/ garbage collection /swacch bharat action plan/day to day running and maintenance of University vehicles.
4. S/he shall be responsible to help Security Committee in floating tenders/ award of security contract, make elaborate security provisions at various places on the campus and to provide security arrangement during strikes/agitations.
5. S/he shall be responsible for the security services and security management using the electronic surveillance system of the University.
6. S/he shall inspect work during its execution and issue required instructions to ensure expected quality.
7. S/he shall ensure that approved materials (as per code/contract terms) are used for the work carried out under her/his control.
8. S/he shall make necessary arrangements to convene meetings of those committees for which s/he is the member secretary and shall prepare the minutes of the same within the prescribed time.
9. It shall also be the responsibility of the Executive Engineer to look after:
 - i. leasing out of University premises and timely collection of rent/other utility charges as prescribed;
 - ii. convocation arrangements and other functions;
 - iii. allotment of residential quarters, booking of conference halls and meeting rooms;
 - iv. horticulture / gardening and landscaping;
 - v. furniture repairs, making/fixing of sign boards;
 - vi. anti-termite treatment, maintenance of water purifiers;
 - vii. hostel (Ladies and Men's) administration including admissions;
 - viii. controlling wild fire and other fire related matters;

- ix. *maintaining record of the flora in the University campus/land.*
- x. *auctioning fruit bearing trees and maintaining accounts.*

g) System Analyst

1. *To undertake system study, analysis and designing of the new applications.*
2. *To plan, develop, test and install new applications.*
3. *To prepare user documents, manuals and imparting training.*
4. *To install and maintain the servers.*
5. *To manage and maintain databases.*
6. *To revamp existing computer systems for new tasks.*
7. *To network computer systems with others.*
8. *To manage the network administration and its security.*
9. *Testing and debugging new or revamped computer systems and the networks on which they communicate.*
10. *To guide the Programmers to write codes for the development of the applications.*
11. *To maintain the biometric attendance system of the University.*
12. *To provide required assistance in matters pertaining to salary, examination, convocation and electronic surveillance system.*

h) Technical Officer

1. *To operate sophisticated equipments like Scanning Electron Microscope (SEM) or others that may be assigned under the control of University Science and Instrumentation Centre (USIC).*
2. *To take care of routine maintenance of such sophisticated equipments and to arrange for their repairs whenever required.*
3. *Provide services as requested by the Departments/Centres/Offices of the University to help in the repair and maintenance of instruments using the facilities available.*
4. *Provide services for the maintenance of analytical and specified instruments available in USIC and other departments with the help of facilities available.*
5. *Design and fabricate teaching aids and kits, and instruments required for research of the departments with the help of facilities available.*
6. *Provide training programmes in instrumentation for students, teachers and technicians of departments of the University.*
7. *Execute work orders/jobs submitted by the departments with the help of facilities available.*
8. *Participate in formal courses and training programmes arranged by the USIC.*
9. *Handle courses on subjects related to Electronics, Instrumentation and allied subjects if it is requested by other departments of the University.*
10. *Conduct training programmes as required/ requested by the teaching departments.*

i) Assistant Registrar (General Duties and Responsibilities)

1. *To deal with non-routine cases received by and referred to her/him by the supervisory staff working in the section/unit/department and independently dispose them judiciously wherever possible or refer them to the concerned reporting officer for advice.*
2. *S/he shall call meetings of her/his staff periodically and also train the staff under her/his control and provide guidance to all.*
3. *S/he shall also prepare notes for consideration of the Executive Council/Academic Council or for other Authorities/Bodies of the University.*
4. *To provide relevant information to the Head of Computer Centre for updating the University Website whenever required.*
5. *To ensure that no file/work remains pending on her/his table for more than five days under any circumstances.*
6. *To put up the list of pending files/matter with the staff of the section weekly and to place before the Reporting Officer.*

7. To deal with the routine matters submitted by the subordinate staff and dispose them at her/his level.

1) Specific duties to be performed by the Assistant Registrar holding the charge of Public Relations Office in addition to provisions of SA-41 (8) (i) sections 1 to 7:

- i. notwithstanding anything contained in this Statute, this Officer shall report directly to the Registrar and the Vice-Chancellor;
- ii. to be responsible for dissemination of information relating to the University. S/he shall coordinate with the media for communication, publicity of events, academic achievements of the University as approved by the Registrar;
- iii. to forward information about the views and reaction of the community, general public on the various University decisions, feedback about its existing programme and plan for the future. S/he shall liaise with institutions of academics and research, Government's research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media;
- iv. to be well versed with printing and publication related matters;
- v. to assist the Vice-Chancellor and the Registrar in organising press conferences as and when required;
- vi. to coordinate the Indo-Foreign-Cultural Exchange programmes;
- vii. to arrange for conduct of all types of University functions and programmes;
- viii. to attend to the release of advertisements for recruitment, tenders and other matters of the University by forwarding text of advertisement to the press;
- ix. matters related to placement.

2) Specific duties to be performed by the Assistant Registrar holding the charge of Assistant Registrar (Legal) in addition to provisions of SA-41 (8) (i) sections 1 to 7:

2) (Effective from 12th March 2018) Specific duties to be performed by the Assistant Registrar-Legal in addition to provisions of SA-41 (8) (i) sections 1 to 7:

- i. to co-ordinate with the University's Legal Counsel, Supreme Court Counsel and the concerned Departments/Sections on all Court Cases and matters referred for legal opinion;
- ii. to provide instructions to the Legal Counsels with the approval of the Higher Officers;
- iii. to attend and follow up with the day to day hearings of Court Cases;
- iv. to provide assistance to the Legal Counsels whenever called upon;
- v. to seek information on all legal matters from the concerned Section along with documents for further processing;
- vi. to provide legal opinion and obtain legal opinion for legal matters of the University;
- vii. to assist the University in drafting Memorandum of Understanding (MOU), Agreements, Contracts to be executed by the University;
- viii. to provide legal assistance in drafting tender documents and letters wherever required;
- ix. to deal with the matter pertaining to meetings of University Court and Executive Council;
- x. to attend to the matters pertaining to College Tribunal;
- xi. to arrange and attend to the Drafting and Vetting Committee meetings;
- xii. to attend to the Legislative Assembly Questions (LAQ) and Rajya Sabha/Lok Sabha questions;
- xiii. elections to the University Bodies such as Academic Council and University Court;
- xiv. Right to Information (RTI) matters: Notwithstanding anything contained in any of the existing Rules, Regulations and Guidelines related to implementation

of the Right to Information Act 2005, issued by any of the University officials, the AR-Legal shall be the Coordinating Officer of the University and shall function as follows:

- a) S/he shall receive RTI queries from the public, carefully analyse them and arrange to collect the locally available information (from various official reports and documents etc. prepared by the University) with the help of sectional staff and forward the other specific queries only to the Public Information Officer (PIO) concerned.
- b) S/he shall collect information from PIOs within the stipulated time, ascertain the authenticity of information and send the reply (information) to the party requesting the information under her/his seal and signature.
- c) S/he shall attend to the entire work related to the First and Second Appeal hearing.
- d) S/he shall be responsible for the timely preparation and submission of the quarterly report, half yearly report and annual report to the State Information Commission.

3) Specific duties to be performed by the Assistant Registrar in the Finance Division in addition to provisions of SA-41 (8) (i) sections 1 to 7:

- i. to deal with the purchase, salary and other routine and non-routine matters related to finance;
- ii. to grant financial approvals/authorisation as per the financial powers delegated to him/her;
- iii. to issue payment cheques as per the financial powers delegated to him/her;
- iv. to recover grants due to the University from the outside bodies including State and Central Government;
- v. to attend to correspondence related to finance with State/Central Government/ U.G.C. and any other Authorities;
- vi. to arrange for receipt books, challan books, ledger books etc. and to keep custody of such blank books;
- vii. to arrange for cash withdrawals from bank as per the requirements;
- viii. to ensure issue of receipts for all sort of payments received by the University and forwarding payments to respective parties along with forwarding memos;
- ix. to assist in the early disbursement of arrears of payment to the concerned teaching and non-teaching staff;
- x. to assist and to ensure that the dues are effectively recovered from the employees as per the specific cases;
- xi. to assist the Finance Officer in preparation of the University budget.

4) Specific duties to be performed by the Assistant Registrars in the Examination Section in addition to provisions of SA-41(8) (i) sections 1 to 7:

- i. to assist the COE in the preparation of the calendar of examinations and timely conduct of examinations;
- ii. to assist the COE in setting and printing of question papers with required confidentiality;
- iii. to take actions to get the performance of the candidates at the examinations properly assessed and process the results;
- iv. to arrange for timely publication of results of examinations and other tests and issue of statement of marks to the students;
- v. to be responsible for maintaining secrecy of question papers and of other evaluation processes as per the requirements of the University;

- vi. to deal with all the examination related issues assigned by the COE;
- vii. to ensure safe custody of all the records including results, question papers, answer books and other relevant documents.

j) Director of Student's Welfare and Cultural Affairs

In addition to the powers and duties prescribed under the University Act/ Statutes (as per the provisions of SA-24), the Director of Students' Welfare shall also perform the following duties:

1. to organise and co-ordinate the student welfare activities at the University and its affiliated Colleges;
2. to organise specific students activities at University level like leadership training, Inter-Collegiate/ Inter-University Youth Festivals, cultural activities, talent shows, educational/study tour subject to the approval of the Vice-Chancellor;
3. to organise various functions of National/State/University level such as Independence Day, Republic Day, Goa Liberation Day, University Foundation Day;
4. to promote and encourage cultural, social and literary activities with a view to fostering healthy cultural life among the student community;
5. to issue notices of the meetings of the Post-Graduate Student Union (PGSU) and Goa University Students Council (GUSC) as per the provisions;
6. to advise, guide and supervise in general the activities of the PGSU and GUSC;
7. to report to the Vice-Chancellor any of the activities of the PGSU, GUSC or any other students' organisation, if prejudicial to the University or/and is not in the interest of the student;
8. to coordinate with Director of Physical Education and Sports/ Director of Extra-Mural Studies and Extension Services etc. as per the requirements of various programmes /events planned by the PGSU and GUSC;
9. to coordinate implementation of government schemes and projects meant for welfare of the students;
10. to coordinate with wardens of student hostels to ensure disciplined behaviour of students on the campus;
11. to look after schemes related to welfare of students such as 'earn while you learn' and 'student aid fund'.

k) Assistant Director of Engineering (DEITI)

1. to supervise the working of DEITI in all aspects as sectional Head of the DEITI;
2. to allocate duties to her/his subordinate staff. S/he shall direct the staff and supervise their work and shall guide and advise on all matters concerning planning, production and presentation of programmes;
3. to scrutinise various proposals for recording in and outside the studio and to collect the costs as prescribed and accordingly inform the proposer;
4. to plan various programmes for academic utility;
5. to be responsible for preparation of budget estimates of DEITI.

l) Programmer

1. to write codes to develop computer applications;
2. to monitor tasks to ensure the successful working of these programme codes;
3. to review and modify programmes as and when required and ensure proper working of computer programmes;
4. to supervise the work of Junior Programmers and others on a daily basis;
5. to maintain the security/ confidentiality of various databases and their regular backup;
6. to provide technical support to those who use the computer programmes developed by him/her.

m) Garden Superintendent

1. to be responsible for maintenance and development of gardens, plantations and landscaping activities on and around the campus;
2. to supervise the work of Gardeners/Malis and other persons working under her/him and shall exercise such power as s/he may deem fit to regulate the working of the staff working under her/him by obtaining directions from the Executive Engineer;
3. to ensure that the proceeds of fruit bearing trees are protected from theft and trespassers.

SA-41 (9) Specific duties of the non-teaching staff other than the officers covered under SA-41 (1)(i)

- (i) There shall be a reporting officer for all the non-teaching staff as given below. Notwithstanding anything contained in this Statute, the Registrar shall have powers to change the reporting officer of any of the non-teaching staff mentioned below.

| Sr. No. | Designation of the Non-Teaching Position | Reporting Officer |
|----------------|---|---|
| 1 | Guest House Manager | DR-Administration |
| 2 | Assistant Engineer | EE or UE as the case may be |
| 3 | Superintendent | AR of respective Section |
| 4 | Staff Nurse | Medical Officer |
| 5 | Assistant Accounts Officer (AAO) | AR of Finance Section |
| 6 | Junior Programmer | Programmer |
| 7 | Engineering Assistant (DEITI) | Assistant Director (Engineering) |
| 8 | Senior Stenographer | Concerned Officer |
| 9 | Head Clerk | AR of respective Section |
| 10 | Legal Assistant | AR-Legal/Deputy Registrar Administration |
| 11 | Assistant Sports Officer | Director of Physical Education and Sports |
| 12 | Accountant | Assistant Registrar of respective section |
| 13 | Assistant Garden Superintendent | Executive Engineer |
| 14 | Library Assistants | Librarian |
| 15 | Junior Engineer | Assistant Engineer of concerned section |
| 16 | Junior Stenographer | AR of respective Section |
| 17 | Driver | Assistant Engineer- EAAS Section |
| 18 | Binder | Librarian |
| 19 | Electrician | Junior Engineer (Electrical) |
| 20 | Data Entry Operator | Junior Programmer/ Programmer |
| 21 | Upper Division Clerk | Superintendent/Head of respective Department/Centre/Section |
| 22 | Laboratory Assistant | Head of respective Department/ Section |
| 23 | Pump Operator | Junior Engineer (Civil) |
| 24 | Motor Cycle Rider | AR-Purchase |
| 25 | Lower Division Clerk | Superintendent/ Head of respective Department/ Centre/Section |
| 26 | Telephone Operator | AR (Purchases) |
| 27 | Cook-cum-Bearer | Concerned Officer |
| 28 | Carpenter | Junior Engineer (Civil) |
| 29 | Supervisor | Junior Engineer |
| 30 | Mason | Junior Engineer (Civil) |
| 31 | Plumber | Junior Engineer (Civil) |
| 32 | Security Supervisor | Executive Engineer |
| 33 | Library Attendant | Librarian |
| 34 | Laboratory Attendant | Head of respective Department/Section |

| | | |
|----|------------------|--|
| 35 | Gardener/Mali | Assistant Garden Superintendent/ Garden Superintendent. |
| 36 | Peon | Head of respective Department/Centre/ Section |
| 37 | Groundsman | Assistant Director of Physical Education and Sports |
| 38 | Sweeper | Head of respective Department/Centre/ Section |
| 39 | Labourer/ Helper | Supervisor concerned |
| 40 | Room Boy | Guest House Manager |

(ii) **Following shall be the specific duties of the non-teaching staff other than the officers.**

a) Guest House Manager:

1. Supervision and monitoring of day to day booking of rooms, meeting room, housekeeping activities of rooms and premises at Guest House and International Guest House.
2. Responsible to maintain the identification details/documents as specified by the law enforcing authorities in case of guests accommodated in both the Guest Houses besides sending confirmation of booking to the concerned person.
3. To co-ordinate reservations and keep track of lodging inventory.
4. Issuing of bills for guests staying at Guest House and International Guest House.
5. Examine activities relating to logbook/ raising of room bills, etc.
6. Responsible to collect all receivables /room rent etc. as per the directives issued by the Registrar and depositing cash in the Bank within the prescribed time limit.
7. Taking prior approval for the purchases of housekeeping and toiletries.
8. Purchase and storage of linen, toiletries, mineral water, tea bags, milk sachets, coffee sachets, sugar sachets, soaps etc.
9. Keeping up to date records and maintaining stock register / inventory of all materials, equipments, linen and issue to staff as and when required.
10. Monitoring attendance, sanctioning of casual leaves, restricted leaves, and special holidays, compensatory off of LDC, Room Boys and sweepers to be forwarded to concerned Deputy Registrar.
11. Surprise checks to both the guest houses on Sundays and holidays to monitor the performance and attendance of Room Boys and Sweepers.
12. Studying feedback and resolving complaints of guests staying at both the Guest Houses and provide strategic solutions wherever required.
13. Report unusual activity and incidents to higher authorities.
14. Monitoring the performance and maintaining quality control of the in-house and outsourced housekeeping activities at Guest House and International Guest House.
15. Coordinating with teaching departments, administrative divisions/sections, Human Resource Development Centre, etc. for the booking of rooms, meeting rooms for official guests/seminars/conferences so as to maintain optimum occupancy at all times.
16. To prevent the entry of unauthorised persons in the premises with the help of security personnel/police authority and to maintain order and discipline in the Guest Houses.
17. Monitoring requirements towards general civil and electrical maintenance, painting, repairs and renovations, water supply, furniture works, garden and lawns, development works in and around both the guest houses.
18. Supervision of canteens in the premises to ensure high level of cleanliness, quality of food served and hygiene requirement as required under FDA norms.
19. To provide suggestions / recommendations to the Guest House Administration Committee to enhance occupancy and revenue from time to time.

b) Assistant Engineer (Civil)

Depending upon her/his posting in the Engineering/Technical Division or the Estate

Administration and Allied Services Section, the Assistant Engineer (Civil) shall perform her/his duties and responsibilities as follows:

- 1. In exercise of his power, Assistant Engineer shall be responsible for construction, development and maintenance of all University works for which s/he is in-charge.*
- 2. S/he shall assist Executive Engineer in protecting University's land against encroachment.*
- 3. To assist the Executive Engineer for any resurfacing, widening of roads, maintaining electricity/water supply/sewage system on the campus and running/ maintaining of vehicles as per the requirements.*
- 4. S/he shall be responsible for maintenance of all buildings which will include timely painting/repairs, water supply, electricity supply etc. for which s/he is In-charge.*
- 5. S/he shall be responsible for 50% check of measurement of all (civil) works that s/he recommends for payment. S/he shall be responsible for quality/measurement of all hidden items.*
- 6. S/he shall be responsible for the quality of civil work as and when undertaken.*
- 7. S/he shall ensure that approved material as specified in the contract/code are used for execution of works.*
- 8. S/he shall be responsible to ensure uninterrupted water supply to the campus buildings and for making appropriate arrangements for repairs of water supply system inside or outside the buildings on the campus as per the requirement.*
- 9. S/he shall be responsible to ensure uninterrupted electrical power supply to the campus and for making appropriate arrangements for repairs/restoring of power supply system on the campus as per the requirement.*
- 10. S/he shall inspect work during execution and give instruction/guidance to the Junior Engineer whenever required.*
- 11. S/he shall guide properly the Junior Engineer/Supervisor under her/his control.*
- 12. S/he shall take action as per delegation of technical powers by Executive Council.*
- 13. S/he shall be responsible for correctness of estimates and bills put up by Junior Engineer (Civil).*

c) Superintendent

- 1. To receive and to initial and date each receipt of files/documents in token of her/his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him/her.*
- 2. To deal and draft letters which s/he herself/himself can dispose of without the assistance of the officers and to identify letters which in her/his opinion are important to be seen by the higher officers at the initial stage or on which s/he desires their instruction.*
- 3. To mark and to distribute the letters in the name of dealing staff.*
- 4. To exercise, check and follow up letters received from the Government of India/Chancellor/State Government/U.G.C./Officer of the Director of Education/Universities etc.*
- 5. To draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.*
- 6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned.*
- 7. To scrutinise notes/cases submitted by the lower staff, put her/his own remarks/suggestion and submit the same to the Assistant Registrar /Deputy Registrar, as the case may be for their decision.*
- 8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.*

9. *To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.*
10. *To inspect the racks and tables of clerks/staff working under her/him and satisfy herself/himself that no papers or files have been overlooked and that there are no odd receipts or bills lying indisposed.*
11. *To arrange for the weeding out of old records according to the directives from Divisional Head/Sectional Head.*
12. *To maintain the office files and files register of the Section/Division.*
13. *To deal with urgent matters as per instructions from the Sectional Head.*
14. *To bring out clearly the question under consideration and suggest a possible course of action wherever possible for further confirmation by the Sectional Head.*
15. *To open and maintain service book/new file/s, notebook/s.*

d) Staff Nurse

1. *Prepares and assists the Medical Officer /Doctor in examination of patients and administration of emergency treatment.*
2. *Administer injections, collection of blood sample, dressing of wounds, etc.*
3. *Administer medicines to patients under the "Direct Observation Treatment" (DOT) for Tuberculosis.*
4. *Maintain the patient's attendance records/health records/data base etc.*
5. *Maintain records of medicine stock.*
6. *Health education of patients/staff/students regarding breast feeding, and health problems like tuberculosis, anemia, hypertension, diabetes as well as other diseases as per requirement.*

e) Assistant Accounts Officer (AAO)

1. *To ensure that the various payments made from the University funds are within the budgetary provision and with the prior sanction of competent authorities.*
2. *To ensure accuracy of various financial statements/ due and drawn statements prepared by her/his subordinate staff.*
3. *To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to her/him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.*
4. *To attend to audit queries and to reply audit report and to submit necessary statement of accounts.*
5. *Authorisation and signing of cheques as per the powers delegated by the Finance Officer.*
6. *To report to the Assistant Registrar (Finance) /Finance Officer about such of the financial provisions of Act and Accounts Code that are followed by the department/sections which are attached to him/her.*
7. *To supervise and verify all the matters processed by the subordinate staff in connection with the general funds, matters submitted by Engineering/ Technical Services Division and Estate Administration and Allied Services Section.*

f) Junior Programmer

1. *To assist the System Analysts and Programmers in system designing as well as coding for development of applications.*
2. *To assist in preparing instructions for the guidance of the computer operators.*
3. *To assist in preparing sample test data.*
4. *To assist in testing and debugging programmes.*
5. *To write the codes for computer applications as per instructions of superiors;*
6. *To carry out the testing and troubleshooting process laid out by the programmer.*

g) Engineering Assistant in DEITI

1. *To be responsible for studio technical operations during production/ transmission /outdoor recording of programmes from DEITI.*

2. To ensure proper operation and maintenance of all the equipments in the studio chain, namely cameras, vision-mixer, audio-mixer, NLE, VTRs, inter-communication, a/v distribution etc.
3. To ensure proper coordination amongst all members of the technical, operations crew, artists for multi-cam, multi-track recordings.
4. To edit the recordings.
5. To be responsible for installations of Extended C-band dish antennas, A/V equipments etc.
6. To impart required training to the engineering staff in DEITI.

h) Senior Stenographer

1. S/he will exercise her/his skill in human relations and be cordial with the persons who come in contact with her/his officer.
2. To be responsible to the officer to whom s/he is reporting. Generally assisting the officer in such a manner as s/he may direct and at the same time, by way of avoiding the temptation of abrogating to herself/himself the authority of her/his officer.
3. To be responsible for the said officer's personal correspondence, appointments, engagements etc., in addition to her/his normal office duties.
4. Screening the telephone calls and the visitors in a tactful manner.
5. Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.
6. To maintain programme sheets of her/his officer, prepare drafts of meeting and correspondence of routine nature.
7. To organise plan and follow tour programme of her/his officer.
8. To maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody.
9. To sort out the mail and dispatch promptly to relevant section.
10. To issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases.
11. To minute the proceedings of various meetings as per the instructions of the officer.
12. Making fair copies of draft demi-official letters to be signed by the officer concerned.
13. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
14. To maintain absolute confidentiality and integrity in respect of the work assigned to her/him.

i) Head Clerk

1. To exercise, check and to follow up the incoming letters received from the University Department /Centre/College/Student etc.
2. To point out mistake or mis-statements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinise information/ documents submitted by the lower staff, write her/his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
5. To ensure the prompt dispatch of letters and communications.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To maintain calendar of periodical returns for incoming and outgoing matters, separately.
8. To open and maintain service book of all employees **in duplicate**.

j) Legal Assistant

1. To assist in all Court Matters vis-à-vis the Office of the Legal Advisor.
2. To assist in drafting of opinions.

3. *To assist in preparing draft of MOUs, Agreements, Contracts to be executed by the University after approval by the competent Authority.*
4. *To point out deficiency if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever required.*
5. *To submit notes/drafts for approval of the officers through the Reporting Officer.*
6. *To scrutinise notes/matters submitted by the lower staff, write her/his own remarks/suggestions, if any, and submit the same to the Reporting Officer.*
7. *To ensure the prompt dispatch of letters and correspondence.*
8. *To arrange filing of the papers and arrange files in order, year-wise and subject-wise.*
9. *To maintain calendar of periodical returns for incoming and outgoing matters, separately.*
10. *To attend to the Court matter and liaison with the University Legal Counsel on legal matter in various Courts.*
11. *Attend to the matter pertaining to College Tribunal.
(The legal Assistant shall perform her/his duties under the directions of Vice-Chancellor, Registrar, Deputy Registrar (Administration) and Assistant Registrar (Legal) as per the order issued to this effect from time to time).*

k) Assistant Sports Officer

1. *To assist in organising Inter-Collegiate Sports Championships.*
2. *To prepare proposals and estimates for organising Sports Championships.*
3. *To check eligibilities of the participating players at the Inter-Collegiate Championships.*
4. *To arrange officials to officiate at Inter-Collegiate Championships.*
5. *To arrange booking of sports facilities for the conduct of Inter-Collegiate Championships/Coaching Camps.*
6. *To maintain accounts of expenditure for Inter-Collegiate Championships.*
7. *To maintain the records of participation and results of Inter-Collegiate Championships.*
8. *To plan and schedule selection trials and coaching camps for Goa University teams.*
9. *To arrange officials such as Coach and Manager for the University Teams.*
10. *To schedule travel plan and arrange booking of railway reservation for the University team.*
11. *To coordinate the sports activities for Post-Graduate and Research Students/Staff.*
12. *To finalise the selection of Post-Graduate students team for Inter-Collegiate Championship.*
13. *To accompany the Post-Graduate students team as manager for the Inter-Collegiate Championship.*
14. *To supervise the work of subordinate staff including periodical check of the work carried out by them.*
15. *To maintain the office file/s and registers of the section.*

l) Accountant

1. *To prepare bank reconciliation statement, budget and final account of funds entrusted to him/her.*
2. *To prepare periodic accounts of funds entrusted to her/him and to assist the Assistant Accounts Officer in furnishing figures of expenditure to higher authorities.*
3. *To maintain books of accounts, payment register and funds entrusted to him/her.*
4. *To attend to all the matters pertaining to deduction of Income Tax, Professional Tax, LIC/GSLIC Premium, GPF/EPF Contribution from the salary of employees.*
5. *To prepare draft of due and drawn statement for payment of arrears to University employees.*
6. *To attend to routine correspondence with Banks and other Departments.*
7. *To supervise the work of the subordinate Clerks under her/him and to pass the bill for payment as per relevant rules.*

m) Assistant Garden Superintendent

1. *To assist the Garden Superintendent in supervision of the work of Malis and other persons working under her/him and shall exercise such power as s/he may deem fit to*

regulate the working of the staff working under her/him by obtaining directions from the Executive Engineer.

2. To prepare the landscaping designs, beautification and plantation plans for the approval of University and to execute them as per plans in a time bound manner in order to maintain the campus lush green at all times.
3. Responsible for proper maintenance and supervision of proper watering of University plantations, gardens, lawns, nurseries etc.
4. To arrange Plantation Drive on campus in association with others and to maintain the planted saplings.
5. To plan action to prevent wild fire/cutting /destruction of vegetation etc. on the campus and to report any illegal activities in that behalf to the Executive Engineer.

n) Library Assistant

1. To work in accordance with the objectives of the Goa University Library.
2. To serve students, faculty and other users of the library in getting their required documents/books/journals/information.
3. To work in the building up and organisation of various sections of the Library anticipating the use by the students and faculty by adapting latest trends in Library Science and Information Technology.
4. To undertake duties enlisted for UDC/LDC in maintaining the office records.
5. To serve the users information over online facilities.

o) Junior Engineer

Depending upon their posting in the Engineering/Technical Division or the Estate Administration and Allied Services Section, the Junior Engineers shall perform their duties and responsibilities as follows:

I. Junior Engineer (Civil)

- i. shall be responsible for conducting maintenance (including water supply, sewage lines etc.) for all University Buildings which is assigned to her/him;
- ii. s/he shall report to concerned Assistant Engineer on any matter relating to resurfacing, widening of roads, water supply/sewage network on the campus. This will apply in individual cases if a particular work is allowed/ assigned;
- iii. s/he shall be responsible for preparing estimates, preparation of bills of various works assigned to her/him;
- iv. s/he shall be responsible for day to day work undertaken by contractors and for total quality of the work being executed;
- v. s/he shall be responsible for 100% test check of measurement for which recommendation is made for payment;
- vi. s/he shall ensure that approved material as specified in code/contract is used for execution of works;
- vii. s/he shall be responsible to ensure uninterrupted water supply to the entire campus and shall be required to attend to emergency breakdown/maintenance without fail.

II. Junior Engineer (Electrical)

- i. shall be responsible for conducting electrical maintenance work at all University buildings including the residential quarters;
- ii. s/he shall report to concerned Assistant Engineer any matter relating to electrical sub-station, generator, internal and external electrification. S/he shall be responsible for all electrical works including external and internal electrification works, sub-station works;
- iii. s/he shall be responsible for preparing estimates, preparation of bills of various works assigned to her/him;
- iv. s/he shall be responsible for day to day work undertaken by contractors and for total quality and technical corrections of the work being executed;

- v. *s/he shall be responsible for 100% test check of measurement for which recommendation is made for payment. S/he shall ensure that approved material as specified in code/contract is used for execution of works;*
- vi. *s/he shall be responsible for ensuring uninterrupted power supply to the campus and shall be required to attend to emergency breakdown/maintenance without fail;*
- vii. *s/he shall supervise the work carried out by electrician and shall issue necessary instructions to the electrician;*
- viii. *s/he shall be responsible for the timely meter reading and issue of bills of electricity charges to the residents of University quarters.*

p) Junior Stenographer

1. *To take short hand dictation from officers.*
2. *To type correspondence and notes for the officers.*
3. *To dispatch letters to the required parties.*
4. *To maintain proper filing system for all incoming and outgoing letters.*
5. *To maintain proper listing of files on the office computer.*
6. *To fix appointments and meetings of the officer.*
7. *Taking minutes of the meetings.*
8. *To answer telephone calls.*
9. *To attend to visitors.*
10. *To send fax messages and e-mails.*
11. *To maintain inward and outward registers.*
12. *Maintain calendar for follow up action.*
13. *Ordering stationery and other materials required for the office use.*

q) Driver

1. *To undertake all common duties allotted to Class IV employees.*
2. *To check the daily diary and be ready for duty as required and to remain in contact with the officer In-charge of vehicles.*
3. *To report to the officer In-charge before proceeding for an assigned duty.*
4. *To look after and maintain the vehicle in good condition.*
5. *To check the vehicle before proceeding for duty.*
6. *To keep the vehicle clean and neat.*
7. *To keep/maintain vehicle log book up-to-date by obtaining signature of the concerned officer to whom the vehicle has been allotted.*
8. *To report at least ten minutes early to the officer/section/department/centre to whom the vehicle is allotted and also after the duty is performed.*

r) Binder

1. *Binding of books in the Library.*
2. *Binding of official documents of the University.*
3. *Daily maintenance of the binding equipments.*
4. *Timely informing the reporting officer about the need for required items like gum, thread, card-board etc. for the binding work.*

s) Electrician

1. *To monitor day to day complaints related to electric power supply on the campus.*
2. *To monitor the repairs and maintenance work undertaken by contractor looking after repairs of electrical lines and machinery on the campus.*
3. *To assist Junior Engineer (Electrical) in monitoring of all internal (inside offices, quarters, laboratories etc.) and external (e.g. street lights etc.) electric supply and maintenance work executed by the contractor.*
4. *To carry out electricity meter reading at residential quarters and other places on monthly basis and prepare bills and issue them to respective parties on monthly basis.*
5. *To bring to the notice of her/his reporting officer about problems noted in payment of electricity bills.*

t) Data Entry Operator

1. Performing the duties of entering data in the computer system.
2. Processing the electronic data of various applications to get the final output.
3. Verifying and certifying data entries made for accuracy and completeness.
4. Investigating discrepancies in data and reconcile differences.

u) Upper Division Clerk

1. To ensure whether all facts open to check have been correctly stated.
2. To point out deficiency or incorrect statement related to the facts.
3. To draw attention, wherever necessary, to precedents or Rules and Regulations in the matter.
4. To maintain the guard file and supply other relevant facts and figures.
5. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
6. To send relevant extracts or any part of the matter, through Section Officer/Assistant Registrar/Superintendent to the Section concerned for remarks and necessary action.
7. To maintain service book/new file/s, notebook/s under supervision of Head Clerk/Superintendent and undertake copying work/rubber stamping and to attend to all types of administrative/clerical work.
8. To maintain different registers, forms etc.
9. To maintain notebook to monitor timely disposal of urgent papers.
10. To collect the relevant material required for taking action on a matter.
11. To supply other relevant facts and figures and papers pertaining to earlier policy decisions.
12. To draft routine letters and replies for approval.
13. To prepare monthly work report including the pending matters for submission to the Superintendent for perusal and guidance/instructions.
14. Wherever applicable, the UDC shall carry out the duties assigned by the Dean of the Faculty.
15. **UDC posted in Finance Division shall perform the following additional duties:**
 - i. to write various books of accounts such as ledger salary register, income-tax register;
 - ii. to ensure filing of vouchers and papers;
 - iii. to prepare bills for payment;
 - iv. to prepare various returns;
 - v. to report to the Assistant Accounts Officer (AAO)/ Accountant about any deficiencies noticed by her/him in books of accounts.
 - vi. to assist in preparation of due and drawn statement.

v) Laboratory Assistant

1. To assist students and teachers in conducting practicals and experiments by providing/arranging required laboratory equipments or preparing various laboratory reagents etc. as the case may be.
2. To maintain stock registers and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under her/him.
5. To assist in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to her/his superiors.
7. To ensure that all the cupboards, and laboratories are properly closed by the laboratory attendants.

w) Pump Operator

1. To arrange to release drinking water to various office buildings, teaching departments, laboratories, residential quarters, hostels and guest houses as per the schedule provided to her/him.
2. To assist in supplying water using tankers in case of break-down of normal water supply.
3. To check the water supply made by the Public Works Department (PWD) to various water sumps on the University campus and bring to the notice of her/his reporting officer about shortage/ problems in supply if any.
4. To assist her/his reporting officer in arranging the periodical cleaning of water sumps or overhead water tanks etc.
5. To assist her/his reporting officer in informing the staff and campus residents about the restricted water supply problems.

x) Motor cycle rider

1. To safely deliver University documents, letters, and communications to the respective persons, parties, offices by hand (on working as well as non-working days and beyond normal office hours whenever required as per the instructions) and collecting their receipts from the receivers.
2. To keep the vehicle clean and neat and to arrange for its maintenance etc. as per instructions.
3. To keep/maintain vehicle log book up-to-date by obtaining signature of the concerned officer to whom the vehicle has been allotted.

y) Lower Division Clerk

1. To carry out work of routine nature.
2. To register Dak.
3. To maintain section diary, file register, file movement, indexing and recording.
4. To carry out typing, comparing and dispatch.
5. To prepare list of pending work.
6. Submission of routine and simple drafts etc. under the guidance and supervision of Superintendent/Sectional Officer.
7. To mark entry of the mail and letters and inter-departmental correspondence/files etc.
8. To acknowledge correspondence received.
9. To submit Dak to the Sectional Officer with acknowledgement.
10. To draft routine letters/replies for approval and if necessary issue reminders under the guidance and supervision of Sectional Officer.
11. To prepare monthly arrears report and submit it to the Superintendent for perusal and guidance/instructions.
12. Wherever applicable, the LDC shall carry out the duties assigned by the Dean of the Faculty.
13. **However, the LDC posted in Finance Division shall perform the following additional duties:**
 - i. to write various books of accounts such as ledger, salary register, income-tax registers;
 - ii. to ensure filing of vouchers and papers;
 - iii. to prepare bills for payment;
 - iv. to prepare various returns;
 - v. to report to the Assistant Accounts Officer (AAO)/ Accountant about any deficiencies noticed by her/him in the books of accounts.

z) Telephone Operator

1. To attend telephone calls and connect/direct the callers to the concerned official/section/department/centre as per their request.
2. To receive the guests, visitors, members of the various organisations and student community and guide them to the proper sections/departments/centres to meet their

requirements.

3. To be well acquainted with examination dates, various programmes of the University meetings, University publications and announcement of result etc.
4. To display on the notice-board important notices and circulars received from the various sections/departments/centres.
5. To follow up the payment of telephone bills.
6. To maintain records of the outward calls attended.
7. To follow up with the telephone service providers for repairs of telephone instruments and other service issues.

aa) Cook-cum-bearer

1. To purchase food articles/vegetables as per the suggestions of the officer (using cash provided to her/him by the officer)
2. To store cooked food properly till serving the same.
3. To prepare food as required by the concerned officer as per the menu.
4. To serve the ready food to the officer and her/his family/guests if required.
5. To maintain the cooking appliances in good condition.
6. To clean grains, wash and cut vegetables, make chapattis/rotis.
7. To arrange to fill the water.
8. To do dusting, cleaning and arranging equipments and utensils in the kitchen.

ab) Carpenter

1. Carpenter shall carry out carpentry work as directed including the repairs of furniture items at University offices, laboratories, residential quarters, canteens etc.
2. The above shall include amongst the other things:
attending complaints regarding doors, windows both wooden and aluminium, repair door stopper, replacement of old worn out doors, making of A.C. frames, fixing of mosquito net, jalis, polishing of furniture, fixing of curtain rods, nameplates, blackboards/greenboards, also making of racks, boxes and shelves.
3. To carry out carpentry work related to fabrication of minor wooden items as required by laboratories on the University campus.

ac) Supervisor

1. Day to day attending of all civil complaints.
2. Day to day deployment of carpenter, mason, plumber and labourer.
3. Arrangement of halls as per the requirements.
4. Maintenance of stock register.
5. Issue of day to day maintenance material and keeping records.
6. Supervision of day to day garbage collection.
7. Purchase of maintenance material.
8. In-charge of issue of keys and maintain key register.
9. Attend internal water supply complaints.
10. Pre-monsoon maintenance.

ad) Mason

1. Mason shall carry out masonry work as directed including the minor repairs of civil works at University offices, departments, laboratories, residential quarters and canteens.
2. The above shall include amongst the other:
 - i. plastering, masonry work, filling of joints, checking of leakages and chemical waterproofing;
 - ii. replacement of broken tiles, repairing of footpaths, pre-monsoon maintenance, door pattis and minor maintenance of all buildings.

ae) Plumber

Plumber shall carry out plumbing work as directed including the repairs of water lines

etc. at University offices, departments, laboratories, residential quarters and canteens. This shall include among other things:

- i. attending day to day plumbing complaints;
- ii. replacement of worn out/non-working taps;
- iii. checking and rectifying all internal water supply complaints;
- iv. checking and rectifying all internal drainage complaints for all buildings;
- v. replacement of worn out full way valve/non-return valves;
- vi. replacement of worn out water supply lines;
- vii. fixing of geysers.

af) Security Supervisor

1. The Security Supervisor shall be under the direct control of the Executive Engineer and shall assist in maintaining security of the University campus, and of its movable and immovable property.
2. Perform the duties pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to propose disciplinary actions, if any, against them.
3. S/he shall be responsible for making necessary arrangements for the safety of the employees, students and residents on the campus.
4. Report the encroachment on the University property/campus.
5. Assist the University in the conduct of the safety audit of the University property.
6. Keep constant vigil on the functioning of security services and watchmen deployed by external Security Agency.
7. Control and supervise functioning of electronic/ camera surveillance system of the University.
8. Take all the required steps like calling Fire-brigade/ Police/ Medical help (with the knowledge of the reporting officer) in case of any issues related to safety of University property, employees, students and residents on the campus.
9. Make suitable suggestions for the safety requirements and safety related issues on the University campus.
10. Plan and arrange mock safety drills / fire fighting drills etc. in the premises of the University for the benefit of the University employees, students and residents on the campus.

ag) Multi-Tasking Staff

Following categories of non-teaching employees designated as Multi-Tasking Staff and those which may be designated in future by the Government and Executive Council as Multi-Tasking staff shall perform general duties and responsibilities as specified below in addition to the specific duties defined for respective categories under the provisions of this statute.

General Duties and responsibilities of the Multi-Tasking staff:

1. Physical maintenance of records of the Section.
2. General cleanliness and upkeep of the Section/Unit.
3. Carrying of files and other papers within the University campus.
4. Photocopying, sending of FAX, etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like inward-outward, dispatch, etc., including on Computer.
7. Delivering of dak (within and outside the Campus).
8. Watch and ward duties.
9. Opening and closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture, etc.
12. Cleaning of building, fixtures, etc.
13. Work related to her/his ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving licence.

15. *Upkeep of parks, lawns, potted plants, etc.*

Specific Categories of Multi-Tasking staff, their Duties and Responsibilities

1) Library Attendant

- i. *To help in the proper arrangement of the Library.*
- ii. *To help the Librarian in organising the various sections of the Library.*
- iii. *To help the users of the Library in getting the required information.*
- iv. *To see that proper surveillance is maintained to the valuables in the Library.*

2) Laboratory Attendant

- i. *To clean work-tables in laboratory and to keep laboratory materials including apparatus and equipments at proper place.*
- ii. *To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.*
- iii. *To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipments, instruments, chemicals and other materials.*
- iv. *To render physical assistance to students and teachers in conducting practicals and experiments.*
- v. *To report about loss of laboratory equipment/s and other materials to her/his superiors.*
- vi. *To open and to lock cupboards, doors, windows and gates of laboratory.*
- vii. *To attend to delivery of letters connected with laboratory and its staff.*
- viii. *To attend to such other duties which are assigned to her/him by the laboratory staff and teacher In-charge of the laboratory or a teacher conducting the practicals.*

3) Gardener/ Mali

Gardener shall be responsible for all maintenance activities of University gardens including timely watering/development of gardens /lawns. This shall include:

- i. *Day to day watering of plants.*
- ii. *Maintenance of gardens, plantations, weeding and shaping of plants.*
- iii. *Developing and maintaining potted plants.*
- iv. *Operation and maintenance of grass cutting machine.*
- v. *Clearing of unwanted grass and bushes on the entire campus.*
- vi. *Control of wild fire.*
- vii. *Plucking and harvesting of fruits.*
- viii. *Trimming of trees, branches etc.*

4) Peon

- i. *To open office rooms/ class rooms etc. in the morning, open their windows and switch on fans and lights and close/switch off the same, when not required.*
- ii. *Dusting of office furniture, machines, files, table equipments, cleaning of black/green/white boards, move and replace covers of machines.*
- iii. *To do the work of opening, pasting, sorting, arranging papers and circulars in accordance with instructions of the Head of Department/ Superintendent/Assistant Registrar/any other superiors, and also do the work of stitching agenda and minutes of meeting according to instructions.*
- iv. *To do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.*
- v. *To carry messages, papers, registers, files, circulars, bags etc., from one place to another inside office or outside as the case may be.*
- vi. *Carry papers, franking machines, etc., within the premises and other such portable items (office equipment) from one place to another.*
- vii. *Operate franking machine, wherever necessary.*
- viii. *Operate photocopying/printing machine, wherever necessary.*
- ix. *Carry out any other work of similar nature which the Officer In-charge may instruct.*

- x. *Serve tea/drinking water to employees and to visitors, when required.*
- xi. *Dispatch of letters including letters by hand delivery.*
- xii. *Wherever applicable, the Peon shall carry out the duties assigned by the Dean of the Faculty.*

5) Groundsman

- i. *Cleaning of the Sports Complex and the grounds.*
- ii. *Filling, levelling, rolling and watering of the ground.*
- iii. *Grass cutting and weeding on the ground.*
- iv. *Preparing grounds for practices and tournaments.*
- v. *Making sitting arrangement for teams and officials.*
- vi. *Provide drinking water for the teams on the ground.*
- vii. *Arrangement of equipments and sports materials on the ground.*

6) Sweeper

- i. *Sweep and clean rooms, furniture, electrical fittings like fans, lights, shifting records and furniture, making bundles as per the schedule provided by In-charge officer.*
- ii. *Dusting of office furniture, doors and windows of the office rooms/ laboratories/ classrooms and other places as per the schedule provided by In-charge officer.*
- iii. *To attend duties assigned to peon whenever instructed.*
- iv. *Sweep and clean the laboratories, washrooms, floors in the building and University premises and any other office work related to cleaning as per the schedule provided by In-charge officer.*

7) Labourer/Helper

- i. *Day to day collection of garbage.*
- ii. *Collection of plastic waste etc.*
- iii. *Shifting of materials, furniture etc.*
- iv. *Making arrangement in the halls/auditoriums.*
- v. *To act as helper to mason, carpenter, plumber etc.*
- vi. *Pre-monsoon clearance of drains, gutters etc.*
- vii. *Covering of roofs and openings with silpaulin during rainy season.*

8) Room Boy

- i. *Ensure that rooms and furniture are cleaned regularly.*
- ii. *Prepare the rooms as per the booking details.*
- iii. *Assist the guest in shifting her/his luggage to/from the concerned room.*
- iv. *Ensure proper arrangement of linen, toiletry, water bottles, tea bags, sugar sachets, soap and mosquito repellent etc. as per requirement.*
- v. *Ensure functioning of air conditioners, geysers, television set and other electrical appliances and to report problems if any.*
- vi. *Explain functioning of electrical equipments and other arrangements to the guest/s in the room.*
- vii. *Note specific instructions given by the guest/s and report to higher authorities wherever required and to fulfill the legitimate request made by them.*
- viii. *Take care of check-in/check-out formalities of the guest/s after normal office hours and on holidays.*
- ix. *Report problems in water supply, drainage lines and to report about irregularities and unauthorised movements after normal office hours and on holidays.*

SA-41 (10) Disciplinary proceedings: *The disciplinary proceedings shall be carried out as per the provisions of the Statute SB-8 as applicable to the respective officers and other non-teaching employees.*

SA-41 (11) Redressal of grievances:

Officers and non-teaching employees covered under the provisions of this Statute shall apply for the redressal of grievances as per the provisions of Statute SA-35 read with C.C.S. (Conduct) Rules 1964 and C.C.S. (C.C.A.) Rules 1965 as applicable to them.

Statute SA-42 (Effective from 24/08/2018) relating to Establishment of Schools (under Section 24(1) of the Goa University Act, 1984)

SA-42. 1 General

- (i) The Executive Council on recommendation of the Academic Council shall establish or abolish any School(s) of Studies and also assign to them such teachers of the University as it may consider necessary.*
- (ii) The University shall have such Schools as may be specified by Statutes and Ordinances.*
- (iii) Each school shall be dedicated to a group of related subjects, activities or combinations thereof and shall be on the basis of academic needs.*
- (iv) The broad objective shall be to develop all the constituent branches of knowledge in a symbiotic and synergistic manner to venture into new interdisciplinary areas of great potential.*
- (v) Schools may be established either with one large department or by amalgamating or merging two or more existing Departments or de-novo, to facilitate integrated teaching and research.*
- (vi) They shall be autonomous in their academic functioning.*
- (vii) Schools may have Centres depending on the need.*

SA-42. 2 Nomenclature of Schools of Studies

- i) The University shall have the following School(s) of Studies:*
 - (a) School of Earth, Ocean and Atmospheric Sciences (SEOAS): This shall be formed by merging the existing Department of Earth Science and Department of Marine Sciences.*
- ii) The Executive Council may establish any other school(s) on the recommendation of the Academic Council.*

SA-42. 3 Subjects of study

- (i) Each School shall consist of such Programmes as may be assigned to it by the Ordinances.*
- (ii) The Subjects under each School of Study for teaching and research shall be as under:*
 - (a) School of Earth, Ocean and Atmospheric Sciences (SEOAS): Subjects of Applied Geology and of Marine Science.*

SA-42. 4 Deans of Schools

- (i) Dean appointed as per provisions herein shall be the Head of the School.*
- (ii) Vice-Dean (Academic) and Vice-Dean (Research) shall be appointed to assist the Dean in the school functioning.*

- (iii) *Every Dean and two Vice-Deans of a School shall be appointed by the Vice Chancellor from amongst the Professors in the school for a period of three years and they shall be eligible for re-appointment.*
- (iv) *When the Office of the Dean is vacant, or when, by reason of illness, absence, or any other cause, the Dean is unable to perform the duties of his/her office, the duties shall be performed by the senior Vice-Dean.*
- (v) *The Dean shall be responsible for the conduct and maintenance of standards of teaching and research in the School.*
- (vi) *The Dean shall have such other functions as may be prescribed by the Ordinances.*
- (vii) *The Dean shall have the right to be present and speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote, unless he/she is a member thereof.*

SA-42. 5 Members of School

- (i) *Each School shall consist of the following members:*
 - (a) *Dean of the School,*
 - (b) *Two Vice-Deans of the School,*
 - (c) *Teachers of the School,*
 - (d) *Such other persons of the School in accordance with the provisions of the Ordinances.*

SA-42. 6 School Board

- (i) *Every school shall have a School Board and the members of the first School Board shall be nominated by the Executive Council and shall hold Office for a period of three years. Subsequent School Boards shall be constituted as per the Ordinance.*
- (ii) *The Dean of the School concerned shall be the Chairperson of the School Board.*
- (iii) *The powers and functions of a School Board shall be prescribed by the Ordinances.*
- (iv) *The conduct of the meetings of the School Board and the quorum required for such meetings shall be prescribed by the Ordinances.*

SA-42. 7 School Council

- (i) *There shall be a School Council for each School of the University.*
- (ii) *The Dean of the School concerned shall be the Chairperson of the School Council.*
- (iii) *The constitution of the School Council, the Rules of business of the Council and its powers and functions, shall be prescribed by the Statutes.*

SCHEDULE SSA-1

SSA-1 (i) Election Procedure

Preparation, Maintenance and Custody of lists of Voters :-

- (1) The Returning Officer shall cause separate lists of voters to be prepared and published for each constituency each year. The reference date for each list will be 1st January of the academic year concerned. The jurisdiction of each constituency will be clearly indicated in a notification to be issued by the Vice-Chancellor before the work of preparation of the voters lists is taken up for the first time.
- (2) The Returning Officer shall authenticate each list of voters prepared under clause (i) (1) above and shall sign every page thereof and seal it.
- (3) The Returning Officer shall from time to time carry out in the authenticated copy of each list of voters all corrections which may become necessary and shall initial below each correction so made.
- (4) The list of voters maintained as aforesaid shall be kept under lock and key, by the Returning Officer and he shall be responsible for the custody thereof.

SSA-1 (ii) Publication of list of Voters :-

The Registrar shall at least one month before the date fixed for the nomination of candidates give a public notice of the places where copies of the relevant lists of voters are kept open for inspection.

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SSA-1 (iii) Appointment of election staff:-

The Returning Officer shall appoint such number of Presiding and Polling Officers to assist him in the performance of his functions as he may think fit as also other staff required for the election work.

(iv) The Returning Officer shall have powers under these statutes to requisition the services of any teaching or non-teaching employee of the University or of its affiliated Colleges for the conduct of the election. Appeal against the order of the Returning Officer can be made to the Vice-Chancellor whose decision shall be final and binding.

(a) Returning Officer to supervise conduct of election :-

The election shall be conducted under the general supervision of the Returning Officer. The Presiding Officer of any polling station may refer a doubtful point to the Returning Officer if present at the polling station.

(b) The Returning Officer shall arrange separate polling of votes for each constituency in each election.

(c) The Returning Officer to declare results :-

- (1) on completion of the statement showing the number of votes recorded, the Returning Officer shall declare from amongst the candidates, the candidates who has secured the largest number of votes as elected.
- (d) Where an equality of votes is found to exist between any candidate and the addition of one vote would entitle any of the candidates to be declared elected, determination of the person as to whom such an additional vote shall be deemed to have been given shall be made by lots to be drawn in the presence of the Returning Officer and the candidates or their agents who may desire to be present and in such manner as the Returning Officer may determine.

(v) Supply of materials for election :-

The Returning Officer shall supply to each Presiding Officer all the election materials alongwith necessary forms and stationary required for the election.

(vi) The Returning Officer to appoint dates etc. for various stages of election :-

- (1) The Returning Officer shall, by notification published in at least two newspapers having wide circulation in the area concerned notify the date of election.
- (2) As soon as the Notification under clause (vi)(1) above is published, the Returning Officer shall also by a Notification appoint the date, hours, and place or places for the following stages :-
 - (a) The Nomination of Candidates.
 - (b) The scrutiny of nominations.
 - (c) The withdrawal of candidates. [\[Go To Index\]](#)
 - (d) The record of votes.
 - (e) Counting of votes.

Provided that :-

- (a) Between the date of the Notification under clause (vi)(1) above and the date fixed for the nomination of candidates there shall be an interval of at least three weeks.
- (b) Between the date fixed for the nomination of candidates and the date for the recording of votes, there shall be an interval of at least four weeks.
- (c) The date for the scrutiny of nominations shall be the date immediately following the date fixed for presenting nomination papers.
- (3) Not less than 15 days before such fixed for the nomination of candidates, the Returning Officer shall give a public notice in writing of intended election inviting nominations of candidates for the election and specify the place where the nomination papers are to be delivered.

SSA-1(vii) The nomination of candidates.

- (1) On the day and during the hours appointed for nomination of candidates under clause No. (vi)(2) above person desirous of standing as candidate for election shall fill a nomination paper in form A-1 in Appendix 'A' sign it and present it either in person or through a representative authorised in writing in his behalf by him to the Returning Officer.
- (2) On receiving a nomination paper under clause (vii)(1) above the Returning Officer shall enter therein his/her serial number and shall record thereon a certificate stating the date on which and the exact time at which the nomination paper was delivered to him/her.

SSA-1 (viii) Scrutiny of nomination :

- (1) At the time and place appointed for the scrutiny of nomination, intending candidates or any other person duly authorised in writing by each such candidate shall alone be entitled to be present. The Returning Officer shall allow such person reasonable facilities for examining the nomination papers of intending candidates.
- (2) The Returning Officer shall then examine the nomination papers and shall decide all objections raised before him against any nomination and may, either on such objection or on own motion and after such summary inquiry, if any as he considers necessary, reject a nomination paper on any of the following grounds, namely:-
 - (a) that on the date fixed for scrutiny of nomination the candidate is disqualified under the Act; or Statutes, Ordinances, etc., or
 - (b) that name of the candidate does not appear in the List of Voters, or
 - (c) that the candidate has failed to comply with any of the provisions required by these statutes or other Ordinances.
- (3) For the purpose of clause (viii)(2) above an entry made in the list of Voters shall be conclusive evidence of the right of any voter named in that entry to stand for election.

SSA-1 (ix) Completion of scrutiny of nomination :-

- (1) The scrutiny shall be completed on the date appointed in this behalf.
- (2) The Returning Officer, shall on the same day, endorse on each nomination paper his decision accepting or rejecting the same, and, if the nomination is rejected shall record in writing a brief statement of his reasons for such rejection and shall furnish a copy of such statement to the candidate whose nomination is rejected, within 24 hours of the receipt of an application made in that behalf.
- (3) Any candidate whose paper has been rejected may prefer an appeal to the Vice-Chancellor against the Order of the Returning Officer within two days of the day of receipt

of the statement under clause (ix)(2) above and send a copy of appeal to the Returning Officer. The Vice-Chancellor shall, within three days of the presentation of the appeal, give his decision thereon and immediately communicate the decision to the Returning Officer. The decision of the Vice-Chancellor shall be final.

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SSA-1 (x) Withdrawal of candidature :-

- (1) Any candidate may withdraw his candidature by a notice in writing subscribed by him and delivered to the Returning Officer between the hours of eleven o'clock in the forenoon, and three o'clock in the afternoon of any day not later than three working days of the completion of the scrutiny of nomination under clause (vi)(2)(b). Such notice may be delivered either by the candidate in person or by person authorised in writing by him in this behalf. Any notice of withdrawal which is given after expiry of the said period shall have no effect.
- (2) No person who has once given a notice of withdrawal of his candidature shall be allowed to cancel the notice.

SSA-1 (xi) Preparation of list of contesting candidates and notice of election :-

On the expiry of the period allowed under clause (x) (1) above for the withdrawal of candidature, the Returning Officer shall prepare under his signature a list of all contesting candidates and cause it to be posted up at such place or places as he may determine, at least seven days before the date appointed for recording of votes.

SSA-1 (xii) Death of candidate before poll :-

If a contesting candidate dies and the report of his death is received before the commencement of the poll, the Returning Officer shall, upon being satisfied of the fact of the death of the candidate countermand the poll and report the fact to the Vice-Chancellor and all proceedings with reference to the election shall be commenced anew in all respects as if it were a new election.

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Provided that further nomination shall be necessary in the case of a person, who was a contesting candidate at the time of countermanding of the poll.

Provided further that the person who has given a notice of withdrawal of his candidature under clause 1(11) above before countermanding of the poll shall be eligible for being nominated as a candidate for the election after such countermanding.

SSA-1 (xiii) Uncontested Election :-

- (1) Where the number of contesting candidates is equal to or less than the number of seats to be filled, the Returning Officer shall forthwith declare all such candidates to be duly elected without any vote being taken.
- (2) If the number of contesting candidates exceeds the number of seats to be filled in votes

shall be taken for filling the vacancies in the manner provided by these statutes.

- (3) When there are no contesting candidates for a particular seat to be filled in, a fresh election shall be held for filling in the vacancy in the manner as provided by these statutes.

SSA-1 (xiv) Form of Ballot paper :-

- (1) The Ballot paper shall be in form A-2 in Appendix 'A' and shall contain the names of all candidates in alphabetical order beginning with the surname.
- (2) If two or more candidates bear the same name and surname, they shall be distinguished by addition of their Father's/husband's name and occupation/ residence.

SSA-1 (xv) Tendered Ballot Papers:-

Where a person representing himself to be a particular voter entered in the list of voters applied for a ballot paper after person has voted as such voter the applicant shall, after duly answering such questions as the Presiding Officer may ask, be entitled to receive a ballot paper. The voter shall then record his vote in a manner provided by these statutes and hand over the ballot paper to the Presiding Officer who shall write thereon the name of the voter and his number in the list of voters and shall enclose the ballot papers in a separate packet and seal it. Such ballot papers shall not be counted by the Returning Officer and shall be termed "Tendered ballot papers". A list shall be maintained of the ballot papers so tendered.

SSA-1 (xvi) Spoilt ballot paper:-

A voter who has inadvertently dealt with his ballot paper in such a manner that it cannot conveniently be used as ballot paper may, on delivering it to the Presiding Officer and satisfying him of the inadvertence be given another ballot paper in place of the spoilt paper and the latter shall, together with its counterfoil, be marked as "cancelled" by the Presiding Officer.

SSA-1 (xvii) Grounds for rejection of ballot papers:-

- (1) The Returning Officer shall reject as void any ballot paper:- [\[Go To Index\]](#)
 - (a) if it bears any mark or written by which the vote can be identified;
 - (b) if no vote is recorded thereon;
 - (c) if the voter has recorded more votes than he is entitled to;
 - (d) if the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given;
 - (e) if it is a spurious ballot paper;
 - (f) if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established;
 - (g) if it bears a design different from the design of the ballot paper authorised for use at the

poll.

Provided that where Returning Officer is satisfied that any such defect as mentioned in sub-clause (g) above has been caused by any mistake or failure on his part or the persons working under him at the poll, the ballot paper shall not be rejected merely on the ground of such defect.

Provided further that a ballot paper shall not be rejected merely on the ground that the mark indicating the vote is indistinct or made more than once, if the intention that the vote shall be for a particular candidate clearly appears from the way the paper is marked.

- (2) The Returning Officer shall record on every ballot paper which he rejects the letter "R" either in his own hand or by means of a rubber stamp, and the grounds for rejection in abbreviated form.
- (3) All the ballot papers under this rule shall be bundled together.
- (4) The decision of the Returning Officer as to the validity of a ballot paper contained in a ballot box shall be final.

SSA-1 (xviii) Custody of ballot papers :-

After the counting of votes is completed the ballot papers and all papers relating to the election shall forthwith be sealed and kept by the Returning Officer in his custody. The ballot boxes shall be kept in such custody as he may direct.

SSA-1 (xix) Production and inspection of election papers :-

While in the custody of the Returning Officer the packets of ballot papers whether counted, or rejected and/or the counterfoils thereof shall not be opened and their contents shall not be inspected or produced except under the orders of a competent court.

SSA-1 (xx) Destruction of ballot papers :-

On the expiry of six months from the date of the publication of the result of the election or where the validity of an election has been challenged in a competent court on expiry of three months from the date of the decision of the competent court, the Returning Officer shall, with the consent of the Vice-Chancellor, destroy the ballot papers including both those in the ballot boxes and those in the sealed packets, and other documents relating to the election.

SSA-1 (xxi) Election materials and ballot boxes :-

- (1) On the day immediately preceding day fixed for the poll, each Presiding Officer shall be supplied with a ballot box with an aperture for the receipt of ballot paper, a copy of the section of voters' list pertaining to his polling station, ballot papers, serially numbered in foil and counterfoils at the rate of one ballot paper for each voter in the list and such other materials as may be necessary for purpose of polling.

- (2) Before the commencement of the Poll, the Presiding Officer shall show empty ballot box to such candidates or their agents as may be present at the polling station and shall then lock it and seal in such a manner as to prevent it from being opened without breaking the seal.

SSA-1 (xxii) Admission to Polling Booth :

On the day of Poll, every Presiding Officer shall admit to the polling booth at which he presides, besides the candidates and their agents, only voters and such persons, if any, as may be admissible under the direction given by the Returning Officer in his behalf.

SSA-1 (xxiii) Voters to attend station :-

A voter desirous to record his vote shall attend for the purpose at the polling station on such date and between such hours as have been appointed by the Returning Officer in his behalf.

SSA-1 (xxiv) Recording of Voters :-

Votes shall be recorded in the following manner, namely :-

- (1) there shall be no voting by proxy;
- (2) before a ballot paper is delivered to an intending voter, his name and his number in the list of voters shall be called out so that all present can hear them;
- (3) In case where :
 - (a) no objection has been raised, after taking the voter's signature or mark on the counterfoil, endorsing the paper across the junction of foil and counterfoil, with a seal and initialling the counterfoil, the polling officer shall give the foil to the voter and admit him to the polling room;
 - (b) Objections are raised by candidates and/or their agents, the Presiding Officer shall dispose of such objections and when satisfied that the intending voter is entitled to vote and has not voted, shall direct the polling officer to give the foil of the ballot paper to him after taking his signature or mark on the counterfoil, endorsing the paper across the junction of foil and counter foil and initialling the counterfoil. The voter shall then be admitted to the polling room. The Presiding Officer shall initial the ballot paper of the voter in respect of whom objection has been raised.
- (4) each voter shall be entitled to vote equal in number to the seats to be filled in from that constituency.
- (5) the voter shall, for each vote he gives, mark across (x) in the column under the heading 'cross' of the ballot paper against the name of the candidate to whom he intends to give a

vote; he shall then fold up the marked paper so as to conceal the marking and shall put the paper so folded into the ballot box provided for the purpose, and without undue delay leave the polling room;

- (6) no ballot paper shall be issued to any voter after the hour fixed for the closing of the poll, except to those voters who are present at the polling station at the time of the closing of the poll. These voters shall be allowed to record their votes even after the poll closes.

SSA-1 (xxv) Duties of the Polling Officers :-

It shall be duty of the Polling Officers and their assistants to see that votes are recorded with absolute secrecy, that only such persons may be admitted to the polling station under these statutes are admitted thereto and that persons who have recorded their votes or against whose objections have been heard and upheld, leave the polling station immediately. It shall also be their duty to see that these statutes and any special directions given by the Returning Officer thereunder are strictly observed in all respects.

SSA-1 (xxvi) Sealing of Ballot boxes etc :-

- (1) A Presiding Officer shall, as soon as practicable after the close of the poll, in the presence of any candidate or representative of a candidate, if present, seal the aperture of ballot boxes and seal with his own seal each ballot box used at the polling station.
- (2) The Presiding Officer shall then make into separate packets :-
 - (a) the books of unused ballot papers.
 - (b) the tendered ballot papers;
 - (c) spoilt ballot papers; [\[Go To Index\]](#)
 - (d) the marked copies of the voters list;
 - (e) the tendered votes and
 - (f) the books of counterfoil of the used ballot papers,He shall seal with his own seal all the packets prepared under this clause (xxvi)(2) above.
- (3) The ballot box and the packets shall be forwarded by the Presiding Officer to the Returning Officer or any person appointed by the Returning Officer to take charge of them till the votes are counted and till the books of counterfoils and used foils are destroyed. He shall also forward with them a statement showing the number of ballot papers entrusted to him and accounting for them under the following heads
 - (a) ballot paper used;
 - (b) ballot papers spoilt;
 - (c) ballot papers unused;
 - (d) ballot papers tendered.

SSA-1 (xxvii) Counting of votes :

- (1) The counting of votes shall be done by and under the supervision of the Returning Officer with the assistance of such persons as he may appoint to assist in the counting of votes.
- (2) On the day and the time and place appointed for the counting of votes, the Returning Officer shall with respect to ballot boxes used at the poll proceed as follow :-
 - (a) All the ballot boxes placed for counting of votes shall be counted and checked and the Returning Officer shall satisfy himself that all such boxes as contain the ballot papers which are to be counted at such places have been received and accounted for.
 - (b) The Returning Officer shall then allow the candidates and their election agents and counting agents present at the counting an opportunity to inspect the ballot boxes and their seals for satisfying themselves that they are in order.
 - (c) If the Returning Officer is satisfied that all such boxes as contain the ballot papers which are to be counted at such place, have been received and are in order, he shall take up the counting of ballot papers contained in the ballot boxes.
 - (d) After each ballot box is opened for counting clearly valid ballot papers shall be separated from invalid and doubtful ballot papers. The invalid and doubtful ballot papers shall be submitted to the Returning Officer for his decision. The valid ballot paper shall, thereafter, be taken up for counting, and the voters recorded in favour of each candidate shall be counted with the aid of persons appointed to assist in the counting of votes.
 - (e) The Returning Officer shall allow the candidate and their election and counting agents who may be present, reasonable opportunity to inspect all ballot papers which in the opinion of the Returning Officer are liable to be rejected but shall not allow them to handle those, or any other ballot papers.
 - (f) After the counting of all ballot papers contained in all the ballot boxes has been completed, the Returning Officer shall cause to be sealed up in separate packets with description endorsed on each packet of the ballot papers counted and the ballot papers rejected.
- (3) The Returning Officer shall, as far as practicable, proceed continuously with the counting of the votes and shall during any intervals when the counting has to be suspended keep the ballot papers, packets, and other documents relating to the election sealed with his own seal and the seal of such candidates or their counting agents as may desire to affix their seals, and shall cause adequate precautions to be taken for their safe custody.
- (4) After the counting of ballot papers contained in all the ballot boxes used at all polling stations has been completed, the Returning Officer shall prepare a consolidated statement recording therein the total number of votes polled by each candidates.

SSA-1 (xxviii) Recounts of Votes :-

- (1) After the completion of counting a candidate or in his absence his election agent may apply in writing to the Returning Officer for a recount of all or any ballot papers already counted stating the grounds on which he demands such recount;
- (2) On such an application being made, the Returning Officer shall decide the matter and may allow the application in whole or in part or may reject it, if it appears to him to be frivolous or unreasonable ;
- (3) Every decision of the Returning Officer under (2) above shall be in writing and contain the reason therefor.
- (4) If the Returning Officer decides to allow an application whether in whole or in part he shall - (a) count the ballot papers again in accordance with his decision, (b) demand the statement showing the number of votes recorded in accordance with the provisions of clause (xxvii)(4) above to the extent necessary after such recount; and (c) announce the amendments so made by him and the result of the election.

SSA-1 (xxix) Publication of result of election:-

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The names of persons who have been elected shall be published by the University in the local news paper etc. Provided that the Returning Officer shall, before the publication of the names of the elected candidates, be competent to correct mistakes if any in the names of such candidates.

Record of Proceedings:

SSA-1(xxx) The Returning Officer shall keep a record of the proceedings of every election.

SSA-1 (xxxi) Casual Vacancies:-

The provisions of these statutes shall mutatis mutandis apply to a bye-election provided that -

- (a) No publication of lists of voters as provided in the case of a general election shall be necessary in the case of bye-election.
- (b) the time periods wherever prescribed in these statutes for elections may be reduced to such extent as may be determined by the Returning Officer to complete the bye-election as early as possible.

Schedule SSA-2

SSA-2 Rules of Business of the Court & the Academic Council

(i) Meetings of the Court and the Academic Council

- (a) Meetings of the Court and the Academic Council shall be of two kinds, namely, ordinary and special.

- (b) There shall be one ordinary meeting of the Court to be called annual meeting in a year. The meeting shall be held preferably in the month of March on a date to be fixed by the Vice-Chancellor.
- (c) There shall be two ordinary meetings of the Academic Council in a year on dates to be fixed by the Vice-Chancellor.
- (d) A special meeting of the Court and the Academic Council may be convened by the Vice-Chancellor as and when necessary.

SSA-2 (ii) Quorum

- (a) The quorum for any meeting of the Court and the Academic Council shall be 12 members including the Chairman.
- (b) If there is no quorum at the commencement of the meeting, the meeting shall forthwith be adjourned and the Registrar shall make a record of the fact and the record shall be signed by the Chairman. The adjourned meeting shall be held on the same day and at the same place on the expiry of thirty minutes from the time notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Court or the Academic Council.

SSA-2 (iii) Notice of Ordinary meeting

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- (a) The Registrar shall give not less than thirty clear days notice of the date of an ordinary meeting.
- (b) Not later than fifteen days before the date of an Ordinary meeting the Registrar shall send to every member a preliminary agenda paper specifying the place, the day and the hour of the meeting and the business to be brought before the meeting.

Provided, however, that the Vice-Chancellor may bring any business which, in his opinion, is urgent before any ordinary meeting with shorter notice or without placing the same on the agenda paper.

- (c) Non-receipt of notice, agenda and other papers connected with any meeting of the Court or the Academic Council by any member, shall not invalidate the proceedings of the meeting.

SSA-2 (iv) Notice of Resolution

Any member who wishes to move resolution at any ordinary meeting shall forward a copy of the resolution along with an explanatory statement to the Registrar so as to reach him not later than twenty clear days before the date of the meeting.

SSA-2 (v) Admissibility of Resolution

- (1) No resolution shall be admissible which does not comply with the following conditions, namely,
 - (1)(a) it shall relate to a matter within the cognizance and powers of the Court or the Academic Council, as the case may be;
 - (2) it shall be clearly and precisely expressed and shall raise substantially one definite issue;
 - (3) it shall not contain arguments, inferences, ironical expressions or defamatory statements; nor shall it refer to the conduct or character of persons except in their official capacity;
 - (4) it shall not refer to any matter which is under adjudication by a Court of Law; and
 - (5) it shall not raise substantially the same question as that raised and decided in the Court or the Academic Council as the case may be during the twelve months preceding the date of meeting at which it is to be moved, unless the prior consent of the Vice-Chancellor has been obtained.
- 6) The decision of the Vice-Chancellor in this respect shall be final.
- (b) If identical admissible resolutions are received from more than one member, the Vice-Chancellor may include only one resolution of a member at his discretion and not include the other identical resolution of other members. The fact of non-inclusion may be informed to the members who had sent them.

SSA-2 (vi) Resolution placed on Agenda

- (a) The Registrar under the direction of the Vice-Chancellor shall cause each resolution of which due notice has been given, and which has been admitted in accordance with immediately preceding clause (v) of this Statutes governing the admissibility of resolution, to be placed in the preliminary agenda of the meeting at which it is to be moved.
- (b) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any grounds mentioned in clause (v) above, the Registrar shall as soon as may be intimate the fact to the member stating the objection.

SSA-2 (vii) Notice of amendments of Resolution

- (a) Any member wishing to move an amendment to a resolution in the preliminary agenda paper of an ordinary meeting, shall forward a copy of it along with an explanatory statement to the Registrar so as to reach him not later than ten clear days before the date of the meeting at which the resolution is to be moved.
- (b) No amendment shall be admitted which does not comply with clause (v) of this Statute and the following conditions

- (1) Amendment to a resolution is [\[Go To Index\]](#)
- (i) by omitting a word or words;
 - (ii) by leaving out a word or words in order to insert some other word or words; and
 - (iii) by adding or inserting a word or words
- (2) Amendment does not reduce a resolution to its negative or opposite form.
- (3) Amendment is relevant to the resolution to which it refers and is framed so as to form therewith an intelligible and consistent sentences
- (4) Amendment is not virtually an independent proposition.

SSA-2 (viii) Amendments of which notice is given in accordance with sub-clause (a) of Clause (vii) of this Statute and which have been scrutinized and admitted under sub-clause (b) of clause (vii) of this Statute shall be included in the final agenda paper.

SSA-2 (ix) Despatch of Final Agenda

The final agenda paper showing all the admitted amendments to the resolutions together with other subjects, if any, shall be sent by the Registrar to each member of the Court or the Academic Council, as the case may be not less than five clear days before the date of the meeting.

SSA-2 (x) Special Meetings

- (a) Special meetings of the Court and Academic Council shall be held as laid down in sub-clause(d) of Clause (i) of this Statute.
- (b) At a special meeting, only the business for which the meeting is convened shall be transacted. Provided that the Vice-Chancellor may place before the meeting any other business which he considers as of urgent character.
- (c) The Registrar shall give ordinarily not less than twenty days notice of a special meeting and forward with the notice to each member a copy of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a special meeting at shorter notice. Any member who wishes to move an amendment to a resolution on the agenda paper shall forward the same to the Registrar in writing so as to reach him not later than twelve clear days before the date of the meeting at which the resolution is to be moved. The Registrar shall, on receipt of amendments, prepare a final agenda paper showing the amendments to the resolutions admitted under sub-clause (b) of clause (vii) of this statute together with other subjects, if any, and send it to each member five days before the date of the meeting. For items in the agenda for which notice of twenty days has not been given, it shall be open to members to move amendments without giving prior notice.

SSA-2 (xi) At any meeting of the Court and the Academic Council the following motions or resolutions may be moved with the permission of the Chair without previous notice :

- (a) A motion of congratulations or condolence or vote of thanks
- (b) A motion for appointment of a committee to consider and report on any matter under consideration at the meeting.
- (c) A motion remitting any matter under consideration at the meeting to any University Authority or Committee for its view or recommendations.
- (d) A motion to refer back to any University Authority or Committee any of its decisions or recommendations, which may be under consideration at the meeting, for review or reconsideration.

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SSA-2 (xii) Order of Business

Business at any ordinary or special meeting shall be transacted in the order of the items placed on the agenda of the meeting. Items on the additional agenda circulated after posting of the preliminary agenda or circulated at the time of the meeting shall be taken up for consideration only after consideration of the item on the preliminary agenda is over. In emergent circumstances, the Chairman may permit change in the order of business.

SSA-2 (xiii) Decision at meeting

All questions considered at a meeting of the Court and the Academic Council shall be decided by the majority of the votes of the members present unless a particular majority is required by the Act, the Statutes or the ordinances. The manner of taking votes shall be left to the discretion and direction of the Chairman. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a second or casting vote.

SSA-2 (xiv) Minutes of Proceedings of Meetings

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- (a) Minutes of all proceedings of each meeting of the Court and the Academic Council shall be drawn up by briefly noting wherever necessary the salient points indicating the general trend of the discussions that have taken place on the motions considered at the meeting and the decisions arrived at. The minutes shall be signed by the Chairman of the meeting.
- (b) The Registrar shall send a copy of the minutes of the proceedings of the meeting to each member of the Court or the Academic Council, as the case may be ordinarily within a month after a meeting. A copy of the minutes shall be submitted to the visitor also.
- (c) If no exception is taken by any member who was present at the meeting to the correctness

of the minutes within twenty-one days of the sending of the minutes, they shall be deemed to be correct.

- (d) If exception be taken within the time aforesaid by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting for confirmation or correction of such point.

SSA-2 (xiv)(c) (Effective from 8th August, 2013) *If no exception is taken by any member who was present at the ordinary and/or special meeting to the correctness of the minutes within 10 days of the dispatch of the minutes, they shall be deemed to be correct.*

SSA-2 (xv) General

- (a) The matter in which the discussion of the matter under consideration shall be conducted shall be in the discretion of the Chairman.
- (b) The Chairman may direct any member whose conduct is, in his opinion, grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the days' meeting.
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- (c) The Chairman may, in the case of grave disorder arising at a meeting suspend the meeting for a time to be specified by him.
- (d) Members attending a meeting of the Court or the Academic Council, as the case may be, shall sign in a register kept for the purpose before they take their places at the meeting.
- (e) Motions and all members' resolutions together with their amendments, if any, on the agenda paper of a meeting which have not been moved or voted upon for want of time or for any other reasons at the meeting to which the agenda paper relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the agenda paper of the next or any subsequent meeting save on receipt of a fresh notice.

SSA-2 (xvi) Standing Committee of the Academic Council

- (a) The Academic Council may appoint a Standing Committee which shall consist of the Vice-Chancellor as Chairman, three Deans of Faculties, one University Professor, one Principal of an affiliated college and one teacher of an affiliated college.
- (a) **(Effective from 8th April, 2012)** *The Academic Council may appoint a Standing Committee which shall consist of the Vice-Chancellor as Chairman, three Deans of*

Faculties, one University professor, one Principal of an affiliated college, one teacher of the affiliated college and the Registrar, who shall be the Member Secretary.

- (b) The quorum for the meeting of the Standing Committee shall be five.
- (c) It is competent for the Vice-Chancellor to invite for any meeting of the Committee persons having special knowledge and experience of any subject and the persons so invited shall be competent to take part in the discussion of the Standing Committee but shall not be entitled to vote upon any question.
- (d) The Standing Committee shall exercise such powers and perform such duties which the Academic Council may by resolution delegate or assign to it.
- (e) The Standing Committee shall in particular advise the Academic Council on the following matters :-
 - (1) the grant of exemptions in accordance with the Regulations, if any ;
 - (2) the qualifications for the admission to the University Courses in accordance with the Regulations, if any;
 - (3) recognition of examinations of other Universities, Institutions and Boards as equivalent to the examination of the University ;
 - (4) the applications received for affiliation or recognition of colleges and other institutions; and
 - (5) such other matters as may be referred to it by the Academic Council.

Schedule SSA - 3

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Rules of Business of the Executive Council

SSA-3 (i) Meetings of the Executive Council

- (a) An ordinary meeting of the Executive Council shall be held once every month.
Provided that depending upon the need, the Executive Council may reduce or increase the frequency of its meetings.
- (b) The Vice-Chancellor in case of urgency may convene a special meeting of the Executive Council, whenever he thinks it necessary.

SSA-3 (ii) Quorum

- (a) The quorum for any meeting of the Executive Council shall be five members including the Chairman.

- (a) **(Effective from 27th June, 2012)** *The quorum for any meeting of the Executive Council shall be seven members including the Chairman.*
- (b) If there is no quorum at the commencement of the meeting, the meeting shall forthwith be adjourned. The Registrar shall make a record of the fact. The record shall be signed by the Chairman. The adjourned meeting shall be held on the same day and at the same place on the expiry of thirty minutes from the time notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Executive Council.

SSA-3 (iii) Notice of Meeting

- (a) The Registrar shall give not less than fifteen clear days notice of the date of a meeting of the Executive Council specifying the place, the day and the hour of the meeting.

SSA-3 (iv) Notice of propositions by Members

- (a) Notice by members of subjects to be included in the agenda of the meeting shall be sent so as to reach the Registrar not later than ten clear days before the date of the meeting.
- (b) Subjects sent by members will ordinarily be included in the agenda. It shall be, however, open to the Vice-Chancellor to disallow any subject being so included, if he considers that it does not properly fall within the purview of the Executive Council or that it contravenes the provisions of the Act, the Statutes or the Ordinances or it is not expedient to discuss such subject either in public interest or in interest of the University. [\[Go To Index\]](#)
- (c) Any proposition of which notice has not been given may be moved by any member, if permission is granted by the Chairman.
- (d) Non-receipt of notice, agenda and other papers connected with any meeting of the Executive Council by any members shall not invalidate the proceedings of the meeting.

SSA-3 (v) Agenda of Meeting

A preliminary statement of the business to be transacted at a meeting shall be sent to the members atleast five clear days before the date of the meeting.

SSA-3 (vi) Notice of Amendments

Amendments, if any, relating to the subjects mentioned in the agenda shall be sent to the Registrar at least two clear days before the date of the meeting.

SSA-3 (vii) Supplementary Agenda

A Supplementary list of such amendments and other urgent subjects arising after the issue of the first agenda shall be supplied to each member before the meeting.

SSA-3 (viii) Special Meeting

- (a) Special meetings of the Executive Council shall be held as laid down in sub-clause (b) of clause (i) of SSA-3 of this statute.
- (b) At a special meeting only the business for which the meeting is convened shall be transacted.

Provided that the Vice-Chancellor may place before the meeting any other business which he considers as of urgent character.

- (c) The Registrar shall give ordinarily not less than five days notice of a special meeting and forward with the notice to each member a copy of the agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a special meeting with shorter notice. It shall be open to members to move amendments without giving prior notice.

SSA-3 (ix) Decisions at meeting

All questions considered at a meeting of the Executive Council shall be decided by a majority of the votes of the members present unless a particular majority is required by the Act, the Statutes or the Ordinances. The manner of taking notes shall be left to the discretion and direction of the Chairman. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a second or casting vote.

SSA-3 (x) Minutes of Proceedings of Meeting

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- (a) Minutes of proceedings of each meeting of the Executive Council shall be drawn up by briefly noting, wherever necessary, the salient point indicating the trend of discussions that have taken place on the motions considered at the meeting. The minutes shall be signed by the Chairman of the meeting.
- (b) The Registrar shall send a copy of the minutes of the proceedings of the meeting to each member of the Executive Council within fifteen days after the meeting.
- (c) If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar within seven days of the sending of the minutes. Such resolutions as have thus been objected to shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally. Provided that action may be taken in anticipation of confirmation in urgent cases.
- (d) After confirmation, copies of the proceedings shall be sent to the visitor.

SSA-3 (xi) Resolutions by circulation

A note of question decided by circulation shall be recorded in the minutes book of the

Executive Council.

SSA-3(xiii) Reconsideration of subjects once disposed of

Subjects once disposed of may be brought up again with reasons which appear adequate to the Vice-Chancellor.

Schedule SSA-4

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SSA- 4 Statutes regarding convocation

(Under section 5 (2) of the Act)

SSA-4 (1) A convocation for the purpose of conferring degrees or diplomas shall be held once a year, preferably in the month of January or February, or at such other time as Vice-Chancellor may decide in consultation with the Executive Council. The Chancellor, or in his absence the Vice-Chancellor shall preside over the convocation.

SSA-4 (1) (Effective from 15th June, 2004) *A Convocation for the purpose of conferring degrees or diplomas shall be held once a year. Date and time shall be decided by the Executive Council. The Chancellor, or in his absence the Vice-Chancellor shall preside over the convocation.*

SSA-4 (2) The Registrar shall issue at least 30 days before the date of Convocation, a notification to be published in the Official Gazette of the Government of Goa, in the University office and in at least two leading news papers of Goa indicating the date of Convocation.

SSA-4(2) (Effective from 26th December, 2007) *The Registrar shall ordinarily issue at least 30 days before the date of the Convocation, a notification to be published in the Official Gazette of the Government of Goa, in the University Office and in at least two leading news papers of Goa indicating the date of Convocation.*

However, in exceptional cases, the period of thirty days may be reduced to eight days.

SSA-4 (3) After the publication of result of the various examinations conducted by the University, the Controller of Examination shall prepare faculty-wise lists of candidates eligible to receive their Degree/ Diplomas under the respective faculties at the next annual Convocation.

SSA-4 (3) (Effective from 24th April, 2018) *After the publication of result of the various examinations conducted by the University, the Controller of Examinations shall prepare faculty-wise lists of candidates eligible to receive their Degree/Diplomas under the respective faculties.*

SSA-4 (4) There shall be a meeting of the Executive Council before the Convocation at which the report of the Controller of Examinations containing the lists of candidates recommended for

admission to the several Degrees/Diplomas duly approved and countersigned by the Registrar and Vice-Chancellor, shall be presented for the approval of the Executive Council.

SSA-4 (4) (Effective from 24th April, 2018) *There shall be a meeting of the Executive Council at which the report of the Controller of Examinations containing the lists of candidates recommended for admission to the several Degrees/Diplomas duly approved and countersigned by the Registrar and Vice-Chancellor, shall be presented for the approval of the Executive Council..*

SSA-4(5) At the aforesaid meeting of the Executive Council, the Dean of every Faculty or in his/her absence the senior-most member of each Faculty shall also be invited who shall then move that the persons so recommended for the award of the Degrees/Diplomas relating to his/her Faculty be admitted to the relevant Degrees/Diplomas in which they have been admitted.

SSA-4(6) Candidates indicated in the lists mentioned above in clause 3 shall be eligible to receive their Degrees/Diplomas either in persons or in absentia. Admission to the Convocation shall be limited to the candidates whose names are included in the said lists, provided, however, that if any year the Executive Council is of the opinion that the number of persons eligible for conferment of the Degree/Diplomas as per the lists prepared by the Controller of Examinations is too large the Executive Council may decide to limit the admission to the Convocation to the candidates eligible for postgraduate Degree Doctorates Honorary Doctorates and winners of Prizes and Medals in the First Degree examinations only.

SSA-4(7) At the first annual convocation to be held after coming into force of these Statutes Degrees/ Diplomas will be conferred on all persons who have graduated from this University in the previous years but who have not taken their Degree/Diplomas so far.

SSA-4(8) Distribution of Degrees/Diplomas to the eligible persons as listed by the Controller of Examinations shall be made either at the Convocation or in absentia any time after the Convocation.

Provided, however that no candidate will be admitted to the Convocation who does not submit his/her application in the prescribed form to the Controller of Examinations alongwith prescribed fee so as to reach him not later than 30 days before the date fixed for the Convocation.

Provided further that such candidates shall not be allowed to apply for and receive the same Degrees/ Diplomas in person at any subsequent Convocation.

SSA-4(8) (Effective from 24th April, 2018) *Distribution of Degrees/Diplomas to the eligible persons as listed by the Controller of Examinations shall be made either in presentia at the Convocation or inabsentia at any time after the approval of othe Executive Council.*

Provided, however that no candidate will be issued a Degree/Diploma who does not submit his/her application in the prescribed form to the Controller or Examinations alongwith prescribed fee.

Provided further that such candidates shall not be allowed to apply for and receive the same Degrees/Diplomas in person at any subsequent Convocation.

SSA-4(9) At the appointed hour of the Convocation, the Visitor, the Chancellor, the Vice-Chancellor, the Registrar, the Controller of Examinations and the members of the Executive Council shall march in procession to the place where the Convocation is to be held the order of procession being as under:-

- Executive Council member (in pairs)
- Deans or senior members of Faculties (in pairs)
- Registrar/Controller of Examinations (in pairs)
- Chancellor/Vice-Chancellor (in pairs)
- Visitor/Chief Guest (in pairs)

SSA-4 (9) (Effective from 24th September, 2014) *At the appointed hour of the Convocation, the Chancellor, the Vice-Chancellor, the Registrar, the Controller of Examinations, members of the Executive Council, Professors of the University Departments, Principals of the affiliated colleges and Professors of the affiliated colleges shall march in procession to the place where the Convocation is to be held. The order of procession shall be as under:-*

- Professors of the affiliated colleges (in pairs)*
- Principals/Deans of the affiliated colleges (in pairs)*
- Professors of the University Departments (in pairs)*
- Executive Council member (in pairs)*
- Deans (in pairs)*
- Registrar/Controller of Examinations*
- Vice-Chancellor / Chancellor/ Chief Guest*

SSA-4(10) Candidates admitted to the Convocation and others invited to witness the proceeding of the Convocation shall remain standing in their respective places in the Convocation hall till the members forming the incoming procession take their seats and again when the last pair of members of outgoing procession leaves the hall of Convocation.

SSA-4(11) After the members forming the procession have taken their places, the Vice-Chancellor will request the Chancellor or in his absence the Registrar will request the Vice-Chancellor to declare to be added to the Convocation open in the following words.

"Mr. Chancellor/Vice-Chancellor (as the case may be), I have the honour to request you to declare the Convocation open".

The Chancellor or in his absence the Vice-Chancellor will then declare the Convocation open says:

"This Convocation of the Goa University has been called to confer Degrees/Diplomas upon

the candidates who in the examinations held for the purpose, have been successful and certified to be worthy of receiving the Degrees/Diplomas. Let the candidates, be presented."

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SSA-4(12) First the Dean of the Faculty concerned or the senior member of the Faculty who may be nominated for the purpose by the Vice-Chancellor, shall present to the Chancellor/Vice-Chancellor, each student whose thesis has been accepted by the University as fit for awarding Ph.D. or B.Sc. degree under that faculty. The Dean/senior most member shall call the name of the Ph. D. or D. Sc. student as the case be, and the candidate will walk upto the dais and receive his degree in person at the hands of the Chancellor/ Vice-Chancellor. After all the candidates for the Ph.D./D.Sc. degrees are presented by the Dean/Senior most member of the Faculties concerned, students receiving Gold Medals or other prizes will also be presented in person in the same manner and receive their medals or prizes at the hands of the Chancellor/Vice-Chancellor.

The Ph.D. or D.Sc. students or Gold Medals/Prize winners who could not remain present at the convocation may be conferred degrees or awarded the medals or prize in absentia.

After the Ph.D./D.Sc. students and Gold Medalists and prize winning students are presented in the manner stated above, the Dean of Faculties or senior members of each Faculty, who may be nominated for the purpose by the Vice-Chancellor shall present the other candidates to Chancellor/Vice-Chancellor as under for the award of Degrees/Diplomas :

"Sir, I present the candidates whose names are set out in the list for the Degrees/Diplomas under the Faculty ofThey have been examined and found qualified for the respective Degrees/Diplomas to which I pray they may be admitted.

All the candidates who belong to the several Degrees/Diplomas under the Faculty will rise from their seats and bow to the Visitor and the Chancellor/Vice-Chancellor, and then resume their seats.

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SSA-4(13) At the conclusion of presentation of candidates from each faculty, the Chancellor/Vice-Chancellor shall say to the candidates:

" By virtue of the authority vested in me as Chancellor/Vice-Chancellor of Goa University, I admit all the candidates presented to the Degrees/Diplomas of..... in this University; and in token thereof they have been presented with the Degrees/Diplomas".

SSA-4(14) The presentation of candidates and conferment of Degrees/Diplomas other than Ph.D./D.Sc. degrees will be in such order as may be decided by the Chancellor/Vice-Chancellor.

SSA-4 (15) An address suitable to the occasion will then be delivered by the Chief Guest invited by the Visitor.

SSA- 4 (16) The Chancellor/Vice-Chancellor shall then dissolve the Convocation. The procession shall then leave the place in the reverse order, that is the Visitor/ Chief Guest leaving first followed by other in the reverse order.

SSA-4 (17) Special Convocation

Special Convocation for conferring honorary degrees or other distinctions may be held on such date and time as the Executive Council may, with the Visitor's approval, determine.

SSA-4(18) Honorary Degrees shall be conferred only at a Convocation, annual or special, and may be taken in person or in absentia.

SSA-4(19) The presentation of persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Chancellor/Vice-Chancellor by suitable citation.

SSA-4(20) The Diploma or Certificate for an Honorary Degree shall be signed by the Vice-Chancellor.

SSA-4(21) The procedure outlined in the Statutes relating to the Annual Convocation shall apply mutatis mutandis in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the Honorary degree may be allowed to make a brief address after receiving the degree.

SSA-4(22) The Chancellor/Vice-Chancellor may make suitable changes with the prior approval of the Visitor in regard to the procedure to be followed at Convocation when circumstances necessitate.

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Schedule SSA- 5

SSA-5 (i) Revised Scales of pay applicable to Vice-Chancellor and Principal and Teachers of Colleges.

| Sr. No. | Designation | Existing Scale | Revised Scale of pay |
|---------|--------------------------------|----------------|------------------------|
| 1. | Lecturers | 700-1600 | 2200-75-2800-100-4000 |
| 2. | Lecturers (Senior Scale) | Not Existing | 3000-100-3500-125-5000 |
| 3. | Lecturers (Selection Grade) | 1200-1900 | 3700-125-4950-150-5700 |
| 4. | Reader | 1200-1900 | 3700-125-4950-150-5700 |

| | | | |
|----|--|-----------------------------|---|
| 5. | Professor | 1500-2500 | 4500-150-5700-200-7300 |
| 6. | Principals of Colleges | i)1200-1900 ii)1500-2500 | i) 3700-125-4950-150-5700 ii) 4500-150-5700-200-7300 |
| 7. | Vice-Chancellors | 3000 (Fixed) | 7600 (Fixed) |
| 8. | Tutors/Demonstrators (Existing incumbents only) | 500-900 | 1740-60-2700-EB-75-3000 |

SSA-5 (ii) Revised Pay Scales of Librarians in the Universities and Colleges from 1/1/1986

| Sr. No. | Designation | Existing Scale | Revised Scale of pay |
|----------------------|--|----------------|---|
| A. University | | | |
| 1. | Assistant Librarian/ Documentation Officer | 700-1600 | 2200-75-2300-100-4000 |
| 2. | Assistant Librarian/ Documentation Officer (Senior Scale) | Not Existing | 3000-100-3500-125-5000 |
| 3. | Assistant Librarian/ Documentation Officer (Selection Grade) | Not Existing | 3700-125-4950-150-5700 |
| 4. | Deputy Librarian | 1200-1900 | 3700-125-4950-150-5700 |
| 5. | Librarian | 1500-2500 | 4500-150-5700-200-7300 |
| B. Colleges | | | |
| 1. | College Librarian | 700-1600 | 2200-75-2800-100-4000 [Go To Index] |
| 2. | College Librarian (Senior Scale) | Not Existing | 3000-100-3500-125-5000 |
| 3. | College Librarian | Not Existing | 3700-125-4950-150-5700 |

SSA-5 (iii) Revised Pay Scales of Physical Education Personnel in Universities and Colleges from 1/1/1986.

| Sr. No. | Designation of pay | Existing Scales | Revised Scale of pay |
|----------------------|---|-----------------|------------------------|
| A. University | | | |
| 1. | Assistant Director of Physical Education | 700-1600 | 2200-75-2800-100-4000 |
| 2. | Assistant Director of Physical Education (Senior Scale) | Not Existing | 3000-100-3500-125-5000 |
| 3. | Assistant Director of Physical Education | Not Existing | 3700-125-4950-150-5700 |

(Selection Grade)

- | | | | |
|----|---------------------------------------|-----------|------------------------|
| 4. | Deputy Director of Physical Education | 1200-1900 | 3700-125-4950-150-5700 |
| 5. | Director of Physical Education | 1500-2500 | 4500-150-5700-200-7300 |

B. Colleges

- | | | | |
|----|--|--------------|------------------------|
| 1. | Director of Physical Education | 700-1600 | 2200-75-2800-100-4000 |
| 2. | Director of Physical Education (Senior Scale) | Not Existing | 3000-100-3500-125-5000 |
| 3. | Director of Physical Education (Selection Grade) | Not Existing | 3700-125-4950-150-5700 |
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SSA-5 (Effective from 22nd November, 2000) Scales of pay of Teachers and other Academic Staff in University and Colleges.

| Sr.No. | Category | Existing Scale of pay | Revised scales of pay |
|--------|--|----------------------------|---|
| | University & Colleges teachers | 2200-75-2800-100-4000 | 8000-275-13500 |
| 1. | Lecturers | | |
| 2. | Lecturer (Senior Scale) | 3000-100-3500-125-5000 | 10000-325-15200 |
| 3. | Lecturer (Selection Grade)/ Reader | 3700-125-4950-150-5700 | 12000-420-18300 |
| 4. | Professor | 4500-150-5700-200-7300 | 16400-450-20900-500-22400 |
| 5. | Principals of colleges | i) 3700-125-4850-150-5700 | i) 12000-420-18300 (minimum to be fixed at 12840) |
| | | ii) 4500-150-5700-200-7300 | (ii) 16400-450-20900-500-22400 (Minimum to be fixed at 17300) |
| 6. | Pro-Vice-Chancellor | 5900-200-7300 | 18400-500-22400 |
| 7. | Vice-Chancellor | 7000 (fixed) | 25000 (fixed) |
| 8. | For University Registrar/Librarian/Director of Physical Education | 4500-150-5700-200-7300 | 16400-450-20900-500-22400 |
| 9. | Deputy Registrar, Deputy Librarian/Deputy Director of Physical Education/Finance Officer/Controller of Examination | 3700-125-4850-150-5700 | 12000-420-18300 |
| 10 | Asstt. Librarian/Asstt. Documentation Officer (Sr. Scale)/ Asstt. Director of Physical Education (Sr. Scale) | 3000-100-3500-125-5000 | 10000-325-15200 |
| 11 | Asst. Registrar/Asstt. Librarian/Asstt. Documentation Officer/Asstt. Director of Physical Education | 2200-75-2880-100-4000 | 8000-275-13500 |
| 12 | For Colleges College Librarian (Selection Grade)/Director of Physical | 3700-125-4850-150-5700 | 12000-420-18300 |

| | Education(Selection Grade) | | |
|----|---|-------------------------|-----------------|
| 13 | College Librarian (Sr. Scale)/ Director of Physical Education (Sr. scale) | 3000-100-3500-125-5000 | 10000-325-15200 |
| 14 | College Librarian/Director of Physical Education | 2200-75-2800-100-4000 | 8000-275-13500 |
| 15 | Demonstrators/Tutors | 1740-60-2700-EB-75-3000 | 5500-175-9000 |

Schedule SSA-5 (Effective from 19th June, 2013) Relating to Scales of pay of teachers and other Academic Staff in University and Colleges.

SSA-5 (i) Scales of Pay, Designations and stages of promotion under CAS of incumbent and newly appointed Vice-Chancellor, Assistant Professors, Associate Professors and Professors/ Directors Principals, Directors, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians in University and affiliated Colleges.

| Sr.No | Revised Category | Revised scales of pay |
|-------|---|---|
| (i) | Revised Scales of Pay and Designations applicable to Vice Chancellor and Principal and teachers in Universities and Colleges | |
| 1. | Assistant Professor | PB 3 Rs.15,600-39,100 with AGP Rs. 6,000/ 7,000 or 8,000 as the case may be. |
| 2. | Associate Professor | PB 4 Rs. 37,400-67,000 with AGP Rs. 9,000 |
| 3. | Professor | PB 4 Rs. 37,400-67,000 with AGP Rs. 10,000 or Rs 67,000-79,000 with no AGP as the case may be. |
| 4. | (i) Principals of under Graduate Colleges | PB 4 Rs. 37,400-67,000 with AGP of Rs. 10,000 plus Special Allowance of Rs. 2,000. |
| | (ii) Principals of Post-Graduate Colleges | PB 4 Rs. 37,400-67,000 with AGP of Rs. 10,000 plus Special Allowance of Rs. 3,000. |
| 5. | Vice-Chancellor | Rs. 75,000 (fixed) with Special Pay Rs.5,000 per month |
| 6. | University Librarian/ University Director of Physical Education | PB 4 Rs. 37,400-67,000 with AGP of Rs. 10,000. |
| 7. | Deputy Librarian/ Deputy Director of Physical Education | PB 3 Rs. 15,600-39,100 with AGP of Rs. 8,000 or PB 4 Rs. 37,400-67,000 with AGP of Rs. 9,000 as the case may be |
| 8. | Asstt. Librarian / College Librarian/Asstt. Director of Physical Education /College Director of Physical Education | PB 3 Rs. 15,600-39,100 with AGP of Rs. 6,000 or 7,000 as the case may be. |

SSA-5 (ii) The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

1. Assistant Professors of University & Colleges:

- (i) Lecturers already in service in the pre-revised scale of Rs. 8,000 - Rs.13, 500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000 in PB-3.
- (ii) An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7, 000 in PB-3. [\[Go To Index\]](#)
- (iii) An Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as LL.M. /M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- (iv) An Assistant Professors who do not have Ph.D. or M.Phil. or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down by the UGC and specified in the relevant statute.
- (vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 - Rs.15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15,600 - Rs. 39,100 based on their present pay, with AGP of Rs. 7,000 in PB-3.
- (vii) Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other API requirements laid down in Statute SA – 20, to move up to the AGP of Rs. 8,000 in PB-3.

2. Associate Professors of University & Colleges:

- (i) Posts of Associate Professor shall be in the Pay Band 4 of Rs. 37,400 - Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors shall be placed in the Pay Band 4 of Rs. 37,400 - Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ii) Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 - Rs. 18,300 on 1 January, 2006 upto 30.06.2010 shall be placed in Pay Band 4 of Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.
- (iii) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12,000 - Rs.18,300 on or after 1 January, 2006 upto 30.06.2010, shall be fixed at Rs, 23,890in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band 4 of Rs. 37,400 - Rs. 67,000 with AGP of Rs.9000 and accordingly re-designated as Associate Professor.
- (iv) Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 - Rs. 67,000 and re-designated as Associate Professor in the manner described in 2(i) and 2(ii) above.
- (v) Assistant Professors completing three years of teaching in the AGP of Rs.

8,000 shall be eligible, subject to the qualifying conditions prescribed in Statute SA – 19, to move to the Pay Band 4 of Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.

- (vi) Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Table I-III stipulated in Schedule SSA – 6 and assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D. shall be promoted or appointed as Professor. The Pay Band 4 for the post of Professors shall be Rs. 37,400 - Rs. 67,000 with AGP of Rs. 10,000.

3. Professors of University & Colleges:

- (i) The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000 in the Pay Band 4 of Rs. 37,400 - Rs. 67,000, with the applicable AGP of Rs.10,000.
- (ii) Ten percent of the positions of Professors in a university shall be eligible to be placed in the HAG scale of Rs 67,000-79,000 with no AGP. However, teachers promoted to the posts with HAG scale of Rs 67,000-79,000 with no AGP, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the HAG scale of Rs 67,000-79,000 with no AGP shall be a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's Pay of Rs.16,400 - Rs. 22,400 or the revised scale of Pay Band 4 of Professor with AGP of Rs.10,000 on satisfying the required API score as per Tables I and II stipulated in Schedule SSA – 6 through the PBAS methodology stipulated in Statute SA – 20 through a duly constituted Expert committee.

4. Principals of Colleges:

- (i) The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 2,000 per month and shall also be fixed at a stage not below Rs. 43,000 as in the directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10,000.
- (ii) Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 3,000 per month and shall also be fixed at a stage not below Rs. 43,000 as in the case of directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band 4 with the AGP of Rs.10, 000.

5. Vice Chancellor:

The post of Vice-Chancellor shall carry a fixed pay of Rs.75, 000 along with a Special pay of Rs.5, 000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the university shall be applicable besides the pay.

6. Librarian (University):

- (i) *The post of Librarian shall be in the Pay Band of Rs. 37,400 - Rs. 67,000 with the Academic Grade Pay of Rs. 10,000.*
- (ii) *The conditions of eligibility and academic qualifications prescribed in Statute SA – 19, shall be adopted for appointment to the post of Librarian (University).*
- (iii) *Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology, with a Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.*
- (iv) *Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' in the Pay Band of Rs. 37,400- Rs. 67,000 with AGP of Rs.10, 000.*

7. Director of Physical Education (University):

- (i) *Post of Director, Physical Education and Sports in Universities shall be in the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs.10,000.*
- (ii) *Post of Director, Physical Education and Sports (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e. the minimum qualification, number of years of relevant experience and other conditions prescribed in Statute SA – 19, shall be the eligibility for recruitment.*
- (iii) *Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of Rs.37,400 – Rs. 67,000 as per 'fixation formula'.*

8. Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade).

- (i) *Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000.*
- (ii) *On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15, 600 – Rs. 39,100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology for CAS promotion. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.*
- (iii) *After completing three years in the Pay Band of Rs.15,600 - Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400 - Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion as incorporated in Statute SA – 20.*
- (iv) *Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion as incorporated in Statute SA – 19, shall also be eligible for being placed in the AGP of Rs. 8,000.*
- (v) *Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection*

Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12,000 - Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 - Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade).

- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12,000 - Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 - Rs. 67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade).
- (vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed at Rs. 23,890 in Pay Band Rs.15, 600 - Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.
- (viii) The conditions of eligibility and academic qualifications prescribed in Statute SA – 19, shall be adopted for direct recruitment to the post of Deputy Librarian.

9. Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection Grade) / College Director Of Physical Education And Sports (Selection Grade)

- (i) After completing service of five years in the Pay Band of Rs.15,600 - Rs. 39,100 with the AGP of Rs. 7,000 and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant Director of Physical Education and Sports (Senior Scale)/ College DPE&S (Senior scale) shall move to AGP of Rs. 8,000 in the Pay band of Rs. 15,600 - Rs. 39,100. They shall be designated as Deputy Director of Physical Education and Sports / Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.
- (ii) After completing service of three years in the Pay Band of Rs.15,600 - Rs. 39,100 and the AGP of Rs.8,000 and subject to satisfying API/ scoring system and PBAS methodology, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the Pay Band of Rs. 37,400 - Rs. 67,000 with the AGP of Rs. 9,000. They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade).
- (iii) All incumbents to the post of Deputy DPE&S/Assistant DPE&S (Selection Grade)/ College DPE&S (Selection Grade) who have completed service of at least three years in the unrevised pay scale of Rs.12,000 - Rs.18,300 as on

01-01-2006 shall be eligible to be fixed in the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000.

- (iv) All incumbents to the post of Deputy DPE&S /Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) whose services in the unrevised pay scale of Rs.12,000 - Rs. 18,300 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of Rs. 8,000 in the pay band of Rs.15,600 - Rs. 39,100 till they complete the required service of three years as Deputy DPE&S / ADPE&S (Selection Grade) / College DPE&S (Selection Grade) in the unrevised pay scale.
- (v) Pay of the directly recruited Deputy DPE&S shall be initially fixed at Rs. 23,890 with the AGP of Rs. 8,000 in the Pay Band of Rs.15, 600 - Rs. 39,100, and after completing three years of service directly recruited Deputy DPE&S and equivalent shall move to Pay Band Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000.

10. Assistant University Librarian (Sr. Scale) College Librarian (Sr. Scale)

- (i) Assistant University Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 - Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs.7,000.
- (ii) Assistant University Librarian / College Librarian possessing Ph.D. in Library Science, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology, shall be eligible for the higher AGP of Rs. 7,000 with the Pay Band of Rs.15,600 - Rs. 39,100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per API scoring system and PBAS methodology, shall become eligible for the higher AGP of Rs. 7,000.
- (iv) After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology, move to the higher AGP of Rs. 7,000.
- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr.

Scale) in the pre-revised scale of pay of Rs.10,000 - Rs.15,200 shall be fixed in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs.7,000 at an appropriate stage based on their present pay.

**11. Assistant Director of Physical Education and Sports (Senior Scale)/
College DPE & S (Senior Scale):**

- (i) Assistant Directors of Physical Education and Sports (Senior Scale)/ College DPE & S (Senior Scale) in the pre-revised pay scale of Rs.10,000 - Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs. 7,000.
- (ii) Assistant Directors of Physical Education and Sports (Senior Scale) / College DPE & S (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE & S/ College DPE & S in the AGP of Rs. 6,000 shall, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system and PBAS methodology, shall move to higher AGP of Rs. 7,000 in the Pay Band of Rs.15,600 - Rs. 39,100.
- (iii) Assistant Directors of Physical Education and Sports (Senior Scale) / College DPE & S (Senior Scale) possessing M.Phil. in Physical Education at the entry level of Assistant DPE & S /College DPE & S in the AGP of Rs. 6,000 shall, after completing service of the five years in the AGP of Rs. 6,000, be eligible for the higher AGP of Rs. 7,000 on satisfying the API scoring system and PBAS methodology.
- (iv) Assistant Directors of Physical Education and Sports / College DPE&S without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant Director of Physical Education and Sports / College DPE&S in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system and PBAS methodology, shall be placed in the AGP of Rs. 7,000.
- (v) Pay of incumbent Assistant Directors of Physical Education and Sports (Senior Scale) / College DPE&S (Senior Scale) shall be fixed in Pay Band of Rs.15,600 - Rs. 39,100 at an appropriate stage in the AGP of Rs. 7,000, as per the 'fixation formula'.

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12. Assistant University Librarian / College Librarian:

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs. 8,000 - Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 - Rs.

39,100 with AGP of Rs. 6,000.

- (ii) *All conditions of eligibility and academic qualifications laid down by the UGC prescribed in Statute SA – 19, shall be applicable for direct recruitment of Assistant University Librarian / College Librarian.*
- 13. Assistant Director of Physical Education and Sports (Assistant DPE&S) / College Director Of Physical Education & Sports (College DPE&S):**
- (i) *The Assistant Director of Physical Education and Sports/College DPE&S in the pre-revised pays scale of Rs. 8,000 - Rs. 13,500 shall be placed in the Pay Band of Rs. 15,600 - Rs. 39,100 with AGP of Rs. 6,000.*
- (ii) *Pay of Incumbent Assistant Directors of Physical Education and Sports / College DPE&S shall be fixed at an appropriate stage in the Pay Band of Rs. 15,600 - Rs. 39,100 with an AGP of Rs. 6,000, in accordance with the 'fixation formula'.*
- (iii) *All conditions of eligibility and academic qualifications prescribed in Statute SA – 19, shall be applicable for direct recruitment of Assistant Director of Physical Education and Sports / College DPE&S.*

Schedule SSA-6

SSA-6 Formula for fixation of pay in the revised scales effective from 1/1/86

SSA-6(1) Pay in the revised scales should be fixed under this scheme only after:-

- a) every teacher has had an opportunity to decide whether he/she will opt for the earlier scheme (para 18-19); and
- b) the University or college concerned has made necessary changes in their Statutes, Ordinances, Rules, Regulations etc. to incorporate the provisions of this scheme.

SSA-6 (2) The pay of teacher in Universities and Colleges may be fixed in the revised scales of pay in the following manner:

- i) An amount representing 20% of basic pay in the existing scale shall be added to the "existing emoluments".
- ii) After the existing emoluments have been so increased the pay shall be fixed in the revised scale at the stage next above the amount thus computed; Provided that;
 - a) If the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale; and

- b) If the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Explanation

- i) The "existing emoluments" of a teacher on 1/1/1986 shall include;
- a) basic pay;
 - b) dearness pay, additional dearness allowance and ad-hoc dearness allowance, if any; and
 - c) interim relief, if any.
- ii) For the purpose of adding 20% to the existing emoluments; [\[Go To Index\]](#)
- a) the basic pay shall be the pay on 1/1/86 in the 1973 UGC Scales;
 - b) when a portion of the total emoluments has been merged with 1973 UGC scales prior to 1/1/86, the basic pay may be reckoned notionally in the 1973 UGC Scales for the purpose of fixation of pay; and
 - c) where the 1973 UGC scales have not been implemented the actual basic pay, provided that the basic pay in this case does not exceed the notionally arrived at basic pay of 1973 UGC scales had been given.

Note : Where in the fixation of pay under clause (ii), the pay of teacher drawing pay at more than five consecutive stages in the existing scale gets bunched, that is to say gets fixed in the revised scale at the same stage, the pay in the revised scale of such of the teachers who are drawing pay beyond the first five consecutive stages in the existing scale shall be stepped up to the stage where bunching occurs, as under by the grant of increment(s) in the revised scale in the following manner namely:-

- (a) for teacher drawing pay from the 6th upto the 10th stage in the existing scale - by one increment;
- (b) for teachers drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage - by two increments; and
- (c) for teachers drawing pay from the 16th upto 20th stage in the existing scale; if there is bunching beyond the 15th stage - by three increments.

If by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed. The pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

SSA-6 (3) The next increment of a teacher whose pay has been fixed in the revised scale in accordance with Rule ii shall be granted on the date he/she would have drawn his/her increment, had he/she continued in the existing scale;

Provided that in cases where the pay of a teacher is stepped up in terms of the Note under Rule II, the next increment shall be granted on the completion of qualifying service of 12

months from the date of stepping up of the pay in the revised scale. Provided further that in the case of person who had been drawing maximum of the existing scale for more than a year as on 1/1/86, the next increment in the revised scale shall be allowed on 1/1/86.

SSA-6 (4) A few illustrations indicating the manner in which the pay of teachers should be fixed under Rule I are given below :

1. Existing Scale of pay - Rs.700-40-1100-50-1600

Schedule SSA – 6 (Effective from 19th June, 2013) Tables referred to in Statute SA- 19 and 20 for assessment in recruitment and Career Advancement Scheme (CAS) promotions of University/ College teachers Annexure ‘A’

TABLE - I

Scores for Academic Performance Indicators (APIs)

Category I: Teaching, Learning and Evaluation Related Activities

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and shall be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

| S. No. | Nature of Activity | Maximum Score |
|---------------|---|----------------------|
| 1 | Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated | 50 |
| 2 | Lectures or other teaching duties in excess of the UGC norms | 10 |
| 3 | Preparation and Imparting of knowledge /instruction as per curriculum; syllabus enrichment by providing additional resources to students. | 20 |
| 4 | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | 20 |
| 5 | Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment. | 25 |
| | Total Score | 125 |
| | Minimum API Score Required | 75 |

Note: a- Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave availed), say 80%, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

Category I: (Effective from 27th May, 2016) Teaching, Learning and Evaluation Related Activities

Based on the teacher's self-assessment, API scores shall be calculated for (a) teaching related activities; (b) research supervision; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses. The minimum API score required by teachers from this category is 100. The self-assessment score should be based on objectively verifiable criteria wherever possible and shall be finalized by the screening/selection committee.

| Sr. No. | Nature of Activity | Maximum Score |
|-----------------------------------|--|----------------------|
| 1 | Classroom teaching, | 100 |
| 2 | Research Supervision | 30 |
| 3 | Examination duties | 20 |
| 4 | Teaching innovation, new teaching learning material and student feedback | 30 |
| Total Score | | 180 |
| Minimum API Score Required | | 100 |

NB: UGC Gazette Notification No. F.1-2/2009(EC/PS) V(i) Vol.II dated 13th June, 2013, pages 21-23.

Note 1: Lectures and tutorials allocation shall add up to the UGC norm for a particular cadre of teacher. The minimum cut-off (net of due leave), may be 80% for 1 and 4 above, below which no scores may be assigned in these sub-categories.

Note 2: The API scores and the mode for awarding these scores for various parameters of Category I of PBAS shall be calculated as follows:

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year, verified from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks shall be taken into account. Example: If a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2 x 16 hours in row 1A(ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A(iii). Hence, s/he would get credit for $320+32+275=627$ hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher shall be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he shall be awarded the maximum of 20 points in that category.
4. Wherever the criterion involves an assessment by the screening committee, the teacher shall be required to submit some evidence of work done.
5. Under 4c, the teacher is only required to give a proof that s/he administered an

anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

The following format shall be used for the purpose of calculation of Scores under Category I

| Category I Teaching, Learning and Evaluation Related Activities | | | | |
|--|--|--|--|--------------|
| Category | Nature of activity | Notes | Unit of assessment | Score |
| 1A (i) | Classroom teaching (including lectures, seminar) | As per allocation | Hours per academic year | |
| 1A (ii) | Classroom teaching (including lectures, seminar) in excess of UGC | As per allocation | Hours per academic year | |
| 1A (iii) | Classroom teaching (including lectures, seminar) preparation time | Actual teaching hours as per attendance register | Hours per academic year | |
| 1B | Tutorials and Practicals | Actual as per attendance register | Hours per academic year | |
| 1C | Outside classroom interaction with students | Max 0.5 of hours in 1A | Hours per academic year | |
| Sub-total 1: Score= Hours/10 (max score 100) | | | | |
| 2 | Research Supervision | Max 1 hour per student per working week | Hours per academic year | |
| Sub-total 2: Score= Hours/10 (max score = 30) | | | | |
| 3A | Question paper setting, moderation and related work | Actual hours | Hours per academic year | |
| 3B | Invigilation/supervision and related examination duties | Actual hours | Hours per academic year | |
| 3C | Evaluation/assessment of answer scripts and assignments related to internal and external assessment, external and re evaluation | Max 20 minutes per full script | Hours per academic year | |
| Sub-total 3: Score= Hours/10 (max score = 20) | | | | |
| 4A | Teaching innovation, including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding=10 Very good= 7 Good= 5 Average= 3 Modest= 1 | |
| 4B | Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding=10 Very good= 7 Good= 5 Average= 3 Modest= 1 | |
| 4C | Use of students' feedback (anonymous) on the quality of classroom teaching and students' interaction | Proforma and summary feedback to be attached | 2 points per course (max 10 points) | |

Minimum score required for promotion: 150 out of a total of 250 from category I and II; at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

Category II: Co-Curricular, Extension and Professional Development Related ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and scores is given below. While all teachers can earn scores from a number of items, some activities shall be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. The self-assessment score should be based on objectively verifiable criteria and shall be finalized by the screening/selection committee.

The table below gives groups of activities and API scores.

| S. No. | Nature of Activity | Maximum Score |
|---------------|--|----------------------|
| 1 | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) | 15 |
| 2 | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | 15 |
| 3 | Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category 141 below) | 20 |
| | Minimum API Score Required | 15 |

Category II: (Effective from 27th May, 2016) Co-curricular, Extension and Professional Development Related Activities

Based on the teacher's self-assessment, category II API scores shall be calculated for co-curricular and extension activities, and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 20. The self-assessment score shall be based on objectively verifiable criteria and shall be finalized by the screening/selection committee.

| Sr. No. | Nature of Activity | Maximum Score |
|-----------------------------------|--|---------------|
| 1 | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other activities, cultural activities, subject related events, advisement and counseling). | 30 |
| 2 | Administrative responsibility (Dean, Principal, Head of the Department, Chairperson, Convener, Teacher In charge or similar duties that required office hours for its discharge). | 30 |
| 3 | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | 10 |
| Minimum API Score Required | | 20 |

NB: UGC Gazette Notification No. F.1-2/2009(EC/PS) V(i) Vol.II dated 13th June, 2013, pages 25-26.

The following format shall be used for the purpose of calculation of Scores under Category II.

| Category II Co-Curricular, Extension and Professional Development Related Activities | | | | |
|---|---|--|--|-------|
| Category | Nature of activity | Notes | Unit of assessment | Score |
| 5A | Discipline related co-curricular activities (field work, study visit, student seminar, events, career counseling, etc) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding = 10 Very good= 7 Good= 5 Average= 3 Modest= 1 | |
| 5B | Other co-curricular activities (Cultural, Sports, NSS, NCC etc) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding = 10 Very good= 7 Good= 5 Average= 3 Modest= 1 | |
| 5C | Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding = 10 Very good= 7 Good= 5 Average= 3 Modest= 1 | |
| Sub-total 5 | | | | |
| 6A | Administrative responsibility (including Dean, Principal, Head of the Department, Chairperson, Convenor, Teacher-in-charge or | Actual hours spent | Hours per academic year | |

| | | | | |
|--|---|--|--|--|
| | similar duties that require regular office hours for its discharge) | | | |
| 6B | Participation in Board of Studies, Academic and Administrative Committees | Actual hours spent | Hours per academic year | |
| Sub-total 6 :Score= Hours/10 (max score = 30) | | | | |
| 7 | Overall contribution to the collective/ corporate life of the institution (including 5, 6 and any other contribution) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding = 10 Very good= 7 Good= 5 Average= 3 Modest= 1 | |
| GRAND TOTAL (1 – 7) (Out of 250) | | | | |

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

Category-III: Research and Academic Contributions

Brief Explanation: Based on the teacher's self-assessment, API scores are for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

| S No. | APIs | Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences | Faculties of Languages Arts/ Humanities/Social Sciences/ Library/ Physical education/ Management | Max. points for University and college teacher position |
|---------|--|---|---|--|
| III (A) | Research Papers published in: | Refereed Journals** | Refereed Journals* | 15 / publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | Publication |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10 / publication |
| III (B) | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers with an established peer review system. | Text or Reference Books Published by International Publishers with an established peer review system. | 50 /sole author; 10 /chapter in an edited book |

| | | | | |
|---------------------------------|--|---|---|---|
| | | Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers. | Subject Books by/national level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers. | 25 / sole author; 5 / chapter in edited books |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers. | Subject Books by Other local publishers with ISBN/ISSN numbers. | 15/sole author; 3 / chapter in edited books |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | Chapters contributed to edited knowledge based volumes published by International Publishers. | 10 /Chapter |
| | | Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories. | Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories. | 5 / Chapter |
| III(C) Research Projects | | | | |
| (i) | Sponsored Projects carried out/ ongoing | (a) Major Projects amount mobilized with grants above 30.0 lakhs | Major Projects amount mobilized with grants above 5.0 lakhs | 20 / Project |
| | | (b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs | 15 / Project |
| | | (c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) | Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) | 10 / Project |
| (ii) | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs.10.00 lakhs | Amount mobilized with minimum of Rs, 2.0 lakhs | per every Rs.10.0 lakhs and 10 per every Rs.2.0 lakhs. |
| (iii) | Completed projects : Quality Evaluation | Completed project Report (Submission of final report along with Utilization certificate (UC) / Acceptance from funding agency) | Completed project report (Accepted by funding agency) | 20 / major project and 10 / minor project |
| (iv) | Projects Outcome / Outputs | Patent/Technology transfer/Product/ Process | Major Policy document of Govt. Bodies at Central and State level | 30 / national level output or patent /50 / for International level, |

| | | | | |
|----------------|---|---|---|-----------------------|
| III (D) | Research Guidance | | | |
| (i) | <i>M .Phil.</i> | <i>Degree awarded only</i> | <i>Degree awarded only</i> | <i>3 / candidate</i> |
| (ii) | <i>Ph.D</i> | <i>Degree awarded</i> | <i>Degree awarded</i> | <i>10 / candidate</i> |
| | | <i>Thesis submitted</i> | <i>Thesis submitted</i> | <i>7 / candidate</i> |
| III (E) | Training Courses and Conference /Seminar/Workshop Papers | | | |
| (i) | <i>Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)</i> | <i>(a) Not less than two weeks duration</i> | <i>(a) Not less than two weeks duration</i> | 20 each |
| | | <i>(b) One week duration</i> | <i>(b) One week duration</i> | 10 each |
| (ii) | <i>Papers in Conferences/ Seminars/ workshops etc.**</i> | <i>Participation and Presentation of research papers (oral/poster) In</i> | <i>Participation and Presentation of research papers (oral/poster) in</i> | |
| | | <i>a) International conference</i> | <i>a) International conference</i> | 10 each |
| | | <i>b) National</i> | <i>b) National</i> | 7.5 each |
| | | <i>c) Regional/State level</i> | <i>c) Regional/State level</i> | 5 each |
| | <i>d) Local -University/ College level</i> | <i>d) Local - University/ College level</i> | 3 each | |
| (iii) | <i>Invited lectures or presentations for conferences/ symposia</i> | <i>(a) International</i> | <i>(a) International</i> | 10 each |
| | | <i>(b) National level</i> | <i>(b) National level</i> | 5 each |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal shall be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

**If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

Notes.

1. It is incumbent on the Coordination Committee and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/ selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher shall share equally 60% of the total points and the remaining 40% shall be shared equally by all other authors.

Category-III: (Effective from 27th May, 2016) Research and Academic Contributions

Based on the teacher's self-assessment, API scores shall be calculated for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score shall be based on verifiable criteria and shall be finalized by the screening/selection committee.

| Sr. No. | APIs | Faculties of Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences [Faculties A] | Faculties of Languages/ Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Management [Faculties B] | Max. points for University and college teacher |
|---------|--|---|--|---|
| III (A) | Research Papers published in: | Refereed Journals* | Refereed Journals* | 15/Publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10/Publication |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/ Publication |
| III (B) | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers with an established peer review system | Text or Reference Books Published by International Publishers with an established peer review system | 50/sole author; 10/chapter in an edited book |
| | | Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers. | Subject Books by national level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers. | 25/sole author; 5/chapter in edited books |
| | | Subject Books by other local publishers with ISBN/ISSN numbers. | Subject Books by other local publishers with ISBN/ISSN numbers. | 15/sole author; 3/chapter in edited books |
| | | Chapters contributed to edited knowledge-based volumes published by International Publishers | Chapters contributed to edited knowledge-based volumes published by International Publishers | 10 /Chapter |
| | | Chapters in knowledge-based volumes by National level publishers with ISBN/ISSN numbers and with numbers of national and international directories. | Chapters in knowledge-based volumes in National level publishers with ISBN /ISSN numbers and with numbers of national and international directories. | 5 / Chapter |

| II(C) Research Projects | | | | |
|----------------------------------|--|--|---|---|
| (i) | Sponsored Projects carried out/ ongoing | (a) Major Projects with grants above Rs.30.0 lakhs | Major Projects with grants above Rs.5.0 lakhs | 20 / Project |
| | | (b) Major Projects amount mobilized with grants above Rs.5.0 lakhs up to Rs.30.00 lakhs | Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs | 15 / Project |
| | | (c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) | Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) | 10 / Project |
| (ii) | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs. 10.00 lakhs | Amount mobilized with minimum of Rs. 2.0 lakhs | 10 per every Rs. 10.0 lakhs [Faculties A] and 10 per every Rs.2.0 lakhs [Faculties B] |
| (iii) | Completed projects : Quality Evaluation | Completed project Report (Submission of final report along with Utilization certificate (UC) / Acceptance from funding agency) | Completed project report (Accepted by funding agency) | 20 / major project [Faculties A] and 10 / minor project [Faculties B] |
| (iv) | Projects Outcome / Outputs | Patent/Technology transfer/Product/ Process | Major Policy of Central and State Government Bodies | 30 / national level output or patent /50 / for International level, |
| III (D) Research Guidance | | | | |
| (i) | Ph.D | Degree awarded | Degree awarded only | 10 / candidate |
| | | Thesis submitted | Thesis submitted | 7 / candidate |
| (ii) | M .Phil. | Degree awarded | Degree awarded | 3 / candidate |

| III (E) Training Courses and Conference /Seminar/Workshop Papers | | | | |
|---|--|--|--|-----------------------------|
| (i) | Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes | a) Not less than two weeks duration | a) Not less than two weeks duration | 20 each |
| | | b) One week duration | b) One week duration | 10 each (Max: 30 points) |
| (ii) | Papers in Conferences/ Seminars/ workshops etc.** | Participation and Presentation of research papers (oral/poster) In | Participation and Presentation of research papers (oral/poster) in | |
| | | a) International conference | a) International conference | 10 each |
| | | b) National | b) National | 7.5 each |
| | | c) Regional/State level | c) Regional/State level | 5 each |
| | | d) Local -University/ College level | d) Local -University/ College level | 3 each |
| (iii) | Invited lectures or presentations or for conferences/ symposia | a) International | a) International | 10 each |
| | | b) National level | b) National level | 5 each |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal shall be augmented as follows: (i) indexed journals : by 5 points; (ii) papers with impact factor between 1 – 2: by 10 points; (iii) papers with impact factor between 2 – 5 : by 15 points; (iv) papers with impact factor between 5 – 10 : by 25 points.

**If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

Notes:

1. A Coordination Committee of the University shall prepare and publicize within six months, subject-wise lists of journals, periodicals and publishers under categories III A and B. In absence of such lists, screening/ selection committees shall assess and verify the categorization and scores of publications.

2. The API for joint publications shall have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor shall share equally with 60% each of the total points and the remaining 40% shall be shared equally by each of the other authors.

3. The parameters listed in the table of category-III (Research and Academic contributions) shall have the following capping in relation to the total API scores claimed by the candidates:

| | |
|---|-----|
| III (A) Research papers (Journals, etc) | 30% |
| III (B) Research publications (Books, etc) | 25% |
| III (C) Research Projects | 20% |
| III (D) Research Guidance | 10% |
| III (E) Training Courses and Conference/Seminar, etc. | 15% |

TABLE - II (A)
**MINIMUM APIS AS PROVIDED IN SSA-6, TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER
 ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

| | | Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2) | Assistant Professor, equivalent cadres: (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4) | Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5) | Professor (Stage 5) to Professor (Stage 6) |
|-----|--|---|---|---|--|---|
| I | Teaching-learning, Evaluation Related Activities (category I) | 75 / Year | 75 / year | 75 / year | 75 / year | 75 / Year |
| II | Co-curricular, Extension and Profession related activities (Category II) | 15 / Year | 15 / Year | 15 / Year | 15 / Year | 15 / Year |
| III | Minimum total average annual Score under Categories I and II* | 100 / Year | 100 / Year | 100 / Year | 100 / Year | 100 / Year |
| IV | Research and Academic Contribution (Category III) | 10 / Year (40/assessment period) | 20 / Year (100/assessment Period) | 30 / Year (90/assessment period) | 40 / Year (120/assessment period) | 50 / Year (500/assessment period) |
| | Expert Assessment System | Screening Committee | Screening Committee | Selection Committee | Selection Committee | Expert Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20% - interview performance | 50% - Contribution to Research. 30% Assessment of domain knowledge and teaching practices. 20% Interview performance | 50% - research. 50% Performance evaluation and other credential by referral procedure |

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.
 Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG scale respectively.

TABLE - II (B)

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN SSA-6, TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

| | | Assistant Professor/ equivalent cadres: Stage 1 to Stage 2: | Assistant Professor/ equivalent cadres: Stage 2 to Stage 3 | Assistant Professor (Stage 3) to Associate Professor /equivalent cadre (Stage 4) | Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts |
|-----|--|--|---|---|--|
| I | Teaching-learning, Evaluation Related Activities (Category - I) | 75 / Year | 75 / Year | 75 / year | 75 / year |
| II | Co-curricular, Extension and Profession related activities (Category - II) | 15 / Year | 15 / Year | 15 / Year | 15 / Year |
| III | Minimum total average annual Score under Categories I and II* | 100 / Year | 100 / Year | 100 / Year | 100 / Year |
| IV | Research and Academic Contribution (Category III) | 5 / Year (20/assessment period) | 10 / Year (50/assessment period) | 15 / Year (45/assessment period) | 20 / Year (60/assessment period) |
| | Expert Assessment System | Screening Committee | Screening Committee | Selection Committee | Selection Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20% - Interview performance | 30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance |

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.
Note: Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

Explanatory note for Tables II (A) and II (B)

1. *The university / affiliated colleges / Institutions shall set up verifiable systems for the API related information required in these tables within THREE months of notification of these Statutes. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the university / colleges / Institutions for follow up by the university/ college / Institutional authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.*
2. *However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Statutes from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.*
3. *Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities / colleges /institutions for one year only with the minimum average scores as depicted in Table II (A) and II (B) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2008-09 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.*
3. **(Effective from 27th May, 2016)** *Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities / colleges /institutions for one year only with the minimum average scores as depicted in Table II (A) and II (B) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a teacher becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment and so on, leading progressively for the complete assessment period.*
4. *As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.*
5. *For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages (3 and 4).*

6. *Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.*
7. *If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II (A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.*
8. *(a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
(b) If however, the candidate finds that she / he fulfills the eligibility conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of eligibility.
(c) If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, her / his promotion will be deemed to be from the respective date of eligibility preceding the successful assessment.*

TABLE – II (C)

Minimum Scores for APIs for direct recruitment of teachers in university departments/Colleges, Librarian/Physical Education cadres in University/Colleges, and weightage in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Statute.

| | <i>Assistant Professor/ equivalent cadres (Stage 1)</i> | <i>Associate Professor / Equivalent cadres (stage 4)cadres(Stage 4)</i> | <i>Professor / equivalent cadres (Stage 5)</i> |
|---|---|--|--|
| <i>Minimum API Scores</i> | <i>Minimum Qualification as stipulated in these regulations</i> | <i>Consolidated API score requirement of 300 points from category III of APIs</i> | <i>Consolidated API score requirement of 400 points from category III of APIs</i> |
| <i>Selection Committee criteria / weightages (Total Weightages 100)</i> | <i>a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview performance (20%)</i> | <i>a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance :(20%)</i> | <i>a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview Performance :(20%)</i> |

Note: Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively.

TABLE: III**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITY AND COLLEGES**

| S. No. | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|--------|---|---|--|
| 1 | Assistant Professor/equivalent cadres from Stage 1 to Stage 2 | Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses | <p>(i) Minimum API scores using PBAS scoring norms as provided in Table II (A) / II (B) of Schedule SSA-6.</p> <p>(ii) One Orientation and one Refresher/Research Methodology Course of 2 to 3 weeks duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p> |
| 2. | Assistant Professor equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with completed service of five years in Stage 2. | <p>(i) Minimum API scores using the PBAS scoring norms as provided in Table II(A)/ II(B) of Schedule SSA-6</p> <p>(ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 weeks duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p> |

| | | | |
|----|---|---|--|
| 3. | Assistant Professor (Stage 3) to Associate Professor (Stage 4) | Assistant Professors with three years of completed service in Stage 3.* | <p>(i) Minimum API scores using the PBAS scoring norms as provided in Table II (A) /II (B) of Schedule SSA-6.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation-Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in these Statutes and in Tables II (A) and II (B) of Schedule SSA-6</p> |
| 4. | Associate Professor (Stage 4) Professor/equivalent cadres (Stage 5) | Associate Professor with three years of completed service in Stage 4. | <p>(i) Minimum yearly /cumulative API scores using the PBAS scoring norms as provided in Table II (A) /II (B) of Schedule SSA-6. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II (A) and II (B) of Schedule SSA-6.</p> |
| 5. | Professor (Stage 5) to Professor (Stage 6). | Professor with ten years of completed service (university only) | <p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Schedule SSA-6.</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards/honours/ recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in these Statutes and in Tables II (A) of Schedule SSA-6.</p> |

(Effective from 27th May, 2016)

| | | | |
|----|---|---|--|
| 5. | Professor (Stage 5) to Professor (Stage 6). | Professor with ten years of completed service (university only) | <p>(i) Minimum yearly / cumulative API scores for the assessment period as per the norms provided in Table II(A) of Schedule SSA-6.</p> <p>(ii) Additional credentials are to be evidenced by: (a) post doctoral research outputs of high standard; (b) awards/honours/recognitions/ patents and IPR on product and processes developed / technology transfer achieved; and (c) additional research degrees like D.Sc., D.Litt., LL.D., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in these Statutes and in Tables II (A) of Schedule SSA-6.</p> |
|----|---|---|--|

*Note: * For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Schedule SSA-6, Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.*

Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG scale respectively

TABLE - IV

ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / DIRECTOR/ DEPUTY DIRECTOR/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION/ COLLEGE DIRECTOR OF PHYSICAL EDUCATION

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

| S. No. | Nature of Activity | Maximum Score |
|--------------------|---|----------------------|
| CATEGORY -I | | |
| 1 | <p><i>Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports)</i> (20 Points)</p> <p><i>Lecture cum practice based athlete/ sports classes, seminars undertaken as percentage of allotted hours</i> (20 Points)</p> | 40 |
| 2 | <i>Extending services, sports facilities and training on holidays to the institutions and organizations</i> | 10 |
| 3 | <p><i>Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels</i> (25 Points)</p> <p><i>Organizing and conducting coaching camps / sports person development / training programmes</i> (15 Points)</p> | 40 |
| 4 | <p><i>Upgradation of scientific and technological knowledge in Physical Education and Sports</i> (5 Points)</p> <p><i>Identifying sports talents and Mentoring sports excellence among students</i> (10 Points)</p> | 20 |
| 5 | <i>Development and maintenance of play fields, purchase and maintenance of the other sports facilities</i> | 15 |
| | Total Score | 125 |
| | Minimum API Score Required | 75 |

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

| S. No. | Nature of Activity | Maximum Score |
|---------------|---|----------------------|
| 1 | <i>Student related co-curricular, extension and field based activities such Cultural exchange Programmes (Various level of extra murals and intramural programmes); extension work through NSS/NCC and other channels,</i> | 20 |
| 2 | <i>Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.</i> | 15 |
| 3 | <i>Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)</i> | 15 |
| | Minimum API Score Required | 15 |

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

| S.No. | APIs | Faculties of Physical education | Max. points for University and college teacher position |
|--------------|---|--|--|
| III(a) | Research Publication (Journals) | Refereed Journals* | 15/ Publication |
| | | Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10 / Publication |
| | | Full papers in Conference proceedings, etc. *(Abstracts not to be included) | 10 / publication |
| III(b) | Research Publications (books, Chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers** | 50 /sole author 10 / chapter in an edited book |
| | | Text or Reference Books Published by National/ Central/ State Government/ Societies ** | 25/sole author, 5/chapter in edited books |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers** | 15/ sole author, 3/ chapter in edited books 5 /Chapter |
| | | Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories** | |

* The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher shall share equally 60% of the total points and the remaining 40% shall be shared equally by all other authors.

** Scores (50/25/10/03 whatever the case may be) to be shared equally by all authors.

| | | | |
|----------------|---|--|--|
| III(C) | RESEARCH PROJECT | | |
| III (C) (i) | Sponsored Projects carried out/ ongoing | Major Projects/Events amount mobilized with grants above 5.0 lakhs | 20 / Project |
| | | Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs | 15 / major project |
| | | Minor projects from central / state funding agencies with grants below 4.00 lakhs | 10 / minor Project |
| III (C) (ii) | Consultancy Projects carried out /ongoing | Amount mobilized with minimum of Rs. 1.0 lakhs | 10 / Rs.5.0 lakhs 2 / Rs.1.0 lakhs |
| III (C)(iii) | Completed projects Quality Evaluation | Completed project report (Submission of final report along with Utilization certificate (UC) / Acceptance from funding agency) | 20 / major project and 10 / minor project |
| III (C) (iv) | Projects Outcome / Outputs | Policy document of Govt. Bodies at Central and State level | 30 / output or outcome for National patents etc. 50 / for International patents. |
| III (D) | RESEARCH GUIDANCE | | |
| III (D)(i) | M.Phil. | Degree awarded only | 3 / candidate |
| III (D) (ii) | Ph.D | Degree awarded | 10 / candidate |
| | | Thesis submitted | 7 / candidate |
| III(E) | TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS | | |
| III(E)(i) | Research Methodology/ Training/ Coaching | Research methodology / Training/ Coaching programme (not less than three weeks)/ workshops of not less than one week. | 20 |
| | | | |

| | <i>Workshops</i> | | |
|-------------|---|--|-------------------|
| III(E)(ii) | <i>Papers in Conferences/Seminars/ workshops</i> | <i>Participation and Presentation of research papers (oral/poster) in:</i> | |
| | | <i>a) International conference</i> | <i>10 / each</i> |
| | | <i>National</i> | <i>7.5 / each</i> |
| | | <i>Regional/State level</i> | <i>5 / each</i> |
| III(E)(iii) | <i>Invitations for conferences/seminars/workshops/symposia to deliver lectures/chair sessions</i> | <i>Local - University/College level</i> | <i>3 / each</i> |
| | | <i>(a) International</i> | <i>10 / each</i> |
| | | <i>(b) National</i> | <i>7.5 / each</i> |
| | | <i>(c) State level/Regional</i> | <i>5 / each</i> |
| | | <i>(d) University/College level Endowment lectures</i> | <i>5 /each</i> |

TABLE V (A)

MINIMUM NORMS OF APIS AS PROVIDED IN TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR/ DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

| | | Assistant Director of Physical Education (Stage 1 to Stage 2 (Senior Scale)) | Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education /Assistant Director of Physical Education (Selection Grade) (Stage 3) | Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade), Stage 3 to Stage 4 | Deputy Director of Physical Education/ Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (universitv onlv) |
|------------|---|---|---|---|--|
| I | <i>Teaching, training coaching, sports person development and sports management activities (Category -I)</i> | 75 / Year | 75 / Year | 75 / year | 75 / year |
| II | <i>Extension and Profession related activities (Category II)</i> | 15 / Year | 15 / Year | 15 / Year | 15 / Year |
| III | <i>Minimum total average API annual score under Categories I and II*</i> | 100 / Year | 100 / Year | 100 / Year | 100 / Year |
| IV | <i>Research and Academic Contributions (Category III) Minimum Annual score required to be assessed cumulatively</i> | 10 / Year (40 / assessment period) | 20 / Year (100 / assessment Period) | 30 / Year (90 / assessment period) | 40 / Year (120 / assessment period) |

| | <i>Expert Assessment System</i> | <i>Screening Committee</i> | <i>Screening Committee</i> | <i>Selection Committee</i> | <i>Selection Committee</i> |
|---|--|---|---|--|--|
| V | <i>Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)</i> | <i>No separate points. Screening committee to verify API scores</i> | <i>No separate points. Screening committee to verify API scores</i> | <i>30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20% - Interview performance</i> | <i>50% - Research evaluation.30% - Assessment of domain knowledge contribution and organization track record with vision plan. 20% - Interview performance</i> |

*** Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II**

Note: Stages 1, 2, 3, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

TABLE - V (B)

MINIMUM APIS AS PROVIDED IN APPENDIX -III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

| S. No | Categories of Criteria | Minimum Average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for Expert Assessment | | |
|-------|--|---|--|--|
| | | College Director of Physical Education to College Director of Physical Education (Senior Scale)(Stage 1 to Stage 2) | College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3). | College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4). |
| I | Teaching-learning, Evaluation Related Activities (Category - I) | 75 / Year | 75 / Year | 75 / year |
| II | Co-curricular. Extension and Profession related activities (Category - II) | 15 / Year | 15 / Year | 15 / Year |
| III | Minimum total average annual Score under Categories I and II* | 100 / Year | 100 / Year | 100 / Year |
| IV | Research and Academic Contribution (Category III) Minimum Annual score required to assessed cumulatively | 5 / Year (20 / assessment period) | 10 / Year (50 / assessment period) | 15 / Year (45 / assessment period) |
| | Expert Assessment System | Screening Committee | Screening Committee | Selection Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage =100. Minimum required 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports. 20% - Interview performance |

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3 and 4 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000 and 9000 respectively

TABLE - V(C)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THESE STATUTES)

| S. No. of category | Minimum Norm / Criteria | <i>Assistant Director of Physical Education/College Director of Physical Education (Entry Stage - Stage 1)</i> | <i>Deputy Director of Physical Education in university (Stage 4)</i> | <i>Director of Physical Education in university (Stage 5)</i> |
|---------------------------|--|---|--|--|
| I | <i>API score (Research and Academic Contribution - Category III)</i> | -- | <i>Consolidated API score requirement of 300 points</i> | <i>Consolidated API score requirement of 400 points</i> |
| II | <i>Selection Committee Criteria / weightages (Total weightage = 100)</i> | <i>a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%)</i> | <i>a) Research papers (3 nos) evaluation: (40%) b) Organizational skills /Plans of sports: (30%) c) Interview performance: (30%)</i> | <i>a) Research papers (5 nos) evaluation: (50%) b) Organizational track vision plan: (25%) c) Interview performance: (25%)</i> |

Note: Stages 1, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 9000 and 10000 respectively.

TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

| S. No. | <i>Promotion of Physical Education Cadres through CAS</i> | <i>Service requirement</i> | <i>Minimum Academic Performance Requirements and Screening/Selection Criteria</i> |
|--------|---|--|--|
| 1 | <i>Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)</i> | <i>Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service for those with M.Phil. or six years of service for those without Ph.D / M.Phil</i> | <i>(a) Minimum API scores using PBAS scoring as per the norms provided in Table V (A) of Schedule SSA-6 for DPEs cadres in Universities and in Table V (B) of Schedule SSA-6 for cadres in Colleges. (b) One Orientation and one Refresher Course of 3 to 4 weeks duration. (c) No separate interview points for the Screening cum Evaluation process of recommending promotion.</i> |
| 2. | <i>Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE (selection grade) (Stage 2 to Stage 3)</i> | <i>Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2</i> | <i>(a) Minimum API scores using the PBAS scoring as per the norms provided in Table V (A) of Schedule SSA-6 for university DPEs cadres in Universities and in Table V (B) of Schedule SSA-6 for DPEs cadres in Colleges. (b) Additionally, two refresher courses of 3 to 4 weeks duration completed during the assessment period. (c) No separate interview points for the Screening cum Evaluation process of recommending promotion.</i> |

| | | | |
|----|---|--|--|
| 3. | Deputy DPE / Assistant DPE (Selection Grade) /College DPE (Selection Grade) to Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) (Stage 3 to Stage 4). | Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3. | <p>(a) Minimum API scores using the PBAS scoring as per the norms provided in Table V (A) of Schedule SSA-6 for DPEs cadres in Universities and in Table V (B) of Schedule SSA-6 for cadres in Colleges.</p> <p>(b) Minimum three publications over twelve years. For promotion in Colleges an exemption of one publication for M. Phil. holders and exemption of two publications for Ph. D. holders.</p> <p>(c) Evidence of having produced teams / athletes.</p> <p>(d) A selection committee process as stipulated in this regulation and in Table V (A) of Schedule SSA-6 for DPE cadres in universities and in Table V (B) of Schedule SSA-6 for cadres in colleges.</p> |
| 4. | University DPE (Stage 5) (For universities only) | Deputy DPE in universities with three years of completed service in Stage 4. | <p>(a) Minimum API scores using the PBAS scoring as per the norms provided in Table V (A) of Schedule SSA-6 for DPEs in university. These may be achieved over two assessment periods, if required.</p> <p>(b) A minimum of five publications over two Assessment periods (six years).</p> <p>(c) Evidence of having produced teams / athletes.</p> <p>(d) A selection committee process as stipulated in this regulation and in Table V (A) of Schedule SSA-6 for DPEs in the university.</p> |

Note: The explanatory note provided for Tables II (A) and II (B) for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

Note: Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

TABLE -VII

ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT / CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN / COLLEGE LIBRARIAN.

Category -- I: Procurement, organization, and delivery of knowledge and information through Library services

| S.No | Nature of Activity | Maximum Score |
|-----------------------------------|--|---------------|
| 1. | Activities such as Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters. | 40 |
| 2. | ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. | 30 |
| 3. | Activities such as Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information. | 25 |
| 4. | Activities such as User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources. | 20 |
| 5. | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. | 10 |
| Total Score | | 125 |
| Minimum API score required | | 75 |

Category- II - CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

| S. No. | Nature of Activity | Maximum Score |
|---------------|--|----------------------|
| 1 | <i>Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various levels of extramural and intramural programmes); extension, library-literary work through different channels.</i> | 20 |
| 2 | <i>Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.</i> | 15 |
| 3 | <i>Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below).</i> | 15 |
| | Minimum API Score Required | 15 |

Category - III - Research and academic contributions

| S. No. | APIs | Activity | Maximum Point |
|--------------------|---|---|--|
| III (A) | <i>Research Papers published in:</i> | <i>Refereed Journals</i> | <i>15/publication</i> |
| | | <i>Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers.</i> | <i>10 /Publication</i> |
| | | <i>Conference proceedings as full papers, etc. (Abstracts not to be included).</i> | <i>10/ publication</i> |
| III (B) | <i>Research Publications (books, chapters in books, other than refereed journal articles)</i> | <i>Text or Reference Books Published by International Publishers with an established peer review system.</i> | <i>50 /sole author; 10/ chapter in an edited book</i> |
| | | <i>Subject Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers.</i> | <i>25 /sole author, and 5/ chapter in edited books</i> |
| | | <i>Subject Books by Other local publishers with ISBN/ISSN numbers.</i> | <i>15/ sole author, and 3/ chapter in edited books</i> |
| | | <i>Chapters contributed to edited knowledge based volumes published by International Publishers</i> | <i>10 / Chapter</i> |
| | | <i>Chapters in knowledge based volumes by Indian /National level publishers with ISBN / ISSN numbers and with numbers of national and international directories</i> | <i>5 / Chapter</i> |
| III (C) | | | |
| III (C) (i) | <i>Sponsored Projects carried out/ ongoing</i> | <i>(d) Major Projects amount mobilized with grants above 30.0 lakhs</i> | <i>20 / each Project</i> |
| | | <i>(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs</i> | <i>15 / each Project</i> |
| | | <i>(f) Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs. 5.0 lakh)</i> | <i>10/ Project</i> |

| | | | |
|----------------|--|--|--|
| III (C) (ii) | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs.10.00 lakhs | 10 per every Rs.10.0 lakhs. |
| III (C) (iii) | Completed projects : Quality Evaluation | Completed project Report (Submission of final report along with Utilization certificate (UC) / Acceptance from funding agency) | 20 / major project and 10 / minor project |
| III (C)(iv) | Projects Outcome /Outputs | Patent/Technology transfer/ Product/Process | 30 / national level output or patent. 50 / International level. |
| III (D) | | | |
| III (D)(i) | M.Phil. | Degree awarded only | 3 / candidate |
| III (D) (ii) | Ph.D | Degree awarded | 10 / candidate |
| | | Thesis submitted | 7 / candidate |

| | | | |
|---------------|--|--|----------|
| III(E) | | | |
| III(E)(i) | Refresher courses, Methodology workshops, Training, Teaching-Learning--Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) | Not less than two weeks | 20 each |
| | | One week duration | 10 each |
| III (E) (ii) | Papers in Conferences/ Seminars/ workshops etc. * | Participation and Presentation of research papers (oral/poster) in | |
| | | a) International conference | 10 each |
| | | b) National | 7.5 each |
| | | b) Regional/State level | 5 each |
| | | c) Local -University/College level | 3 each |
| III(E)(iii) | Invited lectures or presentations for conferences / symposia | International | 10 each |

| | | | |
|--|--|-----------------------|---------------|
| | | <i>National level</i> | <i>5 each</i> |
|--|--|-----------------------|---------------|

**If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).*

Note: *The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.*

TABLE -- VIII (A)

Minimum APIs as provided in Schedule SSA-6 Table VII to be applied for the Promotion of Library staff of university and Weightage for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

| | | <i>Assistant Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)</i> | <i>Deputy Librarian /Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)</i> | <i>Deputy Librarian/ Assistant Librarian (Selection Grade) (Stage 3 to Stage 4)</i> | <i>Librarian (University only) (Stage 4 to Stage 5)</i> |
|------------|---|--|---|---|---|
| <i>I</i> | <i>Procurement, organization and delivery of knowledge and information through library services (category I)</i> | <i>75 / Year</i> | <i>75 / Year</i> | <i>75 / year</i> | <i>75 / year</i> |
| <i>II</i> | <i>Extension and Profession related activities (Category II)</i> | <i>15 / Year</i> | <i>15 / Year</i> | <i>15 / Year</i> | <i>15 / Year</i> |
| <i>III</i> | <i>Minimum total average annual Score under Categories I and II*</i> | <i>100 / Year</i> | <i>100 / Year</i> | <i>100 / Year</i> | <i>100 / Year</i> |
| <i>IV</i> | <i>Research and Academic Contribution (Category III)- Minimum Annual Score Required - to be assessed cumulatively</i> | <i>10 / Year (40/ assessment period)</i> | <i>20 / Year (100/ assessment period)</i> | <i>30 / Year (90/assessment period)</i> | <i>40 / Year (120/assessment period)</i> |
| <i>V</i> | <i>Expert Assessment System</i> | <i>Screening Committee</i> | <i>Screening Committee</i> | <i>Selection Committee</i> | <i>Selection Committee</i> |

| | | | | | |
|----|--|---|---|--|--|
| VI | <i>Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)</i> | <i>No separate points. Screening committee to verify API scores</i> | <i>No separate points. Screening committee to verify API scores</i> | <i>30% - Library related research papers evaluation; 50% - Assessment of domain knowledge on Library automation and Organizational skills; 20% - Interview performance</i> | <i>50% - Library publication work; 30% - Assessment of innovative Library services and organization of digital library services; 20% - Interview performance</i> |
|----|--|---|---|--|--|

**Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.*

Note: Stages 1, 2, 3, 4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

TABLE - VIII (B)

Minimum Weightage Points (WP) norms of the APIs as provided in Schedule SSA-6, Table VII to be applied for the Promotion of Library staff of Colleges and Weightage for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

| | | College Librarian (Stage 1) to College Librarian (senior scale) (Stage 2) | College Librarian (senior scale) (Stage2) to College Librarian (Selection Grade) (Stage 3) | College Librarian (selection Grade) (Stage 3 to Stage 4) |
|-----|--|--|---|---|
| I | <i>Procurement, organization and delivery of knowledge and information through library services (Category I)</i> | 75 / Year | 75 / Year | 75 / year |
| II | <i>Extension and Profession related activities(Category II)</i> | 15 / Year | 15 / Year | 15 / Year |
| III | <i>Minimum total average annual Score under Categories I and II*</i> | 100 / Year | 100 / Year | 100 / Year |
| IV | <i>Research and Academic Contribution (Category III) - Minimum Annual Score Required - to be assessed cumulatively</i> | 5 / Year (40/assessment period) | 10 / Year (100/assessment period) | 15 / Year (90/assessment period) |
| V | <i>Expert Assessment System</i> | Screening Committee | Screening Committee | Selection Committee |

| | | | | |
|----|---|---|---|--|
| VI | <i>Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)</i> | <i>No separate points. Screening committee to verify API scores</i> | <i>No separate points. Screening committee to verify API scores</i> | <i>30% - Library related research papers evaluation; 50% - Assessment of domain knowledge on Library automation and Organizational skills; 20% - Interview performance</i> |
|----|---|---|---|--|

**Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.*

Note: Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

TABLE - VIII(C)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THESE STATUTES)

| S. No. of category | Minimum Norm / Criteria | Assistant University Librarian / College Librarian (Stage 1) | Deputy Librarian in universities (Stage 4) | Librarian (University only) (Stage 5) |
|---------------------------|---|---|--|---|
| <i>I</i> | <i>API score (Research and Academic Contribution -Category III)</i> | ---- | <i>Consolidated API score requirement of 300 points</i> | <i>Consolidated API score requirement of 400 points</i> |
| <i>II</i> | <i>Selection Committee Criteria / weightage (Total weightage = 100)</i> | <i>a) Teaching / computer and communication skills by a Lecture demonstration (30%)</i> <i>b) Record of Library management skills (20%)</i> <i>c) Interview performance (50%)</i> | <i>a) Library related Research / Theme papers (3 Nos) Evaluation: (50%)</i> <i>b) Library automation skills and Organizational Plans (20%)</i> <i>c) Interview performance (30%)</i> | <i>a) Library Research papers (Five) evaluation (60%)</i> <i>b) Organizational track record of innovation library service and vision plan (20%)</i> <i>c) Interview performance (20%)</i> |

Note: Stages 1, 2, 3, 4 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

TABLE - IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITY AND COLLEGES

| S. No | Promotion of Librarian cadres through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/ Selection Criteria |
|--------------|---|---|---|
| 1. | Assistant University Librarian/ College Librarian to Assistant Librarian(Senior Scale) / College Librarian(Senior Scale)(Stage 1 to Stage 2) | Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph.D./ M.Phil. | <p>(a) Minimum API scores using PBAS Scoring as per the norms provided in Table VIII (A) of Schedule SSA-6 for Librarian cadres in universities and Table VIII (B) of Schedule SSA-6 for college Librarian cadres.</p> <p>(b) One Orientation and one Refresher Course of 3/4 weeks duration.</p> <p>(c) No separate interview points for the Screening cum Verification process of recommending promotion.</p> |
| 2. | Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade) / College Librarian (selection grade) (Stage 2 to Stage 3) | Assistant University Librarian (Senior Scale) / college Librarian (senior scale) with completed Service of five years in Stage 2 | <p>(a) Minimum API scores using the PBAS scoring as per the norms provided in Table VIII (A) of Schedule SSA-6 for Librarian Cadres in universities and Table VIII (B) of Schedule SSA-6 for college librarian cadres.</p> <p>(b) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration during the assessment period.</p> <p>(c) No separate interview points for the Screening cum Verification process of recommending promotion.</p> |

| | | | |
|----|--|---|---|
| 3. | <i>Deputy University Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)</i> | <i>Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.</i> | <p>(a) <i>Minimum API scores using the PBAS scoring as per the norms provided in Table VIII (A) of Schedule SSA-6 for Librarian Cadres in university and in Table VIII (B) of Schedule SSA-6 for Librarian Cadres in Colleges.</i></p> <p>(b) <i>Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders.</i></p> <p>(c) <i>Additionally one course/ training under the categories of Library automation /Analytical tool Development for academic documentation.</i></p> <p>(d) <i>A selection committee process as stipulated in these Statutes and in Table VIII (A) of Schedule SSA-6 for University in Table VIII (B) of Schedule SSA-6 for librarian cadres in colleges.</i></p> |
| 4. | <i>Librarian (university)(Stage 5)</i> | <i>Deputy Librarian in university with 3 years of completed service in Stage 4.</i> | <p>(a) <i>Minimum scores using the PBAS scoring as per the norms provided in Table VIII (A) of Schedule SSA-6 for Librarian (University). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</i></p> <p>(b) <i>A minimum of 5 publications over current and previous assessment periods.</i></p> <p>(c) <i>Evidence of innovative library service and organization of published work.</i></p> <p>(d) <i>A selection committee process as stipulated in these Statutes and in Table VIII (A) of Schedule SSA-6 for Librarian (University).</i></p> |

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

Schedule SSA – 6 (Effective from 30th May, 2017) Tables referred to in Statute SA- 19 and 20 for assessment in recruitment and Career Advancement Scheme (CAS) promotions of University/ College teachers - Annexure ‘A’.

SSA – 6

TABLE- I

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITY AND COLLEGES.

Category I: Teaching, Learning and Evaluation Related Activities

Based on the teacher’s self-assessment, API scores are proposed for

- (a) teaching related activities; domain knowledge;
- (b) participation in examination and evaluation; and
- (c) contribution to innovative teaching, new courses and such other.

The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the Screening cum Evaluation Committee/ Selection Committee. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

| Category I | Nature of Activity | Assistant Professor | | Associate Professor | | Professor | |
|------------|--|---------------------|---|---------------------|--|------------|--|
| | | Max. Score | Actual Score | Max. Score | Actual Score | Max. Score | Actual Score |
| a. | Direct Teaching | 70 | Actual hours spent per Academic year $\div 7.5$ | 60 | Actual hours spent per Academic year $\div 7.75$ | 60 | Actual hours spent per Academic year $\div 7.75$ |
| b. | Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per Academic year $\div 10$ | 20 | Actual hours spent per Academic year $\div 10$ | 10 | Actual hours spent per Academic year $\div 10$ |
| c. | Innovative Teaching-learning methodologies updating of subject contents/ courses mentoring, and such other | 10 | Actual hours spent per Academic year $\div 10$ | 15 | Actual hours spent per Academic year $\div 10$ | 20 | Actual hours spent per Academic year $\div 10$ |

Note:

1. Direct Teaching of 16/14/14 hours per week for Assistant Professor/ Associate Professor/ Professor respectively includes Lectures/ Tutorials/ Practicals/ Project Supervision/Field Work.
2. The minimum cut-off shall be 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach, the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. Teachers may identify and address the needs of students who may be differently abled, or require assistance to improve academic performance. There are no prescribed hours for such efforts in the context and calculation of the API scores; these are nevertheless important and significant activities that could be carried out by teachers.

4. *Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Teachers should be encouraged to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.*

Category II: Professional development, co-curricular, and extension activities

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities, and related contributions. The minimum API required by teachers for eligibility for promotion is provided in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the Screening cum Evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

| Category II | Nature of Activity | Maximum API Score | Actual Score |
|--------------------|--|--------------------------|--|
| a. | <i>Student related co-curricular, extension and field based activities.</i> | 15 | <i>Actual hours spent per academic year ÷ 10</i> |
| | <i>(i) Discipline related co-curricular activities (remedial classes, career counselling, study visit, student seminar and other such activities).</i> | | |
| | <i>(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC and other such activities).</i> | | |
| | <i>(iii) Extension and dissemination activities (public/popular lectures/ talks/ seminars and other such activities).</i> | | |
| b. | <i>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</i> | 15 | <i>Actual hours spent per academic year ÷ 10</i> |
| | <i>(i) Administrative responsibility (including as Dean/ Principal/ Chairperson/ Convener/ Teacher-in-charge/ similar other duties that require regular office hours for its discharge)</i> | | |
| | <i>(ii) Participation in Board of Studies, Academic and Administrative Committees.</i> | | |
| c. | <i>Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in a refresher / faculty development courses, dissemination and general articles, and any other contribution).</i> | 15 | <i>Actual hours spent per academic year ÷ 10</i> |

Note: Under Category I & II, to provide for calculating of API scores during the period of Study leave/Sabbatical leave/Faculty improvement Programme/Child care leave/ Maternity Leave and any such other admissible leave stating that the API scores shall be calculated based on the average of the API scores earned by them during the rest of the years/ semesters of the Assessment periods for any promotions/direct recruitment.

Category-III: Research and Academic Contributions

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion. The self-assessment score shall be based on verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

| Category III | Activity | Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculties of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical education/ Management. | Maximum score |
|---------------------|---|--|---|---------------------------------------|
| a. | Research Papers Published* | <i>Refereed Journals as notified by the UGC**</i> | <i>Refereed Journals as notified by the UGC**</i> | <i>25 per Publication</i> |
| | | <i>Other Reputed Journals as notified by the UGC**</i> | <i>Other Reputed Journals as notified by the UGC**</i> | <i>10 per Publication</i> |
| b. | Publications other than journal articles (books, chapters in books). | <i>Text/ Reference Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC</i> | <i>Text/Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i> | <i>30 per Book for Single Author.</i> |
| | | <i>Subject Books, published by National level publishers, with ISBN/ ISSN number or State/ Central Government Publications as approved by the University and posted on its website. The List will be intimated to UGC.</i> | <i>Subject Books, published by National level publishers, with ISBN/ ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.</i> | <i>20 per Book for Single Author.</i> |
| | | <i>Subject Books, published by Other local publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i> | <i>Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i> | <i>15 per Book for Single Author</i> |

| | | | | |
|-----------|---|---|---|--|
| | | Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | International : 10 per Chapter; National : 5 per Chapter |
| c. | Research Projects | | | |
| (i) | Sponsored Projects | (a) Major Projects with grants above ₹ 30.0 lakhs | Major Projects with grants above ₹ 5.0 lakhs | 20/Project |
| | | (b) Major Projects: amount mobilized with grants above ₹ 5.0 lakhs up to ₹ 30.0 lakhs | Major Projects: Amount mobilized with minimum of ₹ 3.0 lakhs up to ₹ 5.0 lakhs | 15/Project |
| | | (c) Minor Projects: Amount mobilized with grants above ₹ 1 lakh up to ₹ 5 lakhs | Minor Projects: Amount mobilized with grants above ₹ 1 lakh up to ₹ 3 lakhs | 10/Project |
| (ii) | Consultancy Projects | Amount mobilized with minimum of ₹ 10.0 lakhs | Amount mobilized with minimum of ₹ 2.0 lakhs | 10/Project |
| (iii) | Projects Outcome/ Outputs | Patent/ Technology transfer/ Product/ Process | Major Policy document prepared for international bodies such as WHO/ UNO/ UNESCO/ UNICEF; Central/ State Government/ Local Bodies | For each output or patent – International: 30/ National: 20. Major policy document of International bodies: 30, Central Government: 20, State Government: 10, Local bodies: 5. |
| d. | Research Guidance | | | |
| (i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate. |
| (ii) | PhD | Degree awarded / Thesis submitted | Degree awarded/ Thesis Submitted. | 15/ 10 per candidate respectively. |
| e. | Fellowships/ Awards and Invited lectures delivered in conferences / seminars | | | |
| (i) | Fellowships/ Awards | International Award/ Fellowship from academic bodies. | International Award/ Fellowship from academic bodies/ association. | 15 per Award/ Fellowship. |
| | | National Award/ Fellowship from academic bodies. | National Award/ Fellowship from academic bodies/ association. | 10 per Award/ Fellowship. |
| | | State/ University level Award from academic bodies. | State/ University level Award from academic bodies/ association. | 5 per Award. |
| (ii) | Invited lectures/ | International | International | 7 per lecture/ 5 per paper presented. |

| | | | | |
|--|---|--------------------------------|--------------------------------|--|
| | <i>papers</i> | <i>National level</i> | <i>National level</i> | <i>5 per lecture/ 3 per paper presented.</i> |
| | | <i>State/ University level</i> | <i>State/ University level</i> | <i>3 per lecture/ 2 per paper presented.</i> |
| | <i>The score under Category III (e) (ii), Invited lectures/ papers, shall be restricted to 20% of the minimum fixed for Category III for any assessment period.</i> | | | |
| f. | Development of e-learning delivery process/ material | | | 10 per module |
| <p><i>* Wherever relevant to any specific discipline, the API score for a paper in a refereed journal with impact factor as given below, would be augmented as follows:</i></p> <p><i>(i) impact factor less than 1, augmented by 5 points;</i></p> <p><i>(ii) between 1 and 2, by 10 points;</i></p> <p><i>(iii) between 2 and 5, by 15 points;</i></p> <p><i>(iv) between 5 and 10, by 20 points;</i></p> <p><i>(v) above 10, by 25 points.</i></p> <p><i>The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.</i></p> <p><i>** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The approved journals from this list, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo moto, recommend journals for inclusion in the "List of Journals". The clause SA-20(C) (4) shall be strictly adhered to.</i></p> | | | | |

| TABLE - II (A) | | | | | | | |
|--|-----------------|---|---|---|--|--|--|
| MINIMUM APIs AS PROVIDED IN TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS), AND WEIGHTAGES FOR EXPERT ASSESSMENT | | | | | | | |
| | Category | Activity | Assistant Professor/ Equivalent cadres: (Stage 1 to Stage 2) | Assistant Professor/E quivalent cadres: (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Associate Professor/E quivalent cadres (Stage 4) | Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5) | Professor (Stage 5) to Professor Stage 6) |
| I | I | Teaching-learning, Evaluation Related Activities | 80/ year | 80/ year | 75/ year | 70/ year | 70/ year |
| II | II | Professional Development and Extension activities- Minimum score required to be assessed cumulatively | 50/ Assessment period | 50/ Assessment period | 50/ Assessment period | 50/ Assessment period | 100/ Assessment period |
| III | III | Research and Academic Contributions -Minimum Score required to be assessed cumulatively | 20 / Assessment period | 50 / Assessment period | 75 / Assessment period | 100 / Assessment Period | 400 / Assessment period |

| | | | | | | | |
|--|-----------------|---|--|--|--|---|--|
| IV | II + III | Minimum total API score under Categories II and III* | 90 / Assessment period | 120 / Assessment period | 150 / Assessment period | 180 / Assessment Period | 600 / Assessment period |
| | IV | Expert Assessment System | Screening cum Evaluation Committee | Screening cum Evaluation Committee | Selection Committee | Selection Committee | Expert Committee |
| V | V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion 50) | No separate points. Screening Committee to verify API scores | No separate points. Screening Committee to verify API scores | 30% for Research contribution 50% for Assessment of domain knowledge & teaching practices. 20% for Interview performance | 50% for Research contribution. 30% for Assessment of domain knowledge and teaching practices. 20% for Interview performance | 50% for Research contribution. 50% for Performance Evaluation and other credential by referral procedure |
| <p>* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.</p> <p>Explanatory note.</p> <p>Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University/ Colleges/ Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a teacher becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.</p> | | | | | | | |

| TABLE – II (B) | | | |
|---|--|---|---|
| MINIMUM SCORES FOR APIS FOR DIRECT RECRUITMENT OF TEACHERS AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS | | | |
| | Assistant Professor/ Equivalent cadres (Stage 1) | Associate Professor/ Equivalent cadres (Stage 4) | Professor/ Equivalent cadres (Stage 5) |
| Minimum API Scores | Minimum Qualification as stipulated in the Statute | Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative) | Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative) |
| Selection Committee criteria/ weightages (Total Weightages = 100) | a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%) | a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance:(20%) | a) Academic Background (20%) b)Research performance based on API score and quality of publications (40%). c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance: (20%) |

TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS

| Sr. No. | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/ Selection Criteria |
|---------|--|--|---|
| 1 | Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2 | Assistant Professor in Stage 1 and completed four years of service with PhD or five years of service with M.Phil/ PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., MD, or six years of service without PhD/ M.Phil/ PG Degree in Professional courses | <p>(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).</p> <p>(ii) One Orientation and one Refresher/ Research Methodology Course of 2 to 3 weeks duration.</p> <p>(iii) Screening cum Verification process for recommending promotion</p> |
| 2. | Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with five years of completed service in Stage 2. | <p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).</p> <p>(ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 weeks duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p> |
| 3. | Assistant Professor (Stage 3) to Associate Professor (Stage 4) | Assistant Professor with three years of completed service in Stage 3. | <p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to PhD holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A Selection Committee process as stipulated in the Statute and in Table II (A).</p> |

| | | | |
|----|--|---|--|
| 4. | Associate Professor (Stage 4) to Professor (Stage 5) | Associate Professor with three years of completed service in Stage 4. | <p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods in Stages 2 and 3, to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) A Selection Committee process as stipulated in the Statute and in Table II (A).</p> |
| 5. | Professor (Stage 5) to Professor (Stage 6). | Professor with ten years of completed service (only at University) | <p>(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A).</p> <p>(ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards/ honours/ recognitions/ patents and IPR on products and processes developed/ technology transfer achieved; and (c) Additional research degrees such as D.Sc., D.Litt., LL.D.</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Table II (A).</p> |

TABLE IV
ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS, FOR COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS, AND FOR DIRECT RECRUITMENT OF DEPUTY DIRECTOR AND DIRECTOR OF PHYSICAL EDUCATION & SPORTS.

Direct workload and weightage for different levels of Physical Education Personnel

| | Direct working hours per week | Weightage |
|--|-------------------------------|-----------|
| Assistant Director of Physical Education | 40 | 100 |
| Deputy Director of Physical Education | 36+4* | 90 |
| Director of Physical Education | 32+8* | 80 |

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services and such other.

Based on the Physical Education Personnel's self-assessment, API scores are proposed for (a) Lecture cum practice based athlete / sports classes coaching and training related activities; (b) Organizing and conducting sports and games competitions and management related activities; and (c) upgradation of sports infrastructure and extension services, and such other. The minimum API score required by Physical Education Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the Screening cum Evaluation/ Selection Committee.

The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

| Nature of Activity | Assistant Director/ College Director | Deputy Director | Director |
|--------------------|---|-----------------|----------|
|--------------------|---|-----------------|----------|

| | Max. Score | Actual Score | Max. Score | Actual Score | Max. Score | Actual Score |
|---|-------------------|--|-------------------|--|-------------------|--|
| <p>a) Lecture cum practice based athlete/ sports classes, seminars undertaken as per allotted hours/ organizing and conducting coaching camps/ sports person development / training programmes (50 Points).</p> <p>Identifying sports talents and Mentoring sports excellence among students (20 Points).</p> <p>Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 Points).</p> | 80 | Actual hours spent per academic year ÷ 17.5 | 70 | Actual hours spent per academic year ÷ 17.25 | 60 | Actual hours spent per academic year ÷ 16.75 |
| <p>b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points).</p> <p>Organizing and conducting sports and games competitions at the International/ National/ State/ Inter University/ Inter Zonal Levels (10 Points).</p> | 10 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 |
| <p>c) Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points) Extending sports services, sports</p> | 10 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 |

| | | | | | | |
|---|--|--|--|--|--|--|
| facilities and training on holidays to the institutions and organizations (10 Points) | | | | | | |
|---|--|--|--|--|--|--|

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Physical Education Cadre's self-assessment, Category II API scores are proposed for co-curricular and extension activities, and Professional development related contributions. A list of items and scores is given below.

The self-assessment score should be based on objectively verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Director of Physical Education (Asst. DPE&S) / College Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant DPE&S to Deputy DPE&S and for direct recruitment of Deputy DPE&S and DPE&S.

The model table below gives groups of activities and API scores.

The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

| Nature of Activity | Maximum API Score | Actual score |
|--|-------------------|---|
| a) Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC and such other; various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public / popular lectures/ talks/ seminars and such other) | 15 | Actual hours spent per academic year ÷ 10 |
| b) Contribution to Corporate life and management of the sports units and Institution through participation in sports and administrative committees and responsibilities (including as Principal/ Director/ Convener/ similar other duties that require regular office hours) | 15 | Actual hours spent per academic year ÷ 10 |
| c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher/ faculty development courses, membership of associations, dissemination and general articles, and any other contribution) | 15 | Actual hours spent per academic year ÷ 10 |

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion. The self-assessment score shall be based on verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Director of Physical Education & Sports to higher grades, and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports, for direct recruitment of Deputy Director of Physical Education & Sports, and Director of Physical Education & Sports.

| Category III | Activity | Faculties of Physical Education & Sports | Max. score |
|--------------|---|---|-------------------------------|
| a. | Research Publications* | Refereed Journals as notified by the UGC** | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC** | 10 per Publication |
| b. | Publications other than journal articles (books, chapters in books) | Text/ Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 30 per Book for Single Author |
| | | Subject Books, published by National level publishers, with ISBN/ ISSN number or State/ Central Government Publications as approved by the University and posted on its website. The List will be intimated to UGC. | 20 per Book for Single Author |
| | | Subject Books, published by other local publishers, with ISBN/ ISSN number as approved | 15 per Book for Single |

| | | | |
|--|--|---|---|
| | | by the University and posted on its website. The List will be intimated to UGC. | Author |
| | | Chapters in Books, published by National and International level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | International –10 per Chapter National – 5 per Chapter |
| c. RESEARCH PROJECTS | | | |
| (i) | Sponsored Projects | Major Projects with grants above ₹ 5 lakhs | 20 per Project |
| | | Major Projects with grants above ₹ 3 lakhs up to ₹ 5 Lakhs | 15 per Project |
| | | Minor Projects with grants above ₹ 1 lakh up to ₹ 3 lakhs | 10 per Project |
| (ii) | Consultancy Projects | Amount mobilized with a minimum of ₹ 2 lakhs | 10 for every ₹ 2 lakhs |
| (iii) | Projects Outcome/ Outputs | Major Policy document prepared for International bodies such as WHO/ UNO/ UNESCO/ UNICEF; Central /State Government/ Local Bodies | Major policy document of International bodies – 30, Central Government – 20, State Government-10 Local bodies – 5. |
| d. RESEARCH GUIDANCE | | | |
| (i) | M.Phil. | Degree awarded | 5 per candidate |
| (ii) | PhD | Degree awarded/ Thesis submitted | 15/ 10 per candidate |
| e. Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars | | | |
| (i) | Award / Fellowship | International Award/ Fellowship from Government/ recognized International Sports Bodies/ International Sports Organizations. | 15 per Award/ 15 per Fellowship |
| | Award/ Fellowship | National Award/ Fellowship from Government/ recognized National Sports Bodies/ National Sports Organizations. | 10 per Award/ 10 per Fellowship |
| | Award/ Fellowship | State/ University Award/ Fellowship from Government/ recognized State Sports Bodies/ State Sports Organizations. | 5 Per Award |
| (ii) | Invited lectures/ papers presented | International | 7 per lecture/ 5 per paper presented |
| | | National level | 5 per lecture/ 3 per paper Presented |
| | | State/University level | 3 per lecture/ 2 per paper Presented |
| | The score under Category III (e) (ii), Invited lectures/ papers, shall be restricted to 20% of the minimum fixed for Category III for any assessment period. | | |
| (iii) | Development of e-learning delivery process/ material | | 10 per module |
| <p>* Wherever relevant, the API score for a paper in a refereed journal would be augmented as follows: (i) impact factor less than 1, augmented by 5 points; (ii) between 1 and 2, by 10 points; (iii) between 2 and 5, by 15 points; (iv) between 5 and 10, by 20 points; (v) above 10, by 25 points.</p> <p>The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.</p> <p>** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The approved journals from this list, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, <i>suo moto</i>, recommend journals for inclusion in the "List of Journals". The clause SA-20(C) (4) shall be strictly adhered to.</p> | | | |

TABLE - V (A)
MINIMUM APIS AS PROVIDED IN TABLE I TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/ COLLEGE DIRECTOR AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

| Category | Activity | Assistant/ College Director of Physical Education (Stage 1 to Stage 2) | Assistant/ College Director of Physical Education (Stage 2 to Stage 3) | Assistant/ College Director of Physical Education (Stage 3) to Deputy/ College Director of Physical Education (Stage 4) | Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5) |
|----------|---|--|--|--|--|
| I | Teaching, training, coaching, sports person development and sports management activities | 80/year | 80/year | 75/year | 70/year |
| II | Professional Development and Extension activities - Minimum score required to be assessed cumulatively | 50/ Assessment period | 50/ Assessment period | 50/ Assessment period | 50/ Assessment period |
| III | Research and Academic Contributions - Minimum score required - to be assessed cumulatively | 20/ Assessment period | 50/ Assessment period) | 75/ Assessment period | 100/ Assessment period |
| II + III | Minimum total API score under Categories II and III* | 90/ Assessment period | 120/ Assessment period) | 150/ Assessment period | 180/ Assessment period |
| | Expert Assessment System | Screening cum Evaluation Committee | Screening cum Evaluation Committee | Selection Committee | Selection Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion 50) | No separate points. Screening Committee to verify API scores | No separate points. Screening Committee to verify API scores | 30% for Research contribution 50% for Assessment of domain knowledge & teaching practices. 20% for Interview performance | 50% for Research contribution. 30% for Assessment of domain knowledge and teaching practices. 20% for Interview performance. |

* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

| TABLE - V(B) | | | |
|--|--|--|--|
| MINIMUM SCORES FOR APIS FOR DIRECT RECRUITMENT OF PHYSICAL EDUCATION CADRES, AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS. | | | |
| | Assistant DPE (Stage 1) | Deputy DPE (Stage 4) | DPE (Stage 5) |
| Minimum API Scores | Minimum Qualification as stipulated in the regulations | Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative) | Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative) |
| Selection Committee criteria/ weightages (Total Weightages = 100) | a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%) | a) Research papers (3 nos) evaluation (40%) b) Organisational skills/ Plans of sports (30%) c) Interview performance (30%) | a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan (25%) c) Interview performance (25%) |

| TABLE VI | | | |
|---|--|---|---|
| MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES | | | |
| Sr. No. | Promotion of Physical Education Cadres through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/ Selection Criteria |
| 1. | Assistant DPE/ College DPE to Assistant DPE (Senior Scale)/ College DPE (Senior Scale) (Stage 1 to Stage 2) | Assistant DPE/ College DPE completed four years of service in Stage 1 with PhD or five years of service with M.Phil. or six years of service without PhD/ M.Phil. | (i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). (ii) One Orientation and one Refresher/ Research Methodology Course of 3 to 4 weeks duration. (iii) Screening cum Verification process for recommending Promotion. |
| 2. | Assistant DPE (Senior Scale)/ College DPE (Senior Scale) to Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) (Stage 2 to Stage3) | Assistant DPE (Senior Scale) College DPE (Senior Scale) with completed service of five years in Stage 2 | (i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table V(A). (ii) One Course/ Programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of 3 to 4 week duration. (iii) Screening cum Verification process for recommending Promotion. |
| 3. | Assistant DPE (Selection Grade)/ College DPE (Selection Grade) to Deputy DPE/ College DPE (Selection Grade) (Stage 3 to Stage 4). | Assistant DPE (Selection Grade)/ College DPE (Selection Grade) with three years of completed service in Stage 3. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). |

| | | | |
|---|--|--|--|
| | | | <p>(ii) At least three publications in the entire period as Assistant/ College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M.Phil. holders and an exemption of two publications may be given to PhD holders.</p> <p>(iii) Evidence of having formed teams/ athletes.</p> <p>(iv) A Selection Committee process as stipulated in the regulation and in Table V(A).</p> |
| 4. | University DPE (Stage 5) (For University only) | Deputy DPE in University with three years of completed service in Stage 4. | <p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications from the period the personnel is placed in stage 3.</p> <p>(iii) Evidence of having formed teams/ athletes.</p> <p>(iv) A Selection Committee process as stipulated in Table V(A).</p> |
| <p>Explanatory note. One may score the balance of points from either Category II or Category III to achieve the minimum score required under Categories II + III.</p> <p>Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University/ Colleges/ Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the candidate becomes eligible for CAS promotion to the next cadre. Thus, if a candidate is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a candidate becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.</p> | | | |

| TABLE VII ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN. | | |
|---|-------------------------------|-----------|
| Direct Work load and weightage to be given to different levels of Librarians | | |
| | Direct working hours per week | Weightage |
| Assistant Librarian/ College Librarian | 40 | 100 |
| Deputy Librarian | 36+4* | 90 |
| Librarian | 32+8* | 80 |
| Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports; Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on | | |

objectively verifiable records. It shall be finalized by the Screening cum Evaluation / Selection Committee. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services, and such other.**

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

| Nature of Activity | University Assistant Librarian/ Librarian College | | Deputy Librarian | Librarian | | |
|---|--|---|---------------------|---|------------------|---|
| | Maximum Score | Actual Score | Maximum Score | Actual Score | Maximum Score | Actual Score |
| <p>a) Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters; Such other (40 Points).</p> <p>Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, and such other (15 Points).</p> <p>User awareness and instruction programmes (Orientation lectures, users' training in the use</p> | 70 | Actual hours spent per academic year ÷ 20 | 60 | Actual hours spent per academic year ÷ 20 | 55 | Actual hours spent per academic year ÷ 20 |

| | | | | | | |
|---|----|---|----|---|----|---|
| of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, and such other (15 Points). | | | | | | |
| b) ICT and other new technologies application for up gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet Management. | 15 | Actual hours spent per academic year ÷ 10 | 15 | Actual hours spent per academic year ÷ 10 | 15 | Actual hours spent per academic year ÷10 |
| c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. | 15 | Actual hours spent per academic year ÷ 10 | 15 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 |

CATEGORY II: Professional development, co-curricular and extension activities

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self assessment score should be based on objectively verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

| Nature of Activity | Maximum API Score | Actual score |
|--|-------------------|---|
| a) Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various levels of extramural and intramural programmes); extension, library-literary work through different channels. | 15 | Actual hours spent per academic year ÷ 10 |
| b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | 15 | Actual hours spent per academic year ÷ 10 |
| c) Professional Development activities such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below. | 15 | Actual hours spent per academic year ÷ 10 |

CATEGORY-III: Research and academic contributions

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion. The self-assessment score shall be based on verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian, and for direct recruitment of Deputy Librarian and Librarian.

| Category III | Activity | University/ College Librarians | Max. Score |
|--------------|---|--|--|
| a. | Research Publications* | Refereed Journals as notified by the UGC** | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC** | 10 per Publication |
| b. | Publications other than journal articles (books, chapters in books) | Text/ Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 30 per Book for Single Author |
| | | Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Government Publications as approved by the University and posted on its website. The List will be intimated to UGC. | 20 per Book for Single Author |
| | | Subject Books, published by Other local publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 15 per Book for Single Author |
| | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | International : 10 per Chapter National : 5 per Chapter |
| c. | Research Projects | | |
| (i) | Sponsored Projects | Major Projects with grants above ₹ 5 lakhs | 20 per Project |
| | | Major Projects with grants above ₹ 3 lakhs up to ₹ 5 lakhs | 15 per Project |
| | | Minor Projects with grants above ₹ 1 lakh up to ₹ 3 lakhs | 10 per Project |
| (ii) | Consultancy Projects | Amount mobilized with a minimum of ₹ 2 lakhs | 10 for every ₹ 2 lakhs |
| (iii) | Projects Outcome/ | Major Policy document prepared for | Major policy document |

| | | | |
|--|--|---|--|
| | Outputs | international bodies such as WHO/ UNO/ UNESCO/ UNICEF; Central / State Government/ Local Bodies | of International bodies: 30 Central Government: 20, State Government: 10 Local bodies: 5 |
| d. | Research Guidance | | |
| (i) | M.Phil. | Degree awarded | 5 per candidate |
| (ii) | PhD | Degree awarded/ Thesis submitted | 15/ 10 per candidate |
| e. | Awards/ Fellowships/Invited lectures delivered/ papers presented in conferences/ seminars | | |
| Award Fellowship | International Award/Fellowship from academic bodies/ associations | | 15 per Award/ Fellowship |
| Award/ Fellowship | National Award/ Fellowship academic bodies/ associations | | 10 per Award/ Fellowship |
| Award/ Fellowship | State/ University Award/ Fellowship from academic bodies/ associations | | 5 Per Award |
| Invited lectures/ papers presented | International | | 7 per lecture/ 5 per paper presented |
| | National level | | 5 per lecture/ 3 per paper presented |
| | State/ University level | | 3 per lecture/ 2 per paper presented |
| | The score under Category III (e) (ii), Invited lectures/ papers, shall be restricted to 20% of the minimum fixed for Category III for any assessment period. | | |
| (iii) | Development of e-delivery process/ material | | 10 per module |
| <p>* Wherever relevant, the API score for a paper in a refereed journal with impact factor as given below, would be augmented as follows:</p> <p>(i) impact factor less than 1, augmented by 5 points;</p> <p>(ii) between 1 and 2, by 10 points;</p> <p>(iii) between 2 and 5, by 15 points;</p> <p>(iv) between 5 and 10, by 20 points;</p> <p>(v) above 10, by 25 points.</p> <p>The API for joint publications shall be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the First and Principal/ corresponding author/ supervisor/ mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.</p> <p>** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The approved journals from this list, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, <i>suo moto</i>, recommend journals for inclusion in the "List of Journals". The clause SA-20(C) (4) shall be strictly adhered to.</p> | | | |

| TABLE - VIII (A) | | | | | |
|---|--|---|---|--|---|
| MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES. | | | | | |
| Category | Activity | Assistant/ College Librarian (Stage 1 to Stage 2) | Assistant/ College Librarian (Stage 2 to Stage 3) | Assistant/College Librarian (Stage 3) to Deputy/ College Librarian (Stage 4) | Deputy Librarian (Stage 4) to Librarian (Stage 5) |
| I | Procurement, organization, and delivery of knowledge | 80 / year | 80 / year | 75 / year | 70 / year |

| | | | | | |
|----------|---|--|--|---|--|
| | and information through Library services | | | | |
| II | Professional Development and Extension activities - Minimum score required, to be assessed cumulatively | 50 / Assessment period | 50 / Assessment period | 50 / Assessment period | 50 / Assessment period |
| III | Research and Academic Contributions – Minimum Score required, to be assessed cumulatively | 20 / Assessment period | 50 / Assessment period | 75 / Assessment period | 100 / Assessment period |
| II + III | Minimum total API score under Categories II and III* | 90 / Assessment period | 120 / Assessment period | 150 / Assessment period | 180 / Assessment period |
| | Expert Assessment System | Screening cum Evaluation Committee | Screening cum Evaluation Committee | Selection Committee | Selection Committee |
| IV | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50) | No separate points. Screening Committee to verify API scores | No separate points. Screening Committee to verify API scores | 30% for Library related research papers evaluation; 50% for Assessment of domain knowledge on Library automation and Organizational skills; 20% for Interview performance | 50% for Library publication work; 30% for Assessment of innovative Library service and organization of digital library services; 20% for Interview performance |

* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

Explanatory note.

Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University / Colleges /Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a teacher becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.

TABLE – VIII (B)
MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS.

| Minimum Norms/ Criteria | Assistant University Librarian / College Librarian (Stage 1) | Deputy Librarian in University (Stage 4) | Librarian (University only) (Stage 5) |
|---|---|--|--|
| API score (Research and Academic Contribution Category III) | Minimum Qualification as stipulated in the regulations | Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative) | Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative) |
| Selection Committee Criteria/ weightage (Total weightage = 100) | a) Teaching/ computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance (30%) | a) Library related Research/ Theme papers (Three) Evaluation: (50%) b) Library automation Skills and Organizational Plans (20%) c) Interview performance (30%) | a) Library Research Papers (Five) evaluation (60%) b) Organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%) |

TABLE- IX
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES.

| Sr. No. | Promotion of Librarian Cadres through CAS | Service Requirement | Minimum Academic Performance Requirements and Screening/ Selection Criteria |
|----------------|--|--|---|
| 1. | Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale)/ College Librarian (Senior Scale) (Stage 1 to Stage 2) | Assistant Librarian/ College Librarian completed four years of service in Stage 1 with PhD or five years of service with M.Phil. or six years of service without PhD/ M.Phil | (i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table VIII (A) for Librarian cadres in University and for College Librarian cadres. (ii) One Orientation and one Refresher Course of 3 to 4 weeks duration. (iii) Screening cum Verification process for recommending promotion. |
| 2. | Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) to Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) (Stage 2 to Stage 3) | Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) with completed service of five years in Stage 2 | (i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) for Librarian Cadres in University and for College librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration during the assessment period. (iii) Screening cum Verification process for recommending promotion. |

| | | | |
|----|---|--|---|
| 3. | Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian/ College Librarian (Selection Grade) (Stage 3 to Stage 4) | Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3. | <p>(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A). Three publications over twelve years. In Colleges, an exemption of one publication will be given to M.Phil holders and two publications to PhD holders.</p> <p>(ii) Additionally, one course/ training under the categories of Library automation/ Analytical tool Development for academic documentation.</p> <p>(iii) A Selection Committee process as stipulated in Table VIII (A).</p> |
| 4 | University Librarian (Stage 5) (for University only) | Deputy Librarian in University with three years of completed service in Stage 4. | <p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>(iv) A Selection Committee process as stipulated in Table VIII (A).</p> |

Explanatory note.

One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University/ Colleges/ Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a candidate is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a candidate becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.

Schedule SSA-7

SSA-7 Details regarding functions and procedure for formation of Students Council of the Goa University.

SSA-7 (i) Aims and objectives

- (a) To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the Goa University.
- (b) To promote the social, cultural and intellectual development of the students of the Goa

University.

- (c) To promote consciousness among the students of the Goa University of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.
- (d) To promote among the students of the Goa University sense of service to the people and duty towards the state.
- (e) To promote harmonious relations among all sections of the University Community, and inculcate scientific temper amongst the student community.
- (f) To meet, discuss and make suggestions to the University authorities on matters concerning common interest of the students.
- (g) To create awareness about eco-conservation and environment.

SSA-7 (ii) Functions of Goa University Student's Council

- (a) **Cultural functions** i.e. organising debates, lectures, seminars, study circles, essay competitions, dramatic contests, Varsity entertainments, publications of magazines, bulletins of wall newspapers, and such other functions.
- (b) **Social Service Functions** leading to making students better citizens by carrying out social relief-programmes in a flood or drought or any other natural calamity, organising blood donation camps, organising and running co-operatives etc. and such related functions.
- (c) **To help weaker sections of the student Community** by organising bookbanks, poor students fund to provide lump sum grant or scholarships. This also entails collection of funds from outside sources to have more resources for the purpose.

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SSA-7 (iii) Duties

- (a) **University Class Representative:-** He/She will bring to the notice of the UFR of his/her institution the problems of the concerned class. He/She will hold two meetings in each term. The meetings shall be chaired by the UFR. In case UFR fails to attend such meetings he/she may be disqualified.
- (b) **University Faculty Representative:-**
 - 1) He/She will bring to the notice of the Executive Union of the students' Council the problems of the students in his/her institution which in turn will take it to the proper authorities.
 - 2) He/She shall co-operate with the Executive Union in organising the cultural activities allotted

to their institution by the GUS Council.

- 3) He/She shall send the proposals regarding seminars, workshops to the Executive Union.
- (c) The Chairman should display the accounts of the Goa University Students' Council at the end of the year.

For smooth conduct of the various activities, the Executive Union may appoint the Zonal Council (North & South).

SSA-7 (iv) (a) For purpose of this statute, 'Class' means a body of students undergoing a course of instruction leading to a University examination in a Faculty e.g. classes in the faculty of Arts, Science & Commerce shall be as under :

- 1) First year, second year & third year of B.A./B.Sc./B.Com.
 - 2) M.A./M.Sc/M.Com. parts I, II and III.
- (b) Each class in a faculty shall elect one representative on the electoral college of that faculty. Such a representative shall hereinafter be called "University Class Representative" (UCR).
 - (c) Elections for forming the Electoral College shall be held by ballot on the basis of the principle of simple majority vote.
 - (d) The Director of Students' Welfare shall fix and announce a date for holding election of class representatives which shall be ordinarily not later than 40 days from the commencement of the academic year. For the purposes of this clause "academic year" shall be deemed to commence on 20th June, and end of 19th June of the following year, subject to changes in the arrangements of the terms notified from time to time by the University. The Principal of a College/Head of recognised institution shall make the necessary arrangements for holding the election on the notified dates.

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- (e) The Electoral Roll of a Faculty in a College/Institution shall consist of all the UCRs of that Faculty in the college Institution. These UCRs within 10 days after their election shall elect one from among themselves to be a member of the Students' Council to represent the respective Faculty in the College/Institution (hereinafter called "University Faculty Representative" (UFR) in a meeting to be convened by the Principal/Head of the Institution as per the provision made hereunder. Provided that only one University Faculty Representative of a college/Institution shall be elected in case in that college/institution classes for all the years of the full-fledged course are not being conducted.

- (f) The Electoral Roll of a Faculty in a College/Institution shall consist of UCRs in that Faculty in that College/Institution. The Electoral College so constituted shall elect one from among UCRs to be an UFR of that Faculty on the Students' Council to represent that college/Institution.

Provided that in a college/Institution where classes for all the years of the full-fledged course are not being conducted there shall be one Electoral College of the UCRs for the entire College/Institution for the purpose of electing one UFR irrespective of the faculty to represent the entire College/Institution.

- (g) The election to the Students' Council shall be held by ballot and in accordance with the system of simple majority of votes.
- (h) If a student, by virtue of his/her being a student of more than one College /Institution/ Department, is elected as UFR from more than one College / Institution / Department, he/she shall at his/her option, to be exercised within 24 hours of the declaration of the results of the last elections, retain his membership as UFR from only one College / Institution / Department and relinquish his/her membership from the other or others. In such a case, the person who is next in order in terms of the votes polled in the Colleges/Institution/department, in respect of which the membership has been relinquished, shall ipso facto be deemed to be elected as UFR.
- (i) In case, a student is contesting the election from more than one College / Institution / Department on the Students Council, he/she shall inform the Principal, Head of the College/Institution/Department concerned, and in case of election of only such students, at the time of counting a note shall be kept of the first three candidates in the order of the number of votes polled.
- (j) No student shall be eligible to contest the elections to the UCRs/UFRs or member of the Executive Union of the Student's Council if he/she has completed 25 years of age on the date of scrutiny of the nomination papers. In case an elected student completes the age of 25 years during his/her term of office he/she shall cease to be a member on the Council on the day he/she attains the age of 25 years. He shall also [\[Go To Index\]](#) be such member if he/she fails to appear or pass at the next University Examination for which he/she was enrolled when he became a member. A student shall also lose his membership of the Students' Council if he/she changes his/her Faculty.

If such vacancy occurs during the academic year, it shall not be filled up.

- (k) The name(s) of the UFRs/UCRs duly elected shall be communicated by the Principal/Head of the Institution within two days from the date of election of the UFRs to the Director of Students' Welfare of the Goa University in forms F and G respectively.

- (v) 1. For the purpose of election of one UFR from each teaching faculty of the University, a separate electoral college consisting of one UCR in the University Department covered by the faculty in question shall be constituted.
2. The Vice-Chancellor, in consultation with the Director of Students' Welfare shall appoint any of the Heads of the Department within the respective faculties and at the respective places, as the case may be to conduct election of the UCRs within the faculty.
3. These UCRs for separate faculties within 10 days after the date of their election, shall elect one from among themselves to be a UFR, in a meeting to be convened by the Director of Students' Welfare. The result of the election shall be notified within two days from the date of election.

SSA-7(vi) The Vice-Chancellor may nominate from amongst the UCRs not more than five member as detailed below in consultation with the Director of Students' Welfare:-

- (1) One student who has made notable contribution to Sports/National Service Scheme/National Cadet Corps.
- (2) One student who has made notable contribution to cultural activities.
- (3) One student who has secured the highest number of marks at the degree examination taking into account all the subjects prescribed at the examination.
- (4) One student each belonging to SC/ST and OBC from among the students of Colleges / Institution / University teaching departments.

SSA-7(vii) No student failing in any of the following categories shall be eligible to contest elections or be nominated for any of the elections:-

- (1) A Student who has backlog of any of the courses of earlier concerned examination (External or Internal or Departmental)

OR

- (2) Who has been admitted to the class from which he/she is contesting by getting the benefit of ATKT. [\[Go To Index\]](#)

OR

- (3) A student who is repeater in a class from which he/she is contesting the elections.

SSA-7 (viii) In the first meeting of the Student Council to be convened by the Director of Student's Welfare the student shall elect from amongst themselves the Chairman, the Secretary and seven members of the Students' Executive Union of whom at least one would be a lady student -

SSA-7(ix) Procedure for election of UCRs, UFRs and member of the Executive Union of the

Students council.

- (a) **Notification for elections** : - The Notification for election of the various UCRs shall be issued by the Director of Students Welfare within 20 days from the commencement of the first term notifying the date of elections which shall be within 40 days from the commencement of the term.
- (b) The elections of the UFRs shall be held within 10 days of the date of the elections of the UCRs.
- (c) The notification for the election of the members of the Executive Union of the Student's Council shall be issued by the Director of Students Welfare by giving at least 10 days notice. The election shall be held within 20 days from the date of the elections of the UFRs. In this notifications the programme of the filing of the nomination/withdrawals/scrutiny etc will be clearly indicated.
- (d) The results of the elections of the UFRs and of the members of the Executive Union of the Students Council shall be declared within 2 days of their respective dates of elections.

SSA-7 (x) (a) The Principals of the Colleges/Heads of the Institution/Director of Students Welfare or his nominee shall cause separate lists of voters for each class to be prepared and notified on the notice board. The reference date or such list of voters shall be 20th July, of the academic year concerned.

- (b) The Director of Students' Welfare shall by a notification appoint the date and the places for the following stages :-
 1. The nomination of candidates.
 2. The scrutiny of nominations.
 3. The withdrawals of candidature.
 4. The record of votes.
 5. Counting of votes.
- (c) On the day and during the hours appointed for nomination of candidates persons desirous of contesting the election shall file a nomination paper in Form A,B,C and [D](#) as the case may be, sign it and present it, either in person or through a representative authorised in writing in this behalf by him/her to the Principals of the respective colleges or the Head of the respective Institutions or the Director of Students Welfare or their nominees.
- (d) At the time and place appointed for scrutiny of nomination the intending candidates or any other person duly authorised in writing by each such candidates shall alone be entitled to be present. The Principal/ Head of the Institution / Director of Students' Welfare shall allow such persons reasonable facilities to examine the nomination papers of intending candidates.
- (e) The Principal / Head of the Institution / Director of Students' Welfare shall examine the

nomination papers and shall decide all objections raised before him against any nomination either on such objection or on own motion, and after such summary inquiry, if any, as he considers necessary reject a nomination paper on any of the following grounds namely:

- (1) That name of the candidate does not appear in the list of voters.
 - (2) That the name of the proposer and / or seconder wherever applicable does not appear in the list of voters.
 - (3) That on the date fixed for scrutiny of nominations the candidate is disqualified for being more than 25 years of age.
 - (4) That the candidate has failed to comply with any of the provisions required by these Statutes.
- (f) Any candidate may withdraw his/her candidature by a notice in writing subscribed by him/her and delivered to the Principal / Head of the Institution / Director of Students' Welfare during the office hours on any working day not later than the date fixed for such withdrawals. Such notice may be delivered either by the candidate in person or by a person duly authorised in writing by him/her in this behalf. Any notice of withdrawals given after the expiry of the withdrawal date shall have no effect. No person who has once given notice of withdrawals of his/her candidature shall be allow to cancel the notice.
- (g) On the expiry of the period allowed for the withdrawal of candidature, the Principal /Head of the Institution/ Director of Students' Welfare shall prepare under his signature a list of all contesting candidates and cause it to be posted up at such place or places as he/she may determine on the day following the date appointed for withdrawal of the candidature.
- (h) The Ballot paper shall be in Form E and shall contain all the names in alphabetical order beginning with surname. If two or more candidates bear the same and surname, they shall be distinguished by adding their fathers'/ Husbands' name.
- (i) There shall be no voting by proxy.

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(j) Grounds for rejection of ballot papers

- (a) The returning Officer shall reject as void any ballot paper:
- 1) If it bears any mark or writing by which the vote can be identified.
 - 2) If no vote is recorded thereon.
 - 3) If the voter has recorded more votes than he/she is entitled to
 - 4) If the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given.

- 5) If it is a spurious ballot paper
- 6) If it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.
- 7) If it bears a design different from the design of the ballot paper authorised for use at the poll.

(k) **Instruction regarding voting :-**

- (1) A ballot paper shall be issued to a voter on production of his/her identity card.
- (2) The voter shall for the vote he/she gives mark a cross (X) in the column under the heading cross of the ballot paper against the name of the candidate to whom he/she intends to give a vote he/she shall then fold up the marked paper so as to conceal the marking and shall put the paper so folded into the ballot box provided for the purpose and without undue delay leave the polling room.
- (3) No ballot paper should be issued to any voter:
 - i) If he/she is not in a position to produce his/her identity card.
 - ii) After the hour fixed for closing of the poll except to those voters who were present at the polling station at the time of closing the poll.
- (l) Where an equality of votes is found to exist between any candidate and the addition of one vote would entitle any of the candidates to be declared elected determination of the persons as to whom such an additional vote shall be deemed to have been given, shall be made by lots to be drawn in the presence of the Returning Officer and the candidates or their agents who may desire to be present and in such manner as the Returning Officer may determine.
- (m) For the purpose of election of UCRs and UFRs, the respective Principals of the College/Heads of the Institution/Director of Students' Welfare or his nominee shall be the Returning Officer.
- (n) For the purpose of elections of members of the Executive Union of the Students' Council, the Director of Students' Welfare or his nominee shall be the Returning Officer.
- (o) If there is any dispute or difference of opinion regarding any matter relating to the elections of UCRs, UFRs and the members of the Executive Union of the Students' Council, it shall be referred to the Registrar, who shall give his decision thereon immediately. The decision of the Registrar shall be final.

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SSA-7(xi) Rules and procedure and conduct of business to be followed at the meeting of the Students' Council and the Students' Executive Union.

- (a) Meeting of the Students' Council and Students' Executive Union shall be held on the

University premises, unless the Director of Students' Welfare otherwise directs.

- (b) One third of the Students' Council shall form a quorum for meeting of the Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Council by show of hands. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- (c) The meeting of the Students' Council shall be presided over by the Director of Students' Welfare and in his absence by the Chairman of the Council. The Director shall nominate a member of the Council to preside over the meeting of the Council in the absence of both himself and the Chairman of the Council.
- (d) Before the commencement of a meeting of the Students Council, the Chairman of the meeting shall take notice of the attendance at the meeting, and if there is no quorum, the meeting shall forthwith be adjourned. The adjourned meeting shall be held on the same day and at the same place at the expiry of half an hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Council.
- (e) such proposals or matters only as lie within the functions of the Students' Council and such other proposals or matters as are referred to them by any other authority or officer of the University shall be entertained and discussed at the meeting of the Council.
- (f) The meeting of the Students' Executive Union shall be held at least twice a year and at the other times when convened by the Chairman of the Union. However, if felt necessary, a meeting of the Union may be convened by the Director of Students' Welfare.
- (g) One third of members of the Students' Executive Union shall form a quorum for a meeting of the Union. All questions shall be decided by a majority of votes of the members present at the meeting of the Union by show of hands. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- (h) The meeting of the Students' Executive Union shall be presided over by the Chairman of the Union and in his absence, by a member of the Union nominated by the Director of Students Welfare. [\[Go To Index\]](#)
- (i) The Director of Students' Welfare shall issue notices of the meeting of the Students' Council and the Students' Executive Union.
- (j) The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students' Executive Union.
- (k) The minutes of the meeting of the Students' Council and the Students' Executive Union shall ordinarily, be placed for the confirmation of the Council or the Union as the case may be at their immediate next meeting.

- (l) Soon after the meeting of the Students' Council or the Students' Executive Union is over, the Secretary shall forward the draft minutes for the approval of the Chairman of the meeting through the Director of Students' Welfare. The approved minutes shall be sent to the members of the Council or the Union as the case may be for their information and record.

SSA-7 **(Effective from 29th July, 2009)Details regarding the functions and procedure for formation of the Goa University Students' Council (GUSC).**

SSA-7(i) *Aims and Objectives*

- (a) *To promote mutual interaction, a democratic value and a spirit of oneness among the students of the Goa University.*
- (b) *To promote the intellectual, social and cultural development of the students of the Goa University.*
- (c) *To promote consciousness among the students of the Goa University of the current events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.*
- (d) *No change.*
- (e) *No change.*
- (f) *No change.*
- (g) *No change.*

SSA-7(ii) *Functions of Goa University Students' Council*

- (a) *No change.*
- (b) *Social Service Functions: to train the students to be better citizens by carrying out social relief programmes in case of a flood or drought or any other natural calamity, organising blood donation camps, organising and running co-operatives etc. and such other related functions.*
- (c) *No change.*

SSA-7(iii) *Duties:*

[\[Go To Index\]](#)

- (a) *No change*
- (b) *University Faculty Representatives: (UFRs)*
- (1) *He/ She will bring to the notice of the Executive Committee of the Students' Council the problems of the students in his/ her Institution which in turn will take it to the authorities concerned.*
- (2) *He/ She shall cooperate with the Executive Committee of the Students' Council in organizing the cultural activities allotted to his/ her Institution by the GUSC.*
- (3) *He/ she shall send the proposals regarding seminars and workshops to the Executive Committee of the Students' Council.*

(c) *The Chairman should display the accounts of the Goa University Students' Council at the end of the year. For smooth conduct of the various activities, the Executive Committee of the students' Council may appoint the Zonal Council (North and South).*

SSA-7(iv)(a) *For purpose of this Statute, 'Class' means a body of students undergoing a course of instruction leading to a University semester examination in a Faculty, e.g., classes in the Faculties of Arts, Science & Commerce shall be as under:*

(1) *First Year, Second Year & Third Year of B.A./ B.Sc./ B.Com.*

(2) *M.A./ M.Sc./ M.Com.: Parts I, II and III.*

(b) *No change.*

(c) *No change*

(d) *No change*

(e) *The Electoral Roll of a Faculty in a College/ Institution shall consist of all the UCRs of that Faculty in the College/ Institution. These UCRs within 10 days after their election shall elect one from among themselves to be a member of the Students' Council to represent the respective Faculty in the College/ Institution (hereinafter called "University Faculty Representative" (UFR) in a meeting to be convened by the Principal/ Head of the Institution as per the provision made hereunder. Provided that only one University Faculty Representative of a College/ Institution shall be elected in case in that college/ institution classes for all the years of the full-fledged course are not being conducted.*

(f) *No change*

(g) *No change*

(h) *Deleted*

(i) *Deleted.*

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(j) *No student shall be eligible to contest the election to the UCRs/UFRs or member of the Executive Committee of the Students' Council if he/she does not fall under the minimum/ maximum age limits on the date of the scrutiny of the nomination papers as stipulated below:*

Under-Graduate student shall have completed not less than 17 years, and shall not be more than 22 years of age.

In the cases of students of professional Colleges (Engineering and Medicine only), the maximum age limit is 23 years.

Post-Graduate student shall not be more than 25 years of age. Research students shall not be more than 28 years of age.

He/ She shall also cease to be such member if he/ she fails to appear or pass at the next University Semester Examination for which he/ she was enrolled when he/

she became a member. A student shall also lose his /her membership of the Students' Council if he/ she changes his/ her faculty. If such vacancy occurs during the academic year, it shall not be filled up.

A candidate shall hold the post of office bearer in the Executive Committee of the Students' Council such as the posts of the President and Secretary, only once during his/ her academic tenure at the University for undergraduate and the post graduate programmes of study taken together.

However, the candidate may serve twice as an Executive member of the Executive Committee of the Students' Council during his/ her academic tenure at the University for undergraduate and the post graduate programmes of study taken together.

A candidate contesting the election must be a regular, full time student of the University, and shall not be a distance/ proximate education/ part time student.

A UFR shall not propose or second more than one candidate for one and the same post on the Executive Committee of the Students' Council.

(k) No change.

SSA-7(v) 1 No change.

2 The Vice Chancellor, in consultation with the Director of Students' Welfare shall appoint any of the Heads of the Department/ Senior Teachers within the respective Faculties and at the respective places, as the case may be to conduct election of the UCRs within the Faculty.

3 No change.

SSA-7(vi) No change:

1 No change

2 No change.

3 No change.

4 No change.

SSA-7(vii) No student falling in any of the following categories shall be eligible to contest elections or be nominated for any of the elections:

(1) A student who has backlog of any of the courses of earlier Examinations including internal, external and departmental examinations of the respective degree.

OR

(2) No change.

OR

- (3) No change.
- SSA-7(viii)** *The Director of Students' Welfare shall conduct the election for the Executive Committee of the Students' Council. The students representatives (UFRs) shall elect from amongst themselves the President, the Secretary and seven Members of the Students' Executive Committee of whom at least one would be a lady student.*
- SSA-7(ix)** *Procedure for election of UCRs, UFRs and member of the Executive Committee of the Students Council*
- (a) No change.
- (b) No change.
- (c) *The notification for the election of the members of the Executive Committee of the Students' Council shall be issued by the Director of Students' Welfare by giving at least 10 days notice. The election shall be ordinarily held within 10 days from the date of the elections of the UFRs. In this notification the programme of the filling of the nomination/ withdrawals/ scrutiny etc. will be clearly indicated.*
- (d) *The results of the elections of the UFRs and of the members of the Executive Committee of the Students' Council shall be declared within 2 days of their respective dates of elections.*
- SSA-7(x) (a)** *The Principals of the Colleges/ Heads of the Institutions/ Director of Students' Welfare or their Nominees shall prepare separate lists of votes for each class and shall be notified and displayed on the notice board. The cut off date for the voters list shall be 20th July of the relevant academic year.*
- (b) *The Director of Students' Welfare shall by a notification inform the date and the places for the following stages:*
- 1 *The nomination of candidates*
 - 2 *The scrutiny of nominations.* [\[Go To Index\]](#)
 - 3 *The withdrawals of candidate*
 - 4 *The record of votes*
 - 5 *Counting of votes.*
 - 6 *Declaration of results.*
- (c) *On the day and during the hours notified for nomination of candidates person/s desirous of contesting the election shall file a nomination paper in Form A, B, C and D as the case may be, sign it and present it, either in person or through a representative authorised in writing in his/ her behalf by him/ her to the Principals of the respective colleges or the Head of the respective Institutions or the Director of Students' Welfare or their nominees.*

- (d) No change.
- (e) *The Principal/ Head of the Institution/ Director of Students' Welfare shall examine the nomination papers and shall decide on all objections raised before him/ her against any nomination, either on such objection or on own motion, and after such summary inquiry, if any, as he/ she considers necessary reject a nomination paper on any of the following grounds, namely:*
- 1 *That the name of the candidate does not appear in the list of voters.*
 - 2 *No change.*
 - 3 *That on the date fixed for scrutiny of nominations the candidate is disqualified for being less/ more than the years of age stipulated in each case, in this Statute.*
 - 4 *No change.*
- (f) *Any candidate may withdraw his/ her candidature by a notice in writing subscribed by him/ her and delivered to the Principal/ Head of the Institution/ Director of Students' Welfare during the office hours on any working day not later than the date fixed for such withdrawals. Such notice may be delivered either by the candidate in person or by a person duly authorised in writing by him/ her in this behalf. Any notice of withdrawals given after the expiry of the withdrawal date shall have no effect. No persons who has once given notice of withdrawals of his/ her candidature shall be allowed to cancel the notice.*
- (g) *No change.*
- (h) *The Ballot paper shall be in Form E and shall contain all the names in alphabetical order beginning with surname. If two or more candidates bear the same name and surname, they shall be distinguished by addition their father's/ husband's name.*
- (i) *No change.*
- (j) **Grounds for rejection of ballot papers:**
- (a) *No change.*
 - (1) *No change.*
 - (2) *No change.*
 - (3) *No change.*
 - (4) *No change.*
 - (5) *No change.*
 - (6) *No change.*
 - (7) *No change.*
- (k) **Instruction regarding voting:**
- (1) *No change.*
 - (2) *No change.*
 - (3) *No change.*
 - (i) *No change.*

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- (ii) No change.*
 - (l) No change.*
 - (m) No change.*
 - (n) For the purpose of elections of the Executive Committee of the Students' Council, the Director of Students' Welfare or a nominee appointed by Registrar for the purpose shall be the Returning Officer.*
 - (o) Deleted.*
- SSA-7(xi)** *Rules procedure and conduct of business to be followed at the meeting of the Students' Council and the Students' Executive Committee.*
- (a) Meeting of the students' Council and Students' Executive Committee shall be held on the University premises, unless the Director of Students' Welfare otherwise directs.*
 - (b) One third of the Students' Council shall form a quorum for meeting of the Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Council by show of hands. In the case of equality of votes the President of the meeting shall have a second or casting vote.*
 - (c) The meeting of the Students' Council shall be presided over by the Director of Students' Welfare and in his/ her absence by the President of the Council. The Director shall nominate a member of the Council to preside over the meeting of the Council in the absence of both himself/ herself and the President of the Council.*
 - (d) Before the commencement of a meeting of the Students Council, the President of the meeting shall ascertain the attendance at the meeting, and if there is no quorum, the meeting shall forthwith be adjourned. The adjourned meeting shall be held on the same day and at the same place at the expiry of half an hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Council. [\[Go To Index\]](#)*
 - (e) No change.*
 - (f) The meeting of the Students' Executive Committee shall be held at least twice a year and at the other times when convened by the President of the Committee of Students' Council. However, if felt necessary, a meeting of the Committee of the Students' Council may be convened by the Director of Students' Welfare.*
 - (g) One third of members of the Students' Executive Committee shall form a quorum for a meeting of the Committee of the Students' Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Committee of the Students' Council by show of hands. In the case of a tie, the President of the meeting shall have a second or casting vote.*
 - (h) The meeting of the Students' Executive Committee shall be presided over by the*

President of the Committee of the Students' Council and in his/ her absence, by a member of the Committee of the Students' Council nominated by the Director of Students' Welfare.

- (i) The Director of Students' Welfare shall issue notices of the meeting of the Students' Council and the Students' Executive Committee.*
- (j) The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students; Executive Committee.*
- (k) The minutes of the meeting of the Students' Council and the Students' Executive Committee shall ordinarily be placed for the confirmation of the Council or the Committee of the Students' Council as the case may be at their immediate next meeting.*
- (l) Soon after the meeting of the Students' Council or the Students' Executive Committee is over, the Secretary shall forward the draft minutes for the approval of the President of the meeting through the Director of Students' Welfare. The approved minutes shall be sent to the members of the Council or the Committee of the Students' Council as the case may be for their information and record.*

SSA-7(xii)

Code of Conduct:

All the candidates contesting the election for all posts shall have equal opportunity to campaign only within the premises of the University. Use of Public Address System shall not be permitted. Campaign shall be limited to the bonafide students of Goa University.

Interference of Non-Students is strictly prohibited.

Use of threats, unfair means, pressure tactics, terrorism, kidnapping, bribing, intimidating, and indulgence in communal, regional and anti-national campaign is strictly prohibited.

Use of any of the above may disqualify a candidate if found guilty by the Election Officer.

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The candidates are specially barred from utilizing funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election. The maximum permitted expenditure per candidate shall be Rs. 5000/-. Each candidate shall, within two weeks of the declaration of the election result, submit complete and certified by himself/ herself audited accounts to the Director of Students' Welfare.

Every candidate shall submit a bio-data to the Election Officer including his/ her details of the membership of various Associations/ Organisations.

Disfiguring of the walls/ property of the University for the purpose of campaigning

may disqualify the candidate.

Every contestant shall sign the undertaking that he/ she will abide by the above mentioned norms.

Any candidate, violating the Code of Conduct mentioned above, may be disqualified for the election if found guilty by the Election Officer.

SSA-7(xiii) Police Security for Academic Community

The staff members/ personnel involved in conducting the election shall be provided with Police protection to ensure that no untoward incident takes place during the election.

SSA-7(xiv) Grievance Redressal Mechanism:

In case of any grievance relating to the election, the candidates/students shall approach the Director of Students' Welfare. The Director of Students' Welfare may refer to the Registrar of the University any difference of opinion with regard to the interpretation of the composition and/ or any matter concerning the activities of the Council. The opinion of the Registrar on such reference shall be binding. However, an appeal can be made to the Vice-Chancellor against the decision of the Registrar and the Vice-Chancellor's decision shall be final and binding.

Appendices:

1. *Form-A: Form of Nomination Paper for the Election of the University Class Representative.*
2. *Form –B: Form of Nomination Paper (for election of UFR when the members on the Electoral College are three or less than three).*
3. *Form-C: Form of Nomination Paper. (for election of UFR when the members on the Electoral College are more than three).*
4. *Form-D: Form of Nomination Paper, Election of the Executive Committee of the GUSC.*
5. *Form-E: Ballot Paper.* [\[Go To Index\]](#)
6. *Form-F: Form of Communication of Result of Election of UFR to Students' Council.*
7. *Form-G: Form of Communication of Result of Election of UCR to Students' Council.*

FORM-A

Form of Nomination Paper

ELECTION OF THE UNIVERSITY CLASS REPRESENTATIVE

Name of the College/Institution: _____

1. The post applied for : University Class Representative of Department _____
Class _____ Faculty _____ College _____

2. Name of the Candidate : _____
(in capital letters) Surname Name Father's name

3. Residential Address of the candidate: _____

4. Class: _____ Department: _____ Roll No. _____ Tel.No. _____

5. Date of Birth : _____
(in figures and words): _____

6. Academic Record of the previous year: _____

a) The College/HSS/Dept. Last attended: _____

b) The class in which studied _____

c) Result of the last examination: Passed/Failed/A.T.K.T. _____

7. Name of the Proposer : _____
(in capital letters) Surname Name Father's Name

8. Class: _____ Department: _____ Roll No.: _____

Signature of the Proposer

9. Name of the Seconder : _____
(in capital letters) Surname Name Father's Name

10. Class: _____ Department: _____ Roll No.: _____

Date: _____

Signature of the Seconder

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes and code of conduct governing the election of the University Class Representatives and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the Candidate

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INSTRUCTIONS TO THE CANDIDATE

1. The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of nomination.
2. Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____

_____ was received on _____ (day), the

_____ (date) at _____ (time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____
3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

Signature of the Returning Officer

FORM-B

FORM OF NOMINATION PAPER

Name of the College/Institution/Faculty: _____

(To be used when the number of members on the Electoral College is three or less than three)

To
The Returning Officer,

Sir/Madam,

I wish to contest the election of the College/Institution/Faculty Representative on the Students' Council of the University.

My particulars are as under:

1. Name in full : _____
2. Class: _____
3. Roll No. & Division: _____
4. Date of Birth: _____
5. Residential address: _____
6. Telephone No.: _____

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Place: _____

Date: _____

Signature of the candidate.

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes, and code of conduct for the election of the University Faculty Representative and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the candidate

INSTRUCTIONS TO THE CANDIDATE

1. The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of nomination.

2. Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____
_____ was received on _____ (day), the
_____ (date) at _____ (time).

Signature of the receiver

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____
3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

Signature of the Returning Officer

FORM-C

FORM OF NOMINATION PAPER

Name of the College/Institution/Faculty: _____
Election of the Faculty Representative by the Electoral College
(To be used when the number of members on the Electoral College is more than three)
Name of the Authority of Office for which the candidate is nominated: _____

Name of the Electoral College/Faculty: _____
Name of the Candidate: _____
Class, Division & Roll No. _____
Tel. No.: _____
Date of Birth: _____
Candidate's Residential address: _____

Name of the Proposer: (in full): Shri/Smt./Kum. _____
Class, Division & Roll No. _____
Proposer's Residential address: _____

Proposer's Signature: _____
Name of the Seconder: (in full): _____
Class, Division & Roll No. _____
Seconder's Residential address: _____
Seconder's Signature: _____

DECLARATION OF THE CANDIDATE

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I hereby declare that I have read the statutes and code of conduct governing the election of the University Faculty Representatives and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the candidate

1. The nomination paper must be forwarded to the Principal/Head of the Institution/ the Director of Students' Welfare or to the Election Officer appointed for the purpose so as to reach him/ her not later than the day notified for the receipt of Nomination in respect of any particular election.

2. Nomination papers shall be in the prescribed form, and shall be dated and signed by two electors or by two members of the bodies entitled to vote and where possible shall contain the name in full, address and other details of the two signatories and the candidate nominated. No person shall be nominated unless he/she signifies his/her consent of the nomination paper. It is also not open to an elector to either propose or second his/her own candidature. A nomination paper which does not comply with all the requirements as mentioned above shall be rejected.
3. If the total strength of the electoral College is three or less than three in a College/Institution, the nomination paper shall be valid if it is duly signed by the candidate. (In such cases the requirement that the candidature should be duly proposed and seconded by the two signatories who should be the members of the electoral college will not be insisted upon). In such a case Form 'B' of the nomination paper may be used.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____
 _____ was received on _____ day, the
 _____ (date) at _____ (time).

 Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____
3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

 Signature of the Returning Officer

FORM-D

Form of Nomination Paper

ELECTION OF THE EXECUTIVE COMMITTEE OF THE STUDENTS' COUNCIL

1. The post applied for: Chairman/Secretary/Member/Lady Member. (Strike out which is not applicable).

2. Name of the Candidate : _____

3. Class: _____ Surname _____ Name _____ Father's name _____
 Division: (Part) _____

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4. Name of the Institution/ Department: _____

5. Date of Birth : _____
 (in figures and words)

6. Residential address of the candidate: _____

7. Telephone No.: _____

8. Name of the Proposer: _____
 (in capital letters) Surname _____ Name _____ Father's name _____

9. Class: _____ Division: (Part) _____

10. Name of the Institution/Department: _____

Date: _____

 Signature of the Proposer

11. Name of the Secunder : _____
 (in capital letters) Surname _____ Name _____ Father's Name _____

12. Class: _____ Division (Part): _____

13. Name of the Institution/Department: _____

Date: _____

Signature of the Seconder

DECLARATION OF THE CANDIDATE

I hereby declare that I _____ am aware of the norms governing the election of the Executive Committee of the Students' Council and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the candidate

INSTRUCTIONS TO THE CANDIDATE

1. The nomination paper must be submitted to the Returning Officer so as to reach him/ her not later than the time and day notified for the receipt of nomination.
2. A Voter/ UFR shall not propose or second the candidature of more contestants than the number of posts to be filled.
3. Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/ she signifies his/ her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected

REMARKS OF THE OFFICE

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The nomination paper of Shri/Smt./Kum/ _____
_____ was received on _____ (day), the
_____ (date) at _____ (time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____
3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

Signature of the Returning Officer

FORM-E (BALLOT PAPER)

NAME OF THE INSTITUTION: _____
FACULTY OF : _____

ELECTION FOR THE POST OF UNIVERSITY CLASS REPRESENTATIVE/ UNIVERSITY FACULTY REPRESENTATIVE

| NAME | (X) CROSS |
|------|-----------|
| | |
| | |
| | |
| | |

SEAL

FORM- F

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FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY FACULTY REPRESENTATIVE TO STUDENTS' COUNCIL

(To be communicated **WITHIN TWO DAYS** from the date of election)

To
The Director,
Directorate of Students' Welfare
& Cultural Affairs,
Goa University,
Taleigao Plateau, Goa.

Sir,

This is to inform you that Shri/ Miss _____ a bonafide student of this College/ class elected to the Students' Council of the University at the election held on _____ by the Electoral College of this Institution.

Information in respect of his/ her age, residential address etc. is given below:

NAME IN FULL : _____
(Beginning with Surname)
DATE OF BIRTH: _____ (In words): _____
RESIDENTIAL ADDRESS: _____
TELEPHONE NO.: _____

I certify that the election to the Students' Council was held in accordance with the rules and procedures laid down in the Goa University Statutes, SA.23.

SSA-7 (i) Aims and Objectives

- (a) No change.
- (b) No change.
- (c) No change.
- (d) No change.
- (e) No change.
- (f) No change.
- (g) No change.

SSA-7 (ii) Functions of Goa University Students' Council:

- (a) No Change.
- (b) No Change.
- (c) No Change.

SSA-7 (iii) Duties:

(a) **University Class Representative (UCR):** He/She will bring to the notice of the University Faculty Representative (UFR) of his/her Institution, the various issues if any, of the concerned class. He/She will hold at least two meetings in each term. The meetings shall be chaired by the UFR. In case UFR fails to attend such meetings, the UCR himself/herself shall conduct the meeting.

(b) **University Faculty Representatives (UFRs):**

(1) He/She will bring to the notice of the Executive Committee of the Students' Council the issues of the students in his/her Institution which in turn will take it to the authorities concerned.

(2) No change.

(3) No change.

(c) The President shall display the accounts of Goa University Students' Council at the end of the year. For smooth conduct of the various activities, the Executive Committee of the students' Council may appoint the Zonal Council (North and South).

SSA-7 (iv) (a) No change.

(1) No change.

(2) M.A./M.Sc./M.Com.: Parts I, II and III/ Research Students (M.Phil./Ph.D.).

(b) No change.

(c) No change.

(d) *The Director of students' Welfare shall fix and announce a date for holding election of class representatives which shall be ordinarily held within 6 to 8 weeks from the commencement of the academic year. The Principal of the College/Head of recognised institution shall make the necessary arrangements for holding the election on the notified dates.*

(e) No change.

(f) No change.

(g) No change.

(h) *If a student, by virtue of his/her being a student of more than one College /Institution/ Department, is elected as UFR from more than one College / Institution / Department, he/she shall at his/her option, to be exercised within 24 hours of the declaration of the results of the last elections, retain the membership as UFR from only one College / Institution / Department and relinquish his/her membership from the other or others. In such a case, the person who is next in order in terms of the votes polled in the Colleges/institution/Department, in respect of which the membership has been relinquished, shall ipso facto be deemed to be elected as UFR.*

(i) *In case, a student is contesting the election from more than one College / Institution / Department on the Students Council, he/she shall inform the Principal, Head of the College/institution/Department concerned, and in case of election of only such students, at the time of counting a note shall be kept of the first three candidates in the order of the number of votes polled.*

(j) No change.

(1) *Under graduate student (Non-professional colleges) shall have completed 17 years, and shall not be more than 22 years of age.*

(2) *Students of Professional Colleges(Under-Graduate and Post-Graduate) shall have completed 17 years and not more than 26 years of age.*

(3) *Post-Graduate student shall not be more than 26 years of age.*

(4) *Research students shall not be more than 30 years of age.*

He/She shall also cease to be such member if he/she fails to appear or pass at the next University Semester Examination for which he/she was enrolled when he/she became a member. A student shall also lose his/her membership of the Students' Council if he/she changes his/her faculty. If such vacancy occurs during the academic year, it shall not be filled up.

A candidate shall hold the post of office bearer in the Executive Committee of the Students' Council such as the posts of the President and Secretary, only once during his/her academic tenure at the University for undergraduate and the post-graduate programmes of study taken together. However, the candidate may serve twice as a member of the Executive Committee of the Students' Council during his/her academic tenure at the University for undergraduate and the post-graduate programmes of study taken together.

A candidate contesting the election must be a regular, full time student of the University, and shall not be a distance/proximate education/part time student.

A UFR shall not propose or second more than one candidate for one and the same post of Office Bearer (i.e. President and Secretary) on the Executive Committee of the Students' Council.

A UFR may propose/second a maximum of 7 candidates for the post of member on the Executive Committee.

(k) The name(s) of the UFRs/UCRs duly elected shall be communicated by the Principal/Head of the Institution within two days (by Post/E-mail/Fax/Hand delivery) from the date of election of the UFRs to the Director of Students' Welfare of Goa University in forms 'F' and 'G' respectively.

SSA-7(v)

(1) No change.

(2) The Director of Students' Welfare, with the approval of the Vice Chancellor shall appoint any of the Heads of the Department/Senior Teachers within the respective Faculties and at the respective places to conduct election of the UCRs within the Faculty.

(3) These UCRs for separate Faculties, within 10 days after the date of their election, shall elect one from among themselves to be a UFR, in a meeting to be convened by the Director of Students' Welfare/Head of the Institute/Teacher In-charge of the Elections of the Students Council. The result of the election shall be notified within two days from the date of election.

SSA-7(vi) - Deleted –

SSA-7(vii) Renumbered as SSA-7(vi) No change.

(1) No change.

OR

(2) No change.

OR

(3) No change.

OR

(4) A student who has past criminal record.

SSA-7 (viii) Renumbered as SSA-7 (vii)

The Director of Students' Welfare shall conduct the election for the Executive Committee of the Student's Council. The University Faculty Representatives (UFRs) shall elect from amongst themselves the President, the Secretary and seven Members of the Students' Executive Committee. Out of these nine members, at least one shall be a lady student failing which one position shall remain vacant.

SSA-7(ix) Renumbered as SSA-7 (viii) Procedure for election of UCRs, UFRs and members of the Executive Committee of the Students Council:

(a) Notification for elections: *The Director of Students' Welfare shall schedule and announce a date for holding election of UCRs which shall ordinarily be held within 6 to 8 weeks from the commencement of the academic year.*

(b) *No change.*

(c) *No change.*

(d) *No change.*

SSA-7(x) Renumbered as SSA-7 (ix)

(a) *No change.*

(b) *No change.*

(c) *On the day and during the hours notified for nomination of candidates, person/s desirous of contesting the election shall file a nomination paper using Form A, B, C and D as the case may be and present it, either in person or through a representative who shall be a bonafide voter authorised in writing on his/her behalf by him/her to the Principals of the respective Colleges or the Head of the respective Institution or the Director of Students' Welfare or their Nominees.*

(d) *At the time and place appointed for scrutiny of nomination, the intending candidates or any other person who shall be a bona fide voter duly authorised in writing by each such candidates shall alone be entitled to be present. The Principal/ Head of the Institution/Director of Students' Welfare shall allow such persons reasonable facilities to examine the nomination papers of intending candidates.*

(e) *No change.*

(1) *No change.*

(2) *No change.*

(3) *No change.*

(4) *No change.*

(f) Any candidate may withdraw his/her candidature by a notice in writing subscribed by him/her and delivered to the Principal/Head of the Institution/Director of Students' Welfare during the office hours on any working day not later than the date fixed for such withdrawals. Such a notice shall be delivered by the candidate in person. Any notice of withdrawals given after the expiry of the withdrawal date shall have no effect. No person, who has once given a notice of withdrawal of his /her candidature, shall be allowed to cancel the same.

(g) On the expiry of the period allowed for the withdrawal of candidature, the Principal /Head of the Institution/Director of Students' Welfare shall prepare under his/her signature, a list of all contesting candidates and display at such place or places as he/she may determine on the day following the date appointed for withdrawal of the candidature.

(h) *No change.*

(i) *No change.*

(j) *No change.*

(a) *No change.*

1) *No change.*

2) *No change.*

3) *No change.*

4) *No change.*

5) *No change.*

6) *No change.*

7) *No change.*

(k) *No change.*

1) *No change.*

2) *No change.*

3) *No change.*

i. *No change.*

ii. *No change.*

(l) Where an equality of votes is found to exist between any candidate and the addition of one vote would entitle any of the candidates to be declared elected, determination of the persons as to whom such an additional vote shall be deemed to have been given, shall be made by lots to be drawn in the

presence of the Returning Officer and the candidates and in such manner as the Returning Officer may determine.

(m) No change.

(n) No change.

SSA-7(xi) Renumbered as SSA-7 (x) Rules procedure and conduct of business to be followed at the meeting of the Students' Council and the Students' Executive Committee:

(a) No change.

(b) No change.

(c) No change.

(d) No change.

(e) No change.

(f) No change.

(g) No change.

(h) No change.

(i) No change.

(j) No change.

(k) No change.

(l) No change.

[\[Go To Index\]](#)

SSA-7(xii) Renumbered as SSA-7 (xi) Code of Conduct :

(a) All the candidates contesting the election for all posts shall have equal opportunity to campaign only within the premises of the University/College. Use of Public Address System shall not be permitted. Campaign shall be limited to the bona fide students of Goa University.

(b) Interference of Non-Students in any process of election is strictly prohibited. During the period of elections, no person, who is not a student on the rolls of the College/University, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organisation, violating this rule shall be subject to disciplinary proceedings. If found guilty, the person/candidate shall be punished/disqualified.

(c) Use of threats, unfair means, pressure tactics, terrorism, kidnapping, bribing, intimidating, and indulgence in communal, regional and anti-national campaign is strictly prohibited. Use of any of the above may disqualify a candidate if found guilty by the Election Officer. All candidates shall be prohibited from indulging in or abetting all activities which are considered to be "corrupt practices and offences", impersonation of voters, canvassing or the

use of propaganda within 100 metres of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

(d) The candidates are specially barred from utilising funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election. The maximum permitted expenditure per candidate shall be as decided and notified by the University from time to time. Each candidate shall, within two weeks of the declaration of the election result, submit complete and self-certified, audited accounts to the Director of Students' Welfare. The election of the candidate will be nullified in the event of any non-compliance or excessive expenditure.

(e) No change.

(f) Disfiguring of the walls/property of the University/College for the purpose of campaigning may disqualify the candidate.

(g) Every contestant shall sign an undertaking that he/she will abide by all the provisions of this Statute.

(h) No change.

(i) In addition to the above mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – "Offences Relating to Election"), shall be applicable to the elections of GUSC.

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SSA-7(xiii) Renumbered as SSA-7 (xii) Police Security for Academic Community:
No change.

SSA-7(xiv) Renumbered as SSA-7 (xiii) Grievance Redressal Mechanism:

(a) There shall be a Grievance Redressal Cell (GRC) consisting of the following members:

| | |
|--|---------------------|
| Registrar of the University | – Chairperson. |
| Coordinator, College Development Council | – Member |
| Principal of a Government College | – Member. |
| Principal of an Aided College | – Member. |
| Principal of a Law College | – Member. |
| Assistant Registrar (Legal) | – Member. |
| One male student of U.G. Course | – Member |
| One female student of P.G. Course | – Member. |
| Director of Students' Welfare | – Member Secretary. |

(b) The GRC shall be constituted by the Vice Chancellor in the beginning of each academic year, at the time of the notification of election to the GUSC.

(c) The GRC shall decide on all election related grievances of the candidates contesting the elections/students participating in the elections.

- (i) The GRC shall serve as the court of original jurisdiction and shall have powers to conduct proceedings and hearing necessary to fulfil the duties assigned to it.*
- (ii) It can prosecute violators of any aspect of the code of conduct or the rulings of the GRC.*
- (iii) It can summon the candidates/students, and request them to give testimony and produce necessary records.*
- (iv) It can inspect financial reports of any candidate to check if any code of conduct is violated.*
- (v) The members of the GRC are prohibited from filing complaints.*
- (vi) The GRC shall act on all complaints within 24 hours after they are received. It is empowered to decide either to dismiss the complaint or call a hearing.*
- (vii) The hearing shall be done at the earliest possible time.*
- (viii) In the case of hearing, the GRC shall ensure that the complaining candidates/groups are informed (in writing/e-mail) about time and place of hearing and that they are physically present for the hearing.*
- (ix) The complaining candidates may be allowed to produce not more than two witnesses.*
- (x) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.*
- (xi) The GRC shall provide reasonable time limit, fair and equal treatment to both the sides.*
- (xii) The complaining candidate/group shall bear the burden of proof.*
- (xiii) More than half of the members of the GRC present shall constitute the quorum for its meeting.*
- (xiv) Pending hearing, the GRC by majority opinion, may issue a temporary restraining order to prevent adverse effect on any individual or entity. Such an order will remain in force until a final decision is taken by the GRC. Only bona fide students shall participate in the proceedings/hearings of the GRC. They may receive counsel from bona fide students only.*
- (xv) After hearing, if found guilty/complaint is genuine, the GRC shall have the power to take appropriate decision/s including disqualification of the candidate/s.*

(d) The Vice Chancellor of the University shall be the appellate authority and his/her decision will be final and binding in all cases.

Appendices: No Change.

1. *Form-A: Form of Nomination Paper for the Election of the University Class Representative.*
2. *Form –B: Form of Nomination Paper (for election of UFR when the members on the Electoral College are three or less than three).*
3. *Form-C: Form of Nomination Paper. (for election of UFR when the members on the Electoral College are more than three).*
4. *Form-D: Form of Nomination Paper, Election of the Executive Committee of the GUSC.*
5. *Form-E: Ballot Paper.*
6. *Form-F: Form of Communication of Result of Election of UFR to Students' Council.*
7. *Form-G: Form of Communication of Result of Election of UCR to Students' Council.*

FORM-A

Form of Nomination Paper

ELECTION OF THE UNIVERSITY CLASS REPRESENTATIVE

Name of the College/Institution: _____

1. The post applied for : University Class Representative of Department _____
Class _____ Faculty _____ College _____

2. Name of the Candidate : _____
(in capital letters) Surname Name Father's name

3. Residential Address of the candidate: _____

4. Class _____ Department _____ Roll No. _____ Tel.No. _____

5. Date of Birth : (in figures and words) _____

6. Academic Record of the Previous Year: _____

a) The College/HSS/Dept. last attended: _____

b) The class in which studied _____

c) Result of the last examination: Passed/Failed/A.T.K.T. _____

7. Name of the Proposer : _____
(in capital letters) Surname Name Father's Name

8. Class _____ Department _____ Roll No. _____

Signature of the Proposer

9. Name of the Seconder : _____
(in capital letters) Surname Name Father's Name

10. Class _____ Department _____ Roll No. _____

[\[Go To Index\]](#)

Date: _____

Signature of the Seconder

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes and code of conduct governing the election of the University Class Representatives and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATE

[\[Go To Index\]](#)

1. The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of nomination.
2. Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____

_____ was received on _____

(day), the _____ (date) at _____ (time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____

3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

Signature of the Returning Officer

FORM-B

FORM OF NOMINATION PAPER

Name of the College/Institution/Faculty: _____

(To be used when the number of members on the Electoral College is three or less than three)

To
The Returning Officer,

Sir/Madam,

I wish to contest the election of the College/Institution/Faculty Representative on the Students' Council of the University.

My particulars are as under:

1. Name in full : _____
- 2.. Class: _____
3. Roll No. & Division: _____
4. Date of Birth: _____
5. Residential Address: _____
6. Telephone No.: _____

Place: _____

Date: _____

[\[Go To Index\]](#)

Signature of the Candidate.

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes and code of conduct for the election of the University Faculty Representative and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATE

1. The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of nomination.
2. Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____

_____ was received on _____

(day), the _____ (date) at _____ (time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. *The Nomination Paper is found to be valid.*

2. *The Nomination paper is invalid due to* _____

3. *The Nomination paper is withdrawn by the candidate on* _____

Date: _____

Signature of the Returning Officer

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FORM-C

FORM OF NOMINATION PAPER

Name of the College/Institution/Faculty: _____

Election of the Faculty Representative by the Electoral College

(To be used when the number of members on the Electoral College is more than three)

Name of the Authority of Office for which the candidate is nominated: _____

Name of the Electoral College/Faculty: _____

Name of the Candidate: _____

Class, Division & Roll No. _____

Tel. No.: _____

Date of Birth _____

Candidate's Residential address: _____

Name of the Proposer: (in full): Shri/Smt./Kum _____

Class, Division & Roll No. _____

Proposer's Residential address: _____

Proposer's Signature: _____

Name of the Seconder: (in full): _____

Class, Division & Roll No. _____

Seconder's Residential address: _____

Seconder's Signature: _____

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes and code of conduct Governing the election of the University Faculty Representatives and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

Signature of the Candidate

N.B.:

1. The nomination paper must be forwarded to the Principal/Head of the Institution /the Director of Students' Welfare or to the Election Officer appointed for the purpose so as to reach him/her not later than the day notified for the receipt of nomination in respect of nomination in respect of any particular election.
2. Nomination papers shall be in the prescribed form, and shall be dated and signed by two electors or by two members of the bodies entitled to vote and where possible shall contain the name in full, address and other details of the two signatories and the candidate nominated. No person shall be nominated unless he/she signifies his/her consent of the nomination paper. It is also not open to an elector to either propose or second his/her own candidature. A nomination paper which does not comply with all the requirements as mentioned above shall be rejected.
3. If the total strength of the electoral College is three or less than three in a College/Institution, the nomination paper shall be valid if it is duly signed by the candidate. (In such cases the requirement that the candidature should be duly proposed and seconded by the two signatories who should be the members of the electoral college will not be insisted upon). In such a case Form 'B' of the nomination paper may be used.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____
_____ was received on _____
(day), the _____ (date) at _____ time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____

3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

Signature of the Returning Officer

FORM-D
Form of Nomination Paper

ELECTION OF THE EXECUTIVE COMMITTEE OF THE GOA UNIVERSITY STUDENTS' COUNCIL (GUSC)

1. The post applied for: Chairman/Secretary/Member/Lady Member. (Strike out which is not applicable).

2. Name of the Candidate : _____

Surname Name Father's name

3. Class _____ Division: (Part) _____

4. Name of the Institution/Department: _____

5. Date of Birth : _____
(in figures and words) : _____

6. Residential Address of the candidate: _____

7. Telephone No.: _____

8. Name of the Proposer: _____
(In capital letters) Surname Name Father's name

9. Class _____ Division: (Part) _____

10. Name of the Institution/Department: _____

Date: _____

Signature of the Proposer

11. Name of the Seconder : _____
(in capital letters) Surname Name Father's Name

12. Class _____ Division (Part) _____

13. Name of the Institution/Department: _____

Date: _____

Signature of the Seconder

DECLARATION OF THE CANDIDATE

I hereby declare that I _____ am aware of the norms governing the election of the Executive Committee of the Students' Council and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief, I further declare that I consent to my nomination.

Date: _____

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATE

1. The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of nomination.
2. A Voter/UFR shall not propose or second the candidature of more contestants than the number of posts to be filled.
3. Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____
_____ was received on _____
(day), the _____ (date) at _____ (time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.
2. The Nomination paper is invalid due to _____

3. The Nomination paper is withdrawn by the candidate on _____

Date: _____

Signature of the Returning Officer

FORM 'E' (BALLOT PAPER)

NAME OF THE INSTITUTION: _____

FACULTY OF : _____

ELECTION FOR THE POST OF UNIVERSITY CLASS REPRESENTATIVE/UNIVERSITY FACULTY
REPRESENTATIVE

| NAME | (X) CROSS |
|------|-----------|
| | |
| | |
| | |
| | |

SEAL

FORM 'F'

FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY FACULTY REPRESENTATIVE TO STUDENTS' COUNCIL

(To be communicated WITHIN TWO DAYS from the date of election)

To
The Director,
Directorate of Students' Welfare
& Cultural Affairs,
Goa University,
Taleigao Plateau, Goa.

Sir,

This is to inform you that Shri/Miss _____
a bonafide student of this College/Class elected to the Students' Council of the University at the election held on _____ by the Electoral College of this Institution.

Information in respect of his/her age, residential address etc. Is given below:

NAME IN FULL : _____
(Beginning with Surname)

DATE OF BIRTH: _____ In Words): _____

RESIDENTIAL ADDRESS: _____

TELEPHONE No.: _____

I certify that the election to the Students' Council was held in accordance with the rules and procedures laid down in the Goa University Statutes, SA-23.

Specimen signature of the elected candidate to be taken in the presence of the Principal of the Institution.

Signature of the Head of the Institution

SEAL

FORM 'G'

FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY CLASS REPRESENTATIVE
(To be communicated WITHIN TWO DAYS from the date of election of University Faculty Representative)

NAME OF THE INSTITUTION: _____

FACULTY : _____

DATE OF HOLDING THE ELECTION: _____

| Name of the Elected Class Representative & address | Class | Particulars of the outstanding achievements in Sports/NSS/NCC Cultural activities (necessary Certificates to be attached | Whether belonging to SC/ST/OBC |
|--|-------|---|--------------------------------------|
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I certify that the election of the University Class Representative was held in accordance with the rules and procedure laid down in Goa University Statutes, SA.23.

Date: _____

Signature of the Head of the Institution

SEAL

- SSA-7** *(Effective from 23rd November, 2017) Details regarding the functions and procedure for formation of Students' Council the Goa University.*
- SSA-7 (i)** *Aims and objectives*
No change
- SSA-7(ii)** *Functions of Goa University Student's Council*
No change
- SSA-7(iii)** *Duties*
No change
- SSA-7 (iv)** (a) *No change*
(b) *No change*
(c) *No change*
(d) *The Goa University Students Council Election Committee (GUSCEC) as defined under SSA-7 (vii) shall fix and announce a date for holding election of class representatives which shall be ordinarily held within 6 to 8 weeks from the commencement of the academic year. The Principal of the College/Head of recognised institution shall make the necessary arrangements for holding the election on the notified dates.*
(e) *No change*
(f) *No change*
(g) *No change*
(h) *No change*
(i) *No change*
(j) *No change*
(k) *No change*
- SSA-7 (v)**
1. *No change*
2. *The Director of Students' Welfare, with the approval of the Vice Chancellor shall appoint any of the Heads of the Department/Senior Teachers within the respective Faculties and at the respective places to conduct election of the UCRs within the Faculty on the University Campus.*
3. *No change*
- SSA-7(vi)** *No change*

SSA-7 (vii)

- i. There shall be an Election Committee of Principals of three affiliated colleges to conduct elections to Goa University Students' Council (GUSC). This will be known as Goa University Students Council Election Committee (GUSCEC).
- ii. The Vice-Chancellor shall appoint principals of three affiliated colleges as the members of the GUSCEC. These appointments shall be ordinarily made in the month of May of the preceding academic year.
- iii. The role, responsibility and tenure of the **first three members** of GUSCEC under these statutes shall be as follows:

Responsibility

Total tenure

Principal 1 Chairperson for first election for one year

Principal 2 Chairperson for next year (2nd) election for two years

Principal 3 Chairperson for the next (3rd election) for three years

- iv. The GUSC election process shall be conducted in the college premises of the Chairperson.
- v. From the second election onwards the VC shall annually appoint one member to the GUSCEC in the place of outgoing member so that there shall be at least two principal members on the GUSCEC who have handled the elections to GUSC in the past.
- vi. The GUSCEC shall function with a majority decision whenever required, shall have appellate powers and shall be responsible to conduct the annual elections to GUSC as per the provisions of these statutes.

SSA-7(viii)

Procedure for election of UCRs, UFRs and member of the Executive Union of the Students council:

- (a) **Notification for elections:** The GUSCEC shall schedule and announce a date for holding election of UCRs which shall ordinarily be held within 6 to 8 weeks from the commencement of the academic year.
- (b) No change
- (c) The notification for the election of the members of the Executive Committee of the Goa University Students' Council shall be issued by the GUSCEC by giving at least 10 days notice. The election shall be ordinarily held within 10 days from the date of the elections of the UFRs. In this notification the programme of the filling of the nomination/ withdrawals/ scrutiny etc. will be clearly indicated.
- (d) **Place of Election:** The entire processing including voting and counting of votes for the Executive Union of the Students' Council shall be conducted on the premises of the affiliated college whose Principal is the Chairperson of the GUSCEC and whose name shall be notified by the Vice-Chancellor. It shall be binding on the said College to conduct the election process as per the provisions made in these Statutes. Ordinarily, the name of the affiliated college for this purpose shall be selected by rotation and no two consecutive elections shall be held either at the same College and/or under the same Chairperson.
- (e) The results of the elections of the UFRs and of the members of the Executive Committee of the Students' Council shall be declared within 2 days of their respective dates of elections

SSA-7 (ix)

- (a) No change
- (b) The GUSCEC shall by a notification inform the date and the places for the following stages:
 - 1 The nomination of candidates

- 2 The scrutiny of nominations.
- 3 The withdrawals of candidate
- 4 The record of votes
- 5 Counting of votes.
- 6 Declaration of results.

(c) On the day and during the hours notified for nomination of candidates, person/s desirous of contesting the election shall file a nomination paper using Form A, B, C and D as the case may be and present it in person to the Principals of the respective College or the Head of the respective Institution or their nominees/the Director of Students' Welfare or his/her Nominee in case of University campus.

(d) At the time and place appointed for scrutiny of nomination, the intending candidates shall alone be entitled to be present. The Principal/ Head of the Institution/Director of Students' Welfare shall allow such persons reasonable facilities to examine the nomination papers of intending candidates.

(e) No change

(f) No change

(g) No change

(h) The Ballot paper shall be in Form E and shall contain all the names in alphabetical order beginning with surname. If two or more candidates bear the same name and surname, they shall be distinguished by addition of their father's/ husband's name.

(i) No change

(j) No change

(k) No change

(l) No change

(m) (1) For the purpose of election of UCRs and UFRs at affiliated colleges, the respective Principals or his/her nominee shall be the Returning Officer.

(2) For the purpose of election of UCRs and UFRs on the University campus, the Director of Students Welfare or his/her nominee shall be the Returning Officer.

(n) For the purpose of elections of the Executive Committee of the Students' Council, the GUSCEC shall appoint the Returning Officer who shall conduct the process as per the provisions of SSA-7 (ix) (c) to SSA-7 (ix) (l) and communicate the results to the GUSCEC not later than 24 hours of the counting. The Returning Officer shall be a senior teacher working at the college on whose premises the elections to GUSC are being conducted and who has minimum of fifteen years of teaching experience.

SSA-7(x) Rules procedure and conduct of business to be followed at the meeting of the Students' Council and the Students' Executive Committee.

No change

SSA-7(xi) Code of Conduct:

(a) All the candidates contesting the election for all posts shall have equal opportunity to campaign only within the premises of the University/College.

Use of Public Address System shall not be permitted. Campaign shall be limited to the bona fide student voters of Goa University. Involvement of others either in

election campaign or any other election process either as individuals or as group of students or any other organization or political parties will invalidate the candidature apart from inviting appropriate legal proceedings against them.

(b) No change

(c) No change

(d) The candidates are specially barred from utilising funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election. The maximum permitted expenditure per candidate shall be as decided and notified by the University from time to time. Each candidate shall, within two weeks of the declaration of the election result, submit complete and self-certified, audited accounts to the GUSCEC. The election of the candidate will be nullified in the event of any non-compliance or excessive expenditure.

(e) No change

(f) No change

(g) No change

(h) No change

(i) No change

j) Any kind of election related grievances of the candidate/s shall be addressed only to the Grievance Redressal Cell (GRC) defined for the purpose.

k) In case of any activity like procession, marching, shouting slogans etc. barging into the offices of Principals/Chairperson or members of GUSCEC/Chairperson or members of GRC/ Registrar/ Vice-Chancellor during or after election by the candidate who has either own or lost in the election, either alone or with group of students or through any student union/organization/political parties, against the process/ election result/election authority, shall disqualify the concerned candidate from contesting in any future elections as UCR/UFR/Council member and such candidates shall be recommended for immediate discontinuation of any fellowships, free-ships, special facilities which they might be receiving till the completion of entire two, three or four year degree program in future.

SSA-7(xii) Police Security for Academic Community:

No change

SSA-7(xiv) Grievance Redressal Mechanism:

(a) There shall be two separate Grievance Redressal Cells (GRC) consisting of the following members:

i. For Election of Executive Council of GUSC

One Principal (senior) – Chairperson

Principal of a Government College – Member.

Principal of an Aided College – Member.

Principal of a Law College – Member.

Assistant Registrar (Legal) – Member.

One male student of U.G. Course – Member

One female student of P.G. Course – Member.

*Director of Students' Welfare of Goa University – Member
Vice-Principal of the College where
GUSC elections are being held- Member-Secretary.*

ii. For UCR/UFR Elections at University campus / affiliated Colleges

*Registrar (in case of University campus)/ Vice Principal of the respective college -
Chairperson*

Two senior Faculty members- Members

One male student – Member

One female student – Member

*Director DSW (in case of University campus)/ In charge of Student activities in
College-Member-Secretary*

*(b) The GRC for elections to GUSC shall be constituted by the GUSCEC and that for
the UCR/UFR elections by the Vice-chancellor (in case of University campus)
/Principal of the respective affiliated college in the month of June in each academic
year, before the notification of election to the GUSC.*

(c) No change

*(d) All the proceedings of the GRC shall be conducted in the office of the respective
Chairperson.*

*(e) The GUSCEC/ Principal of the affiliated college (Vice-Chancellor in case of the
elections on the University campus) shall be the appellate authorities respectively,
for the elections to Executive Union of the GUSC and UCR-UFR elections at the
concerned affiliated colleges and his/her decision will be final and binding in all
cases.*

Appendices:

1. No Change

2. No Change

3. No Change

4. No Change

5. No Change

6. 'To Address' has been changed according to changes in SSA-7

7. No Change

FORM 'F'

FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY
FACULTY REPRESENTATIVE TO STUDENTS' COUNCIL
(To be communicated WITHIN TWO DAYS from the date of election)

To
The Chairperson,
Goa University Students Council
Election Committee (GUSCEC)

Sir/Madam,

This is to inform you that Shri/Miss _____ a bonafide student of this College/Class elected to the Students' Council of the University at the election held on _____ by the Electoral College of this Institution.

Information in respect of his/her age, residential address etc. Is given below:

NAME IN FULL : _____
(Beginning with Surname)

DATE OF BIRTH: _____ In words: _____

RESIDENTIAL ADDRESS: _____

TELEPHONE No.: _____

I certify that the election to the Students' Council was held in accordance with the rules and procedures laid down in the Goa University Statutes, SA-23.

Specimen Signature of the
signature of the Head of the
elected Institution
candidate to be
taken in the
presence of the
Principal of the
Institution.

SEAL

SSA-7 (Effective from 27th August, 2018) Details regarding the functions and procedure for formation of the Goa University Students' Council (GUSC).

SSA-7 (i) No change

SSA-7 (ii) No change

| | |
|------------------------|--|
| SSA-7 (iii) | No change |
| SSA-7 (iv) (a) | No change |
| SSA-7 (iv) ((b) | No change |
| SSA-7 (iv)(c) | No change |
| SSA-7(iv)(d) | <i>The Director of students' Welfare shall fix and announce a date for holding election of class representatives which shall be ordinarily held within 6 to 8 weeks from the commencement of the academic year. The Principal of the College/Head of recognised institution shall make the necessary arrangements for holding the election on the notified dates.</i> |
| SSA-7 (iv)(e) | No change |
| SSA-7(iv)(f) | No change |
| SSA-7(iv)(g) | No change |
| SSA-7(iv)(h) | No change |
| SSA-7(iv)(i) | No change |
| SSA-7(iv)(j) | No change |
| SSA-7(iv)(k) | No Change |
| SSA-7 (v) (1) | No change |
| SSA-7 (v)(2) | <i>The Director of Students' Welfare, with the approval of the Vice Chancellor shall appoint any of the Heads of the Department/Senior Teachers within the respective Faculties and at the respective places to conduct election of the UCRs within the Faculty.</i> |
| SSA-7(v)(3) | No change |
| SSA-7(vi) | No change |
| SSA-7 (vii) | <i>The Director of Students' Welfare shall conduct the election for the Executive Committee of the Student's Council. The University Faculty Representatives (UFRs) shall elect from amongst themselves the President, the Secretary and seven Members of the Students' Executive Committee. Out of these nine members, at least one shall be a lady student failing which one position shall remain vacant.</i> |
| SSA-7(viii) (a) | <i>The Director of Students' Welfare shall schedule and announce a date for holding election of UCRs which shall ordinarily be held within 6 to 8 weeks from the commencement of the academic year.</i> |
| SSA-7(Viii) (b) | No Change |
| SSA-7 (viii)(c) | <i>The notification for the election of the members of the Executive Committee of the Students' Council shall be issued by the Director of Students' Welfare by giving at least 10 days notice. The election shall be ordinarily held within 10 days from the date of the elections of the</i> |

UFRs. In this notification the programme of the filling of the nomination/ withdrawals/ scrutiny etc. will be clearly indicated.

SSA-7(viii)(d)

Deleted

SSA-7(viii)(e)

The results of the elections of the UFRs and of the members of the Executive Committee of the Students' Council shall be declared within 2 days of their respective dates of elections.

SSA-7 (ix) (a)

No change

SSA-7(ix)(b)

The Director of Students' Welfare shall by a notification inform the date and the places for the following stages:

- 1. The nomination of candidates*
- 2. The scrutiny of nominations.*
- 3. The withdrawals of candidate*
- 4. The record of votes*
- 5. Counting of votes.*
- 6. Declaration of results.*

SSA-7(ix)(c)

On the day and during the hours notified for nomination of candidates, person/s desirous of contesting the election shall file a nomination paper using Form A, B, C and D as the case may be and present it, either in person or through a representative who shall be a bonafide voter authorised in writing on his/her behalf by him/her to the Principals of the respective Colleges or the Head of the respective Institution or the Director of Students' Welfare or their Nominees.

SSA-7(ix)(d)

At the time and place appointed for scrutiny of nomination, the intending candidates or any other person who shall be a bona fide voter duly authorised in writing by each such candidates shall alone be entitled to be present. The Principal/ Head of the Institution/Director of Students' Welfare shall allow such persons reasonable facilities to examine the nomination papers of intending candidates.

SSA-7(ix)(e)

No change

SSA-7(ix)(f)

No change

SSA-7(ix)(g).

No change

SSA-7(ix)(h).

No Change

| | |
|----------------------|---|
| SSA-7(ix)(i) | No change |
| SSA-7(ix)(j) | No change |
| SSA-7(ix)(k) | No change |
| SSA-7(ix)(l) | No change |
| SSA-7(ix)(m) | <i>For the purpose of election of UCRs and UFRs, the respective Principals of the College/Heads of the Institution/Director of Students' Welfare or his nominee shall be the Returning Officer</i> |
| SSA-7(ix)(n) | <i>For the purpose of elections of the Executive Committee of the Students' Council, the Director of Students' Welfare or a nominee appointed by Registrar for the purpose shall be the Returning Officer.</i> |
| SSA-7(x) | No change |
| SSA-7(xi) (a) | No change |
| SSA-7 (xi)(b) | No change |
| SSA-7(xi)(C) | No change |
| SSA-7(xi)(d) | <i>The candidates are specially barred from utilising funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election. The maximum permitted expenditure per candidate shall be as decided and notified by the University from time to time. Each candidate shall, within two weeks of the declaration of the election result, submit complete and self-certified, audited accounts to the GUSCEC. The election of the candidate will be nullified in the event of any non-compliance or excessive expenditure.</i> |
| SSA-7(e) | No change |
| SSA-7(f) | No change |
| SSA-7(g) | No change |
| SSA-7(h) | No change |
| SSA-7(i) | No change |
| SSA-7(j) | <i>Any kind of election related grievances of the candidate/s shall be addressed only to the Grievance Redressal Cell (GRC) defined for the purpose.</i> |
| SSA-7(k) | <i>In case of any activity like procession, marching, shouting slogans etc. barging into the offices of Principals/Chairperson or members of GUSCEC/Chairperson or members of GRC/ Registrar/ Vice-Chancellor during or after election by the candidate who has either own or lost in the election, either alone or with group of students or through any</i> |

student union/organization/political parties, against the process/ election result/election authority, shall disqualify the concerned candidate from contesting in any future elections as UCR/UFR/Council member and such candidates shall be recommended for immediate discontinuation of any fellowships, free-ships, special facilities which they might be receiving till the completion of entire two, three or four year degree program in future.

SSA-7(xii).

No change

SSA-7(xiv) (a)

There shall be a Grievance Redressal Cell (GRC) consisting of the following members:

*Registrar of the University – Chairperson.
Coordinator, College Development Council – Member
Principal of a Government College – Member.
Principal of an Aided College – Member.
Principal of a Law College – Member.
Assistant Registrar (Legal) – Member.
One male student of U.G. Course – Member
One female student of P.G. Course – Member.
Director of Students' Welfare – Member Secretary.*

SSA-7(xiv) (b)

The GRC shall be constituted by the Vice Chancellor in the beginning of each academic year, at the time of the notification of election to the GUSC.

SSA-7(xiv) (c)

No change

SSA-7(xiv)(d)

Deleted

SSA-7(xiv)(e)

The Vice Chancellor of the University shall be the appellate authority and his/her decision will be final and binding in all cases.

Appendices:

Appendices:

1. Form-A:

No Change

2. Form –B:

No Change

3. Form-C:

No Change

4. Form-D:

No Change

5. Form-E:

No Change

6. Form-F:

FORM 'F'
*FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY FACULTY REPRESENTATIVE TO
STUDENTS' COUNCIL (To be communicated WITHIN TWO DAYS from the date of election)*

To The Director, Directorate of Students' Welfare & Cultural Affairs, Goa University, Taleigao Plateau, Goa.

*Sir, This is to inform you that Shri/Miss _____ a bonafide student of this
College/Class elected to the Students' Council of the University at the election held on
_____ by the Electoral College of this Institution.*

Information in respect of his/her age, residential address etc. Is given below:

NAME IN FULL : _____

(Beginning with Surname)

DATE OF BIRTH: _____ In Words): _____

RESIDENTIAL ADDRESS: _____

TELEPHONE No.: _____

*I certify that the election to the Students' Council was held in accordance with the rules and procedures laid
down in the Goa University Statutes, SA-23.*

Specimen signature of the elected

candidate to be taken in the presence

of the Principal of the Institution

Signature of the

Head of the institution

SEAL

7. Form- G No Change

PART B

Statutes applicable to University

SB-1 Faculties and Departments

SB-1(1) The University shall have such Faculties as may be specified by ordinances.

SB-1(2) Every faculty shall have a Faculty Board and the members of the first Faculty Board shall be nominated by the Executive Council and shall hold Office for a period of three years.

SB-1(3) The powers and functions of a Faculty Board shall be prescribed by the Ordinances.

SB-1(4) The conduct of the meetings of the Faculty Board and the quorum required for such meetings shall be prescribed by the Ordinances.

SB-1(5)(a) Each Faculty shall consist of such Departments as may be assigned to it by the ordinances.

(b) The Executive Council on recommendation of the Academic Council shall establish or abolish any Department or Centres of Studies and also assign to them such teachers of the University as it may consider necessary.

(c) Each Department shall consist of the following members namely:-

(i) Head of the Department concerned;

(ii) honorary Professor, if any, attached to the Department;

(iii) teachers of the Department;

(iv) persons conducting research in the department; and

(v) such other persons as may be members of the department in accordance with the provisions of the ordinances.

SB-2 Selection Committee :-

(1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professors, Reader, Lecturer, Librarian and Principals of Colleges and institutions maintained by the University.

(2) The Selection Committee for appointment to the posts specified in column 1 of the Table below shall consist of the Vice-Chancellor, a nominee of the visitor and the persons specified in column 2 of the said Table and, in the case of appointment of a Professor, Reader or Lecturer in a Department where there is no Head of the Department, shall also consist of a person nominated by the Planning Board from its members.

TABLE

| (1) | (2) |
|--|---|
| Professor | (i) The Dean of the Faculty Concerned (ii) The Head of the Department/Centre concerned, if he is a Professor and not a Dean; (iii) One subject Expert to be nominated by the Vice-Chancellor; and (iv) Three persons, not in the service of the University nominated by the Executive Council out of a panel of names recommended by the Academic Council for their special knowledge or interest in the subject with which the Professor will be concerned. |
| Reader lecturer | (i) The Dean of the faculty concerned; (ii) The Head of the Department/ Centre concerned if he is not a Dean; (iii) One Subject Expert to be nominated by the Vice-Chancellor; and (iv) Two persons not in the service of the University nominated by the Executive Council out of a panel of names recommended by the Academic Council for their special knowledge or interest in the subject with which the Reader/Lecturer, will be concerned; |
| Librarian | (i) Two persons not in the service of the University, who have special knowledge of the subject of Library Science, or Library Administration, to be nominated by the Executive Council; and One person not in the service of the University nominated by the Executive Council; (ii) |
| Principals of institutions maintained by University | Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of or interest in a subject in which instruction is being provided by the College or Institution. |

Note:1) Where the appointments are being made for an interdisciplinary project, the Head of the Project shall be deemed to be the Head Department/Centre concerned.

- 2) The Expert to be nominated shall be an Expert concerned with the speciality for which the selection is being made and the Vice-Chancellor shall consult the Head of Department/Centre and the Dean of Faculty before nominating an Expert.
- 3) The Vice-Chancellor shall preside at the meetings of the Selection Committee.
- 4) The meetings of a Selection Committee shall be convened by the Vice-Chancellor or in his absence, by the Registrar.
- 5) The procedure to be followed by a Selection Committee in making recommendations shall be such as may be laid down in the Ordinances.
- 6) If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.
- 7) Appointments to temporary posts shall be made in the manner indicated below:-

- (ii) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the forgoing clauses:-

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

- (ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor.

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor.

Provided further that in case of sudden casual vacancies in teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointments.

No teacher appointed temporarily shall, if he/she is not recommended by a regular Selection Committee for appointment under these Statutes, be continued in service on such temporary employment, unless he/ she is subsequently selected by a local Selection Committee, for a temporary or permanent appointment, as the case may be.

SB-2 (Effective from 22nd November, 2000) Selection Committee

[\[Go To Index\]](#)

- 1) There shall be Selection committees for making recommendations to the Executive Council for appointment to the posts of Professors, Readers, Lecturers, Directors of Physical Education, Deputy Directors of Physical Education, Librarian, Deputy Librarian, Assistant Librarians, Registrar, Deputy Registrars, Assistant Registrars and Principal of College and institution maintained by the University.
- 2) The Selection Committee for appointment to the posts specified in Column 1 of the Table below shall consist of the persons specified in Column 2 of the said Table.

Table

| | |
|---|---|
| <p><i>Professor / Reader / Librarian /Director of Physical Education / Deputy Librarian / Deputy Director of Physical Education / Registrar / Deputy Registrar.</i></p> | <p>(i) Vice-Chancellor - Chairman; (ii) An Academician or an administrator who is the nominee of the Chancellor; (iii) Three experts in the concerned subject/ field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council; (iv) Dean of the Faculty (v) Head of the Department</p> |
| <p><i>Lecturer in University / Assistant Librarian/ Assistant Director of Physiological Education / Assistant Registrar.</i></p> | <p>(i) The Vice - Chancellor - Chairperson (ii) An Academician who is the nominee of the Chancellor; (iii) Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council; (iv) Dean of the Faculty/Head of the Department</p> |

Note: 1) where the appointments are being made for a interdisciplinary project, the Head of the Project shall be deemed to be the Head Department/Centre concerned.

- 2) The Expert to be nominated shall be an Expert concerned with the specialty for which the selection is being made and the Vice-Chancellor shall consult the Head of Department/Centre and the Dean of Faculty before nominating an Expert.
- 3) The Vice-Chancellor shall preside at the meetings of the Selection Committee.

4) *The meetings of a Selection Committee shall be convened by the Vice-Chancellor or in his absence by the Registrar.*

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5) *The procedure to be followed by a Selection Committee in making recommendations shall be such as may be laid down in the Ordinances.*

6) *If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Chancellor for final orders.*

7) *The process of selection shall involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection committee.*

8) *The quorum for the meeting of a Selection Committee shall be four, out of which at least two shall be external subject experts.*

9) *The University may utilize the seminar or colloquium as one of the inputs for the selection of Lecturer, Reader or Professor.*

10) *A representative of the SC/ST, women and Physically handicapped shall be nominated on the selection committee whenever a candidate from any of these categories appears for the interview.*

11) *Appointments to temporary posts shall be made in the manner indicated below:-*

(i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the forgoing clauses:-

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be, made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a Local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor.

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Provided that if the same person holds the offices of the Dean and the Head of the department, the Selection Committee may contain two nominees of the Vice-Chancellor.

Provided further that in case of sudden casual vacancies in teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointments.

No teacher appointed temporarily shall, if he/she is not recommended by a regular Selection Committee for appointment under these Statutes, be continued in service on such temporary employment, unless he/she is subsequently selected by a Local Selection Committee, for a temporary or permanent appointment, as the case may be.

SB-2 (Effective from 31st August, 2001) Selection Committee:

[\[Go To Index\]](#)

- (1) *There shall be Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professors, Readers, Lecturers, Directors of Physical Education, Deputy Directors of Physical Education, Librarian, Deputy Librarians, Assistant Librarians, Deputy Registrars, Deputy Finance Officer, Assistant Registrars and Principals of Colleges and Institutions maintained by the University,*
- (2) *The Selection Committee for appointment to the post specified in Column 1 of the Table below shall consist of the persons specified in Column 2 of the said Table.*

| | |
|--|--|
| <i>Professor/Reader/Librarian/Director of Physical Education/Deputy Director of Physical Education/Deputy Registrar/ Deputy Finance Officer.</i> | <i>(i) Vice-Chancellor-Chairman (ii) An Academician or an administrator who is the nominee of the Chancellor; (iii) Three Experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council; (iv) Dean of the Faculty (v) Head of the Department.</i> |
|--|--|

Note: *In the case of Deputy Registrar and Deputy Finance officer one Dean from among the members of the Executive Council shall be nominated in place of Dean of the Faculty; and Head of the Department shall be Registrar or Finance Officer as the case may be.*

| | |
|---|--|
| Lecturer in University/Assistant Librarian/ Assistant Director of Physical Education/ Assistant Registrar/ Assistant Finance Officer. | (i) Vice-Chancellor-Chairperson (ii) An Academician who is the nominee of the Chancellor; (iii) Three Experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council; (iv) Dean of the faculty; Head of the Department; |
|---|--|

Note: In the case of Assistant Registrar and Assistant Finance officer one Dean from among the members of the Executive Council shall be nominated in place of Dean of the Faculty; and Head of the Department shall be Registrar or Finance Officer as the case may be.

SB – 2 (Effective from 19th June, 2013) Appointment of Teachers and other Academic Staff in the Departments of the University:

- (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Assistant Professors, Associate Professors and Professors/ Directors Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians of Goa University and Principals of Colleges and institutions maintained by the University.
- (2) The Selection Committees for appointment to the posts specified above shall be as stipulated In Statute SA – 20.
- (3) The date of meeting of a Selection Committee shall be scheduled as to allow notice thereof being given of at least twenty (20) days to each member and to the candidates, and the particulars of each candidate shall be so sent to each member as to reach him at least seven days before the date of the meeting.
- (4) The meeting of the Selection Committee shall be convened by the Registrar.
- (5) The Vice-Chancellor shall preside over the meeting of the Selection Committee.
- (6) The Selection Committee shall interview, adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Executive Council the names arranged in order of merit of person/persons, if any, whom it recommends for appointments to the posts advertised.
- (7) Where the appointments are being made for an interdisciplinary project, the Head of the Project shall be deemed to be the Head Department/Centre concerned.
- (8) The procedure to be followed by a Selection Committee in making recommendations

shall be as laid down in Statute SA-20.

- (9) *If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Chancellor for final orders.*
- (10) *In case of appointments of Officers such as Deputy Registrar, Deputy Finance Officer, Assistant Registrar and Assistant Finance Officer, the Selection Committee shall consist of:*
- (i) The Vice-Chancellor as Chairman*
 - (ii) An Academician or an Administrator who is the nominee of the Chancellor;*
 - (iii) Three Experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council*
 - (iv) Dean nominated from among the members of the Executive Council*
 - (v) Registrar or Finance Officer as the case may be.*

(Effective from 25th June, 2014)

- (10) *In case of appointments of Officers such as Controller of Examinations, Deputy Registrar, Deputy Finance Officer, Assistant Registrar and Assistant Finance Officer, the Selection Committee shall consist of:*
- (i) The Vice-Chancellor as Chairman*
 - (ii) An Academician or an Administrator who is the nominee of the Chancellor;*
 - (iii) Three Experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council*
 - (iv) Dean nominated from among the members of the Executive Council*
 - (v) Registrar or Finance Officer as the case may be.*

(11) *The composition of Departmental Promotion Committee for all Group 'A' Administrative posts shall comprise of three members including the Vice-Chancellor, who shall be its Chairman. The other two members of the Departmental Promotion Committee shall include :*

- a) One Dean among the member of the Executive Council – Member (to be nominated by the EC)*
- b) Registrar – Member Secretary*

(Effective from 22nd November, 2017)

- (12) *In case of appointment on contract basis for a period less than a year, to the post of Assistant Registrar and equivalent, a Local Selection Committee shall consist of:*

| | |
|---|----------------------|
| <i>Registrar</i> | <i>- Chairperson</i> |
| <i>Professor/Principal to be nominated by the Vice-Chancellor</i> | <i>- Member</i> |
| <i>One Expert in the concerned subject/ field out of the list recommended by the Vice-Chancellor and approved by the Executive Council.</i> | <i>- Member</i> |

SB-3 Special mode of appointment :-

- (i) (1) Notwithstanding anything containing in Statute SB-2, the Executive Council may invite a

person of high academic distinction and professional attainments to accept a post of Professor in the University on such terms and conditions as it deems fit and on the persons agreeing to do so, appoint him/her to the post.

- (ii)(a) The Executive Council may appoint a teacher or any academic staff working in or retired from this or any other University or research organisation in India, abroad for undertaking a joint project or to work as a visiting Teacher in the University upto a maximum period of three years.
- (b) The Executive Council may appoint a teacher or any other academic staff working in or retired from this or any other University or research organisation in India or abroad to work as a Professor/Reader/ Coordinator in the University department for a specific time period. No person will be considered for such appointment if he/she is more than 65 years of age.
- (c) If need be, the Vice-Chancellor may in his discretion, appoint the Professors/Readers/Coordinators referred to in sub-clause (b) above as Head of a Teaching Department of this University.

SB – 3 (Effective from 19th June, 2013) Special mode of appointment:

- (i) *Notwithstanding anything containing in Statute SB-2, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor in the University on such terms and conditions as it deems fit and on the persons agreeing to do so, appoint him/her to the post.*
- (ii)(a) *The Executive Council may appoint a teacher or any academic staff working in or retired from this or any other University or research organization in India, abroad for undertaking a joint project or to work as a visiting Teacher in the University upto a maximum period of three years.*
- (b) *The Executive Council may appoint a teacher or any other academic staff working in or retired from this or any other University or research organization in India or abroad to work as a Professor / Associate Professor / Coordinator in the University department for a specific time period. No person will be considered for such appointment if he/she is more than 70 years of age.*
- (c) *If need be, the Vice-Chancellor may in his discretion, appoint the Professors/Associate Professors/ Coordinators referred to in sub-clause (b) above as Head of a Teaching Department of this University.*

- iii) *The condition of probations shall not apply in the case of teachers appointment by the Executive Council under the above provisions.*

SB-4 Appointment for a fixed tenure -

The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute SB-2 for a fixed tenure on such terms and conditions as it deems fit.

SB – 4 (Effective from 19th June, 2013) Appointment for temporary posts and fixed tenure:

(1) *Appointments to temporary posts shall be made in the manner indicated below:-*

- (i) *If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in Statute SB – 2.*

Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

- (ii) *If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a Local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor.*

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor.

- (iii) *In case of sudden casual vacancies in teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointments.*

- (iv) *No teacher appointed temporarily shall, if he/she is not recommended by a regular Selection Committee for appointment under these Statutes, be continued in service on such temporary employment, unless he/ she is subsequently selected by a local Selection Committee, for a temporary or permanent appointment, as the case may be.*

SB – 4 (Effective from 2nd April, 2018)

- (v) *The provisions of sub-clauses SB – 4 (1) (i) to (iv) shall be applicable for temporary appointment of Assistant Librarians.*

- (2) *The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute SB-2 for a fixed tenure on such terms and conditions as it deems fit.*

SB-5 Statute Governing Terms and conditions of Service of Teachers Appointed in the Teaching Departments/Centres/Institutes of the University.

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SB-5 1 Short Title, Scope and Commencement:

This Statute may be called statute governing terms and conditions of service of teachers appointed in the Teaching Departments/Centres/Institutes of Goa University. The terms and conditions of service of teachers shall apply to teachers appointed in a time-scale of pay. The

statute came into force with effect from 23.11.1993 the date on which the same was assented to by the Visitor. For details see schedule SSB-1.

SB – 5 (Effective from 19th June, 2013) Statute Governing Terms and conditions of Service of Teachers Appointed in the Teaching Departments/ Centres/ Institutes of the University:

SB – 5 (i) Duties of the Teachers:

(a) A Teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University.

(b) A Teacher shall engage classes regularly and punctually and impart such lessons and instructions and do such internal assessment/examination evaluation work as the Head of the Department shall allot to him from time to time and shall not remain absent from work without prior permission of the competent authority or grant of leave. No remuneration shall be payable to the teachers from internal assessment/home examinations conducted by the Department in the University.

(c) A Teacher shall help the Head of the Department to enforce and maintain discipline among the students.

(d) A Teacher shall teach the entire syllabus prescribed for the course during the prescribed working days.

(e) A Teacher shall perform co-curricular and extra-curricular work related to the University as may be assigned to him from time to time by the Vice-Chancellor or other competent authority.

(f) Head of the Department/Dean of the Faculty shall be on duty during vacation. In case the Head of the Department desires to avail of vacation/part of thereto, the University shall appoint on the recommendation of the Head of the Department a senior most teacher and failing him/her the next senior teacher in the Department to officiate as Head of the Department. In case the Dean desires to avail of the vacation, the Vice-Chancellor shall appoint an officiating Dean as provided in the Statute SA-7 their respective duties shall be prescribed by the University from time to time.

SB – 5 (ii) Code of Conduct:

The following shall be the norms governing the code of conduct for teachers:

(a) Code of Professional Ethics for the teachers shall be as per the guidelines adopted by the U.G.C. and as revised from time to time, and prescribed separately in an Ordinance.

- (b)(1) A teacher shall perform his/her academic duties and work as mentioned above in all sincerity and devotion to his/her profession.
- (2) A teacher shall enjoy the fundamental rights of freedom of thought and expression.
- (3) A teacher shall be objective, impartial and fair in assessment of a student and shall not deliberately overmark, undermark or victimize a student on any ground.
- (5) A teacher shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or for any other reason of arbitrary or personal nature.
- (6) A teacher shall strive to distinguish himself by his constant progress in advancement of his knowledge of the subject and by his original research and publications in reputed research journals etc. The University in its turn shall endeavour to provide adequate facilities for such advancements, commensurate with its financial and other resources.
- (7) A teacher shall complete the teaching of the prescribed syllabi within the prescribed period.

(c) *Discipline :*

- (1) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibilities or duties.
- (2) A teacher shall not remain absent from duty without proper sanction except in cases of emergency.
- (3) The teacher shall not incite students/teachers against other students/ teachers/ colleagues in administration provided however he/she enjoy his/her rights to express his/her opinion in seminars/ meetings and other places where students are also present.
- (4) A teacher shall desist/refrain from indulging in unscientific publications which would prove to be detrimental to the reputation and the progress of the University.
- (5) A teacher shall not conduct/participate in conducting jointly with others coaching classes directly or indirectly. He/she shall also not give any private tuition. He/she however, may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute as amended from time to time.

A teacher shall maintain and uphold his integrity of character in all spheres of his/her activities in keeping with his/her noble profession and high status in the society.

SB-5 (iii) Disciplinary Action:

A teacher is liable for disciplinary action for misconduct. Misconduct shall, include, among other things, the following :-

- (i) Breach of the terms and conditions of service laid down in the statute/service contract ;
- (ii) Violation of the Code of Conduct;
- (iii) Persistent dereliction of duties ;
- (iv) Dishonest dealings including unfair means in teaching, examinations or administration; and
- (v) Moral turpitude.

SB-5 (iv)

For disciplinary proceedings and departmental action the teachers shall be governed under the provisions of C.C.S (C.C.A) Rules, 1965, Fundamental Rules and Supplementary Rules as applicable to the employees of Government of Goa, with the following modifications:-

Whenever the terms- "President", "Government", "Central Civil Services" and "Government Servant" appear in the said Rules and Regulations, they shall be modified and read as "Chancellor of Goa University", "Goa University", "Goa University Service" and "University Teachers" respectively.

Further as per provisions of proviso to Rule 8, sub-Rule (2) of Rule 12 and Rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 appointing authority, Disciplinary authority and Appellate Authority in respect of University teachers shall be as specified in the table below.

Table

| Sl. No. | Appointing Authority | Disciplinary Authority competent to impose penalties Authority under C.C.S (C.C.A) Rule 11 | Appellate Authority |
|---------|----------------------|---|-------------------------------------|
| 1. | Executive Council | Executive Council – All penalties as laid down in Rule 11 Vice-Chancellor – Penalties as laid down in items (i) to (iv) of Rule 11 | Chancellor Executive Council |

SB-5(v) Workload of Teachers:

(a) The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure should be provided by the University. Direct teaching-learning process hours should be as follows:

Assistant Professor 16 hours
Associate Professor and Professor 14 hours

(b) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

(c) **(Effective from 6th July, 2015)** The overall workload of all full-time teachers in the University Departments shall be 40 clock hours per week. The break-up of this workload shall be as given in the Table below.

Table

| Sr. No. | Description | Number of hours per week | | |
|---------|--|--------------------------|----------------|-----------------------------------|
| | | Assistant Professors | | Associate Professors & Professors |
| | | Non-Research Guides* | Research Guide | |
| 1 | <i>Direct teaching-learning including lectures, tutorials, seminars, supervising field/laboratory work, guiding project work & dissertations</i> | 16 | 16 | 14 |
| 2 | <i>Testing/examinations</i> | 3 | 3 | 3 |
| 3 | <i>Preparation for teaching/laboratory work</i> | 12 | 7 | 7 |
| 4 | <i>Supervision of extra-curricular activities and administrative work</i> | 2 | 2 | 2 |
| 5 | <i>Own reading/studies/research</i> | 7 | 6 | 6 |
| 6 | <i>Guidance of M. Phil/Ph.D. research</i> | 0 | 6 | 8 |
| 7 | Total | 40 | 40 | 40 |

*Applies to only those who do not have recognition as research guides.

- (d) *The staffing pattern of the University Departments/ Centers shall be worked out on the basis of the above norms subject to the following:*
- i) *A Department shall ordinarily have a minimum of one Professor, two Associate Professors and three Assistant Professors as per the UGC recommended staff pattern.*
 - ii) *A lecture class shall ordinarily not have more than 60 students.*
 - iii) *A tutorial class shall ordinarily not have more than 20 students.*
 - iv) *A laboratory class shall ordinarily not have more than 15 students.*
 - v) *Each course may have about 25% of teaching time devoted to tutorials.*
 - vi) *A post-graduate lecture/tutorial shall be of one hour duration.*
 - vii) *A teacher shall ordinarily teach courses equivalent to a total of 8 credits (core and/or optional) in a semester, subject to provisions of Sr. No. 1 of the Table as provided in SB-5 (v) (c).*
 - viii) *The time table shall ordinarily be spread over 8 hours a day in a five-day week, in order to accommodate the various academic activities.*
 - ix) *All teachers in the department shall share equally in all forms of duty.*
 - x) *University teachers shall spend at least 5 hours a day in the Department, irrespective of whether or not they have direct teaching duties.*

SB – 5 (vi) Retirement benefits under Special circumstance:

(a) *Under Suspension:*

A teacher, who retires from service on attaining the age of retirement while under suspension, shall become eligible for the benefit of cash equivalent of earned leave that was at his credit on the date, of his/her retirement, if the authority competent to reinstate him/her in service holds that the suspension was wholly unjustified on conclusion of the proceedings against him/her.

(b) *Retirement before superannuation :*

A teacher who retires or is retired from service may be granted suo-motto, by the authority competent to grant leave. Cash equivalent of leave salary in respect of earned leave at his/her credit subject to maximum of 300 days and also in respect of all the half pay leave at his/her credit provided this period does not exceed the period between the date on which he/she so retires or is retired from service and the date on which he/she would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his/her service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the first 300 days, at the rate in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief/graded relief on pension shall be deducted from the salary paid for the period of half pay leave, if any, for leave which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as a one time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

Provided that if salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

Provided further that a teacher who is retired by University by giving him/her pay & allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for a period of leave excluding that period for which pay & allowances in lieu of notice have been allowed.

(c) *Resignation/Termination/Re-employment:*

(i) *Termination:*

Where the services of a teacher are terminated by notice or by payment of pay and allowance, in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he/she may be granted, suo-moto by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to a maximum of 300 days.

(ii) *Resignation :*

If a teacher resigns or quits service, he/she may be granted suo-moto by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 150 days.

SB – 5 (vii) Tenure Appointment:

The service conditions and leave rules given below shall apply to teachers when appointed on a tenure basis or for a specific period or purpose.

(1) *Temporary Appointments :*

A temporary appointment of a teacher is ordinarily one which is made against temporary post in a leave vacancy or when a permanent appointment is not made in respect of a permanent post. Such appointment shall be for a period which normally shall not exceed two years, except in special

circumstances such as research project of an academic nature, if permitted by the University. The teachers appointed on temporary basis may be considered as vacation or non-vacation staff as per the nature of work.

(2) Termination of service:

- (a) The services of a teacher whose appointments is for less than a year may be terminated at any time by the competent authority without giving any notice or without assigning any reason therefore.*
- (b) If a temporary teacher, who has served for less than a year, wishes to resign from the service he/she may do so without giving any notice.*
- (c) If the period of service of a temporary teacher is one year or exceeding one year, he/she may be relieved by the University by giving one month's notice or in lieu thereof one month's total salary i.e. pay and allowance.*
- (d) In case a temporary teacher who has put in service of one year or more wishes to leave the service, he/she shall have to give one month's notice or in lieu thereof shall have to pay one month's total salary i.e. pay and allowances.*

(3) Increment:

Service rendered in a temporary post on a time-scale of pay shall count for increment, provided that the post carries such time scale of pay.

(4) Provident Fund :

A temporary teacher shall not be entitled to subscribe to the provident fund of the University.

(5) Application for a post of examinership:

If a temporary teacher wishes to apply for a post of examinership he/she shall forward his application through the Head of Department/Vice-Chancellor.

(6) Handing over Charge:

A temporary teacher leaving service shall hand over charge of his/her post to a duly authorised person and shall return to University/Library/Department, textbooks, furniture issued to him and shall pay up in full charges due for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he/ she fails to do so, the University shall recover the amount due from such teacher on account of the above items from his/her last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate is issued by the Registrar of the University.

(7) Vacation/Vacation Salary:

A temporary teacher shall be entitled to vacation as prescribed in Statute SA-19.

(8) Other Conditions:

- (a) Temporary teachers shall be governed by the code of conduct applicable to confirmed teachers and they shall perform their duties as laid down for confirmed teachers.*
- (b) Temporary teachers shall be appointed for co-curricular and administrative work related to training programme and other curricular activities, besides teaching as assigned to confirmed teachers.*

(9) Leave:

- (a) General: No leave can be claimed as a matter of right; discretion to refuse or revoke in exceptional circumstances lies with the sanctioning authority.*

- (b) *Casual Leave: A teacher appointed on a temporary basis shall be entitled to casual leave as prescribed in these Statutes.*
- (c) *Extra-ordinary leave without pay: Extraordinary leave without pay may be granted under special circumstances as prescribed in these statutes.*

Duty Leave: Six days duty leave per academic year may be granted to a temporary teacher, for academic purpose only.

- (d) *Other kinds of leave: A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kinds of leave as laid down in these statutes after he completes one year's continuous and active service.*

SB – 5 (viii) *A teacher can get redressal of grievances as per provisions of Statute SA-35 read with C.C.S. (C.C.A.) Rules 1965 as applicable to him /her.*

SB – 5 (ix) Statute relating to the terms and conditions under which teachers in University Department may be permitted to take outside work:

- (i) *Teachers in the Department may take up consultation work with the permission of the Vice-Chancellor or a person authorized by him provided that the problem referred to the staff member concerned, falls within the purview of his/her speciality or is a closely related to his/her normal work in the Department.*
- (ii) *Normally at any time only two consultations may be permitted concurrently. Any request for an additional consultation may be examined on the merit of the case.*
- (iii) *The consultancy work should not interfere with the normal teaching/research work in the department/ University and other duties which may be assigned to the staff by the University authorities.*
- (iv) *Consultation work may be either for a specific project or a specific period.*
- (v) *Every request for the services of a member staff as consultant to an industry, business house etc. should be addressed to the Director/Head of the Department, but the industry or business house as the case may be, be given the freedom to have a particular member of the teaching staff of their choice for being appointed as consultant.*
- (vi) *The University should have no responsibility for the advice or assistance given to the party concerned, by a member of the University staff.*
- (vii) *Permission may be granted by the Head of the Department with reference to other Universities, research institutions and investigational research work undertaken on behalf of government, business or industry.*
- (viii) *Teachers should be free to accept honorary membership of Government or Semi-Government committees (such as the committees of C.S.I.R and All India Council for Technical Education) after obtaining the previous permission of the Vice-Chancellor, or a person authorised by him, records of their honorary membership accepted by each member of the staff should be kept in the Department and copies thereof forwarded to the Registrar for information of the Executive Council on 31st March, every year.*
- (ix) *In the case of research, development and other technical work to be carried out in the Department, the work should be done on a purely departmental basis and teacher not be entitled to claim any share in the payment, if any received by the University for such work.*
- (x) *With regard to work to be carried out outside the Department, such as consultation work the teacher applying for such permission should state clearly the nature of work, the terms offered and the time involved.*

- (xi) *A yearly report of the consultation work undertaken by the Heads of the Departments and Teachers should be submitted to the Vice-Chancellor on 31st March every year.*
- (xii) *All honoraria received for consultation work shall be shared between the University and the Consultant on the basis of 1/3 and 2/3.*
- (xiii) *Total amount received by a teacher after deducting the University's share in any one year as (1) honoraria for consultation work, (2) honoraria for expert advice or opinion, industrial training during vacation etc and (3) the sitting fees for attending meeting of the Board of Directors of companies in the public sector or private sector taken together should not exceed Rs. 50,000/- provided, however, that the Executive Council may grant permission to a teacher to accept an amount in excess of Rs.50,000/- per annum on the merit of the case and in such terms and conditions as the Executive Council may lay down.*
- (xiv) *Every request for permission to carry out work whether of an academic nature or otherwise, wherever such permission is required to be obtained in accordance with the forgoing rules, should be accompanied by a statement of work which the teacher concerned has on at the time of his/her making such application, together with full information about the approximate time he/she would have to devote to such work if the permission asked for is granted.*
- (xv) *In the case of remuneration received in respect of examination work, contribution of abstracts or review articles to technical journals, royalties from books and monographs, committee work, invited lectures, etc the teacher concerned may be permitted to retain the entire amount.*
- (xvi) *Sitting fees for attending meeting of the Board of Directors of companies of Public or Private Sector may be permitted to be retained by a teacher in full subject to the condition that the total amount received by the teacher after deducting University's share in any one year as (i) honoraria for consultation work (ii) honoraria for expert advise or opinion, industrial training during vacation etc. and (iii) the sitting fees for attending meeting of Board of Directors of companies in the Public or Private Sector taken together does not exceed Rs.50,000/-*
- (xvii) *Honorarium received by a teacher in respect of assignments like expert advise or opinion, industrial training during vacation etc. may be permitted to be retained by a teacher in full, provided that the total amount of remuneration for such works does not exceed Rs.6,000/- per annum, subject to the condition that the total amount received by a teacher after deducting University's share in any one year as (i) honoraria for consultation work, (ii) honoraria for expert advice or opinion, industrial training during vacation etc, and (iii) the sitting fees received by him/her for attending meetings of Boards of Directors of companies in the Public or Private Sector taken together does not exceed Rs. 50,000/-.*
- (xviii) *The share of honorarium received by the University may be credited to a separate Reserved Fund which may be utilised in accordance with the rules framed by the Executive Council in that behalf.*
- (xix) *In the case of academic work on project such as PL 480 CSIR,ICAR, ICMR, Atomic Energy Commission and other of similar nature, which are accepted from outside bodies by the Department for investigation, from time to time, all allocation of funds provided as remuneration to the Investigator may be credited to the above Fund.*

SB – 5 (ix) (Effective from 25th February, 2014) – Repealed

SB – 5 (x) *For service matters not covered by these Statutes, the University shall follow the general rules governing the Government servants namely the Central Civil Services Rules as amended from time to time.*

SB-6 Recognised teachers -

- (1) The qualifications of recognised teachers shall be such as may be prescribed by the Ordinances.
- (2) The manner of recognising teachers and withdrawal of such recognition shall be prescribed by the Ordinances.
- (3) The period of recognition of a teacher shall be determined by the Ordinances.

SB-7 Statute relating to Goa University Employees Medical Attendance and Reimbursement Rules.

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The Central Civil Services (Medical Attendance) Rules as amended from time to time as applicable to the employees of Government of Goa shall be applicable to the permanent/probationary teaching as well as non-teaching employees of the Goa University.

SB-8 The Central Civil Service conditions (Pay and Allowances, CCS Leave Rules 1972, CCS Conduct Rules, CCS - Classification, Control and Appeal Rules, FR, SR, GPF Rules, Pension Rules, CCS Regulation, Duties and Responsibilities and other such Rules) Rules as amended from time to time and as made applicable to the employees of Government of Goa shall be applicable to the Non-Teaching Employees of the Goa University.

The above Rules and Regulations shall be applicable to the Non-Teaching Employees of Goa University with the following modifications :

Wherever the terms - "President", "Government", "Central Civil Services", and "Government Servant", appear in the said Rules and Regulations, they shall be modified and read as "Visitor of Goa University", "Goa University", "Goa University Service", and "University Employee" respectively.

Further as per provisions of proviso to Rule 8, Sub-Rule (2) of Rule 9, Sub-Rule (2) of Rule 12 and Rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the posts, the appointing authority, Disciplinary Authority, Appellate Authority are specified in the table below. The Disciplinary Authority will have all powers laid down in rule 11 of CCS (CCA) Rules 1965.

TABLE

| Sr. No. | Posts | Appointing Authority | Disciplinary Authority Competent to impose penalties under Rule 11. | Appellate Authority |
|---------|---|----------------------|---|---------------------|
| 1. | Registrar | Visitor | Executive Council | Visitor |
| 2. | Finance Officer | Visitor | Executive Council | Visitor |
| 3. | Other Officers corresponding to Grade A as classified by Goa Government in respect of their employees from time to time. Present Scale of pay: Rs. 3700 - 5700 Rs. 3700 - 5000 Rs. 3000 - 5000 Rs. 3000 - 4500 Rs. 2200 – 4000 | Vice-Chancellor | Vice-Chancellor | Executive Council |
| 4. | Corresponding to Grade B as classified by Goa Government in respect of their employees from time-to- time. Present Scale of Pay; Rs. 2000 - 3500 Rs. 2000 - 3200 Rs. 1640 – 2900 | Vice-Chancellors | Vice-Chancellor | Executive Council |
| 5. | Other employees corresponding to Grade 'C' as classified by Goa Government in respect of their employees from time to time. Present pay or scale of pay with a maximum of over Rs.1150 but less than Rs.2900. | Vice- Chancellor | Vice-Chancellor | Executive Council |

| | | | | |
|----|--|-----------|-----------|-----------------|
| 6. | All Other employees corresponding to Grade 'D' as classified by Goa Government in respect of their employees from time to time. Present pay or scale of pay the maximum of which is Rs. 1150 or less. | Registrar | Registrar | Vice-Chancellor |
|----|--|-----------|-----------|-----------------|

SB-8 (Effective from 22nd November 2000) *The Central Civil Service conditions (Pay and Allowances, CCS Leave Rules 1972, CCS Conduct Rules, CCS-Classification, Control and Appeal Rules, FR, SR, GPF Rules, Pension Rules, CCS Regulations, Duties and Responsibilities and other such Rules) Rules as amended from time to time and as made applicable to the employees of Government of Goa shall be applicable to the Non-Teaching employees of the Goa University.*

The above Rules and Regulations shall be applicable to the Non-Teaching Employees of Goa University with the following modification:

Wherever the terms - "President", "Government", "Central Civil Services", and "Government Servant" appear in the said Rules and Regulations, they shall, be modified and read as "Chancellor of Goa University", "Goa University". Goa University Service", and "University Employees" respectively.

Further as per provisions of proviso to Rule 8, Sub-Rule (2) of Rule 9, Sub-Rule (2) of Rule 12 and Rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the posts, the appointing authority, Disciplinary Authority, Appellate Authority are specified in the table below. The Disciplinary Authority will have all powers laid down in rule 11 of CCS (CCA) Rules 1965.

Table

| Sr.No. Posts | Appointing Authority | Disciplinary Authority Competent to impose Penalties under Rule 11 | Appellate Authority |
|---|----------------------|--|---------------------|
| 1. Registrar | Chancellor | Executive Council | Chancellor |
| 2. Finance Officer | Chancellor | Executive Council | Chancellor |
| 3. Other Officers Corresponding to Grade A. As classified by Goa Govt. in respect of their employees from time to time Present scale of Pay : Rs. 12000 -18300 Rs. 12000 -18000 Rs. 10000-15200 Rs. 10000 -15200 Rs. 8000 - 13500 | Vice-Chancellor | Vice-Chancellor | Executive Council |
| 4. Corresponding to grade B. As classified by Goa Govt. in respect of their employees from time to time Present scale of Pay : Rs. 6500 -10500 Rs. 6500 - 9000 Rs. 5500 - 9000 | Vice-Chancellor | Vice-Chancellor | Executive Council |
| 5. Other employees Corresponding to Grade C. As classified by Goa Government in respect of their employees from time to time. Present scale of pay: With maximum of over Rs. 3050/- but less than Rs.4590/-. | Vice-Chancellor | Vice-Chancellor | Executive Council |
| 6. All other employees corresponding to Grade D. As classified by Goa Government in respect of their employees from time to time. Present scale of pay: With maximum of which is Rs. 3050/- or Less. | Registrar | Registrar | Vice-Chancellor |

SB-9 The pension and Gratuity Rules, C.P.F. and G.P.F. Rules as applicable to the employees of Govt. of Goa shall be applicable to the Teaching as well as non-teaching staff of Goa University as per Order No.De/ PLG/271/COI/16/42 and dated 21.6.1990. However, those employees of Goa University who had specifically opted out of the above schemes, they will be governed by old contributory Provident Fund-cum-gratuity scheme as contained in earlier statute 50, as transcribed in schedule SSB-2.

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SB-9 (Effective from 6th November, 2006)

1. *The pension and Gratuity Rules, C.P.F. and G.P.F. Rules as applicable to the employees of Govt. of Goa shall be applicable to the Teaching as well as non-teaching staff of Goa University as per Order No. De/ PLG/271/COI/16/429 and dated 21.6.1990. However, those employees of Goa University who had specifically opted out of the above schemes, they will be governed by old contributory provident fund-cum-gratuity Scheme as contained in earlier Statute 50, as transcribed in Schedule SSB-2.*
2. *For those recruited, teaching as well as non-teaching staff on or after 05.08.2005, the New Restructured Defined Contribution Pension System circulated by the State Government by Notification No. 12/4/2004/Fin(R&C) dtd. 5.8.2005 shall be made applicable.*

SB-10 Statute relating to the Departmental Council of each Department.

- (i) There shall be a Departmental Council for each Teaching Department of the University.
- (ii) The Head of the Department concerned shall be the Chairman of the Departmental Council.
- (iii) The constitution of the Departmental Council, the rules of business of the Council and its powers and function shall be prescribed by the Ordinances.

SB-11 Statute relating to the Grievance Committee

- (i) There shall be a Grievance Committee to attend to the grievances of the students relating to the post-graduate examination of the University.
- (ii) The Chairman of the Grievance Committee shall be nominated by the Vice-Chancellor from among the members of the University Teaching Staff.
- (iii) The Constitution of the Grievance Committee, the rules of business of the Grievance Committee and its powers and functions shall be prescribed by the Ordinances.

SB-12 Statutes relating to the acceptance of endowments for institution of fellowships, scholarships, medals, prizes and other awards and also institution of research chairs.

SB-12 (i) General

Subject to the conditions prescribed hereunder and as may be amended from time to time, the University may accept endowment funds for the purposes of instituting the following awards;

- i) Scholarships
- ii) Prizes
- iii) Medals
- iv) Fellowships
- v) Research Studentships
- vi) Memorial Lecture Series

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- vii) Publication of Books
- viii) Research Chairs
- ix) Visiting Professors and Scientists from abroad
- x) Any other award for the encouragement of higher education

SB-12 (ii) Conditions for acceptance of endowments:

- (1) All offers of bequests, donations and endowments, the management of which is to be vested in the University shall be accepted on the condition that the donor clearly specifies to the satisfaction of the Executive Council of the University, the terms and conditions of the award, the purpose for which and the manner in which the annual income on or realisation from the endowment fund is to be utilised.
- (2) No endowment shall be accepted by the University the benefits of which are sought to be restricted to any caste, creed or community. Provided that this condition shall not apply in the case of an award meant for students belonging to the scheduled castes or the scheduled tribes.
- (3) The investments management and dispensation of an endowment fund shall be at the discretion of the University provided that the dispensation so decided does not conflict with the conditions laid down by the donors giving endowment.
- (4) Once an endowment has been finally accepted by the University it shall be the responsibility of the University to administer the endowment fund according to the terms and conditions attached to it, and the donor shall cease to have any interest in its administration thereafter.

SB-12 (iii) Classification and Utilisation of endowments funds :

All endowment funds except those for publication of a specific book or grant of visiting professorship, scientists will ordinarily be invested in Government Securities/Scheduled Banks and the annual income accruing there from shall be utilised in the following manner:

- (1) 5% of the annual income will be credited to the General Fund of the University to make up for the expenditure on administering the endowment;
- (2) 20% of the annual income will be added to the corpus of the endowment fund so as to ensure a gradual rise in the endowment fund and thereby make up to the extent possible, for depletion in the real worth of the annual award due to the fall in the value of money over the years;
- (3) The remaining 75% of the annual income or realisation from the endowment fund will be used as per the terms and conditions attached to the endowment by dc [\[Go To Index\]](#)

So far as the endowments for publication of any specific book or grant of a visiting professorship and for visits of scientists from abroad is concerned the endowment funds will

be kept in a scheduled bank, and will be used for the said specific purpose after deducting a sum not exceeding 5% of the expected annual income (by way of bank interest) on the said fund to make up the expenditure on administering the endowment.

SB-12 (iv) Minimum value of endowment:

Minimum value of the endowments shall be as decided by the Executive Council from time to time. Currently, the minimum value of Endowments are as follows

| Sr No | Name of the Endowment | Amount (Rs) |
|-------|--|-------------|
| 1 | Endowment for award of Scholarships, Prizes & Medals | 15000.00 |
| 2 | Endowment for publication of a book | 50000.00 |
| 3 | Endowment for instituting an annual memorial lecture series | 100000.00 |
| 4 | Endowment for award of Fellowships and Research | 200000.00 |
| 5 | Endowment for instituting a research chair in any one subject | 2000000.00 |
| 6 | Endowment for grant of a professorship or visiting scientists from abroad. | 150000.00 |

SB-12(iv) (Effective from 2/8/2013) Minimum value of endowment:

- a) *The minimum value of endowments shall be decided by the Executive Council from time to time and communicated through notification by the University accordingly.*
- b) *The University may accept Gold Medals donated/provided directly by the donors annually.*

SB-12 (v) Eligibility for grant of award :

- (1) No student will be eligible for award of a prize, medal or scholarship unless he/she presents himself/ herself for the examination to which the award related not more than two years after the expiry of the minimum period prescribed by the regulations governing that examination. The computation of the period of two years for this purpose shall begin from the date of passing of the preceding lower examination which qualifies the candidate to enter on the courses for the said higher examination. [\[Go To Index\]](#)
- (2) No student will be eligible for award of any prize, medal, fellowships, scholarships or

Studentships under these rules unless he/she has passed the graduate or the post graduate examination of this University as the case may be Provided however, that if a donor so prescribes an award of a fellowship or research studentship may be granted also to the students who have passed the post-graduate degree of any other University but is registered with this University for a research programme leading to a Ph.D. or any other higher degree.

- (3) No candidate shall be eligible for award of any prize, medal, scholarship, fellowships or research Studentships under these rules unless he/has secured a minimum of 55% of the aggregate marks at the examination to which such an award relates. If in any year this condition is not fulfilled the amount of the award will be added to the corpus of the endowment fund.
- (4) No student who is appearing more than once for the examination to which any award related will be eligible for grant of the said award.
- (5) In the case of a tie, the amount of the award shall be equally divided between the persons who are bracketed in the tie.

SB-12 (v) (Effective from 7th April 2004) Eligibility for Grant of Award :

- (1) *No student shall be eligible for award of a prize, medal or scholarship unless he/she passes all the examinations leading to the said degree in first attempts securing a minimum of 60 %. Attempt for this purpose shall mean appearance in examination.*
- (2) *To be deleted.*
- (3) *To be deleted.*
- (4) *Nil.*
- (5) *No Change.*

SB-12(v) (Effective from 7th December, 2007)

- (1) *Deleted*

SB-12(v) (Effective from 7th December, 2007)

- (5) *Deleted*

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SB-12 (vi) Gold Medal:

- (1) If the price of the Gold Medal is so increased in any particular year that 75% of the income from the endowment fund is not sufficient to purchase the Gold Medal, it shall be open to the University authorities to offer a 14 carat gold medal in that year. Provided, however, that the available income is sufficient to cover the cost of a 14 carat gold medal. If the available award money is insufficient even to purchase a 14 carat gold medal, it will be open to the University authorities to award a gold plated silver medal, unless the donor has agreed to award a cash prize instead of a gold medal.

SB-12 (vii) Memorial Lecture Series:

The income from this endowments will be used not only for meeting the administrative expenditure of arranging the lectures but also for publishing the lectures if the same are of high calibre.

SB-12 (viii) Fellowship and Research Studentship

Ordinarily the Fellowship or the Research Assistantship will be granted for a period of two years in equal monthly installments. (For example, if 75% of the annual return on an endowment of Rs. 1.00 lakh comes to say, Rs.7250, the value of the money Fellowship or Studentship will be Rs. 7500/24 or Rs.312.50).

SB-12 (ix) Research Chair:

The term Research Chair used in these Statutes implies appointment of a Professor who has a high academic and scholastic standing in that particular subject. The left over part of the annual income from the endowments fund after meeting the expenditure on salary of the professor will be used for acquiring the books, stationery, furniture, equipments etc; necessary for conducting research in that subject and/or for appointment of Research Fellows or Research Assistants to assist the professor in his research work.

SB-12 (x) Visiting Professorship

The funds endowed for this purpose will be used for inviting eminent professors or scientists working abroad either Indians settled abroad or foreigners, to visit this University for a period not exceeding three months. The travel expenses of the said professor and his maintenance expenditure in Goa for a period upto three months will be covered from the endowment fund.

SB-12 (xi) Appeal

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An appeal relating to the administering of an endowment will lie with the Vice-Chancellor or his nominee, but his decisions in the appeal will need to be approved by the Executive Council by a majority vote. The Executive Council will have powers to revise or modify the decision of the Vice-Chancellor or his nominee in this respect.

SB-13 Maintenance of discipline among students of the University

- (i) All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.
- (ii) The Vice-Chancellor may delegate all or any of his powers as he deems proper to the Registrar and to such other officers as he may specify in this behalf.
- (iii) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in the exercise of his powers, by order, direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course or courses of study in a college, institution or Department of the University for a stated period or be punished with fine for an amount to be specified in the order or be debarred from taking an examination or examinations conducted by the University, college, institution or a Department for one or more years, or that the results of the student or students concerned in the examination or examinations in which he/she or they have appeared be withheld or cancelled.
- (iv) The principals of Colleges, institutions, Heads of Special Centres, Deans of Faculties and Head of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective college, institutions, special centres, faculties and teaching departments in the University as may be necessary for the proper conduct of such colleges, institutions, special centres, faculties and teaching in the departments.
- (v) Without prejudice to the powers of the Vice-Chancellor, the Principals and other persons specified in clause (iv), detailed rules of discipline and proper conduct shall be made by the University. The Principals of colleges, institutions, Heads of special centres, and head of teaching departments in the University may also make such supplementary rules as they deem necessary for the aforesaid purposes. Every student shall be supplied with a copy of the rules made by the University and a copy of the supplementary rules shall be supplied to the students concerned.

- (vi) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

SB-14 (Effective from 1st April, 2004) New Statute relating to the appointment of Internal Auditor/s (Under Section 5(23) read with Statute SA-13(vii)(6)).

SB-14.1 *The Executive Council shall appoint Internal Auditor/s to Audit the accounts of the University concurrently/continuously, assist in preparation of financial accounts, authenticate accounts, issue various audit/ utilization certificates and such other functions that may be described from time to time.*

SB-14.2 *The Internal Auditor/s shall audit the receipts/ income such as tuition-admission-affiliation and other fees, and such one-time receipts during the months of August and December of the Financial Year. The Auditor/s shall scrutinize 10% random other fee receipts such as examinations fees, hostel fees, guest house charges, licence fees etc. The Auditor shall scrutinize 20% random revenue expenditure/payments.*

SB-14.3 *The Auditor/s shall verify rules and regulations pertaining to capital expenditure and audit all purchases of furniture, fixtures and equipments.*

Note: The Auditor/s shall verify all supporting documents regarding purchases, financial limits, powers of sanctioning authorities, rules and regulations of State/ Funding Agencies etc. governing expenditure etc.

SB-14.4 *The Internal Auditor/s shall verify salary fixation, increments and promotion of both teaching and non teaching staff vis-à-vis the resolutions of the Executive Council in that regard.*

SB-14.5 *The Internal Auditor/s shall audit accounts of all funded/sponsored research/non-research/consultancy projects and issue necessary audit utilization certificates.*

SB-14.6 *The Internal Auditor/s shall furnish audit certificates whenever necessary in respect of plan and non-plan grants.*

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SB-14.7 *The Internal Auditor/s shall submit monthly report to the Vice-Chancellor with recommendations and suggestions as the case may be.*

SB-14.8 *The Internal Auditor/s shall be available to the University on days and time as mutually agreed upon.*

SB-14.9 *The University shall invite applications from Chartered Accountants/ Chartered Accountant Firms through the Goa Branch of Institute of Chartered Accountants and by newspaper advertisement. A Committee consisting of the Vice Chancellor, nominee of the Executive Council and an expert in Finance/ Accounts shall after interview, prepare a panel in order of merit for consideration and approval of the Executive Council.*

SB-14.10 *The appointment of Internal Auditor/s shall be for a period of one year and renewable twice for up to a total period not exceeding three years.*

SB-14.11 *The remuneration for the Internal Auditor/s shall be as fixed by the Executive Council from time to time.*

SB-14.11(Effective from 24th/25th May, 2006) *The remuneration for the internal auditor/s shall be as fixed by the Government at Rs. 50,000/- per annum.*

Schedule SSB – 1

SSB-1 Terms and Conditions of service of University Teachers appointed in the Department/Centres/ Institutions of the Goa University.

SSB-1(i)(a) All the teachers of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as specified in the Statutes, the Ordinances and the Regulations of the University.

(b) Pay-scale, qualifications, cadre advancement, appraisal of performance of the teachers appointed in the Goa University shall be as prescribed by the Govt. of Goa and as recommended by the Goa University in consonance with the guidelines provided by the University Grants Commission from time to time.

(c) Every teacher of the University shall be appointed on a written contract, in the prescribed form B -1 or B - 2 as the case may be. A copy of the contract shall be deposited with the Registrar.

SSB-1 (ii) Mode of Appointment :

University teachers shall be appointed under Statute SB-2 on the recommendation of appropriate selection committee. They will be appointed by the Executive Council to the post of Professor, Reader and Lecturer. The composition of the Selection Committee shall be as specified in the Statute SB-2(ii) and as amended from time to time.

(iii) Special Mode of Appointment under Statute SB-3

- (1) Notwithstanding anything contained in Statute SB-2, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor in the University on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.
- (2)(a) The Executive Council may appoint a teacher or any academic staff working in or retired from this or any other University or research organisation in India or abroad for undertaking a joint project or to work as a visiting teacher in the University upto a maximum period of three years.
- (b) The Executive Council may appoint a teacher or any other academic staff working in or retired from this or any other University or research organisation in India or abroad to work as Professor/Reader/ Coordinator in this University department for a specified time. No person shall be considered for such appointment if he/she is more than 65 years of age.

SSB-1 (iv) Appointment for a fixed tenure under Statute SB-4

The Executive Council may appoint a teacher for a fixed tenure as per the provisions of the SB-4. A teacher appointed under SB-4 shall be governed by the terms and conditions of a written contract in the form B-2 given in Appendix 'B'.

SSB-1 (v) Probation and Confirmation

- (a) A teacher shall, subject to the procedure prescribed for selection and appointment, be appointed on probation for a period not exceeding twenty-four months from the date he/she joins the duties. In no case the total period of probation shall exceed twenty-four months. The Executive Council, however, shall have a right to assess the suitability of a teacher for confirmation even before the expiry of this period but not earlier than nine months from the date of his/her appointment. The Executive Council may for reasons to be recorded in writing waive the conditions of probation.
- (b) A teacher appointed on probation shall, ordinarily be confirmed only after he/she has completed the appropriate short term orientation programme and his/her performance appraisal reports are found satisfactory.
- (c) The Vice-Chancellor shall maintain assessment report of a teacher on probation in the form B-3 prescribed for this purpose in Appendix 'B'. The assessment report (s) shall be sent to the Executive Council atleast two months before the expiry of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him/her. The decision of the Executive Council shall be conveyed to the teacher in writing not later than 30 days before the expiry of the probation.

- (d) During the period of probation a teacher may apply through the University any number of times for alternative employment, unless withholding is considered justified in public interest. However, upon confirmation he/ she shall not apply for alternative employment for more than four times in an academic year, unless there are compelling grounds of public interest to withhold them. The application shall have to be sent through proper channel.

Note : The condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of the Statute SB-3.

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SSB-1 (vi) Service Book

A Service Book shall be maintained by the Registrar in respect of each teacher. The teacher shall have the right to access to his/her service book. Any remarks pertaining to the duties/service of a teacher shall be shown to him/her and signature to that effect shall be taken.

SSB-1 (vii) Increment

- (1) A yearly increment shall be drawn as a matter of routine, unless it is withheld / postponed by the Executive Council on the recommendation of the Vice-Chancellor for a valid reason after the teacher has been given an opportunity to make his/her written representation.
- (2) Service as laid-down in the following clauses shall count for increments in the time-scale of pay :
 - (a) All duty in a post on a time-scale of pay shall be counted for increment in that time-scale of pay provided that service rendered in a post carrying lower time-scale of pay shall not count for increment in the time scale of pay of a higher post.
 - (b) Leave shall count for increment in the time-scale of pay of the post in which the teacher has been confirmed. If, however, the teacher, on extra-ordinary leave without pay, fails to join his/her duty on the due date, he/she shall not be entitled to the increment.
 - (c) Should a teacher while holding one post be appointed to officiate in a higher post, his/her officiating or temporary service in the higher post shall, if he/she is reverted to the original post, count for increments in the time-scale of pay applicable to such post.

- (d) Should a teacher while holding one post be deputed / appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he/she is re-appointed to the higher post in a substantive capacity, count for increments in the time-scale of pay applicable to such post.
- (e) Service rendered in a post on a time-scale of pay during the period of probation shall count as service towards increment(s).
- (f) Service rendered on a temporary post shall count for increment, provided that the post is on a prescribed time-scale of pay.
- (g) Whenever a teacher who is allowed to keep a lien reverts back to his original post, the period of lien shall count for increment(s).

SSB-1 (viii) Seniority of Teachers :

Seniority of teachers in the University shall be determined as under :

- (a) Seniority of teachers in the University Department/Centre/Institute in a cadre in which the appointments are made shall be determined on the basis of date of joining the University. For this purpose, Professors, Readers, Lecturers (Selection Grade), Lecturers (Senior Scale), Lecturers (Junior Scale) will each form a separate cadre.
- (b) Whenever two or more teachers are selected at the same interview and for the same subject and they join the University on the same date the inter-se-seniority will be determined on the basis of the order of merit accorded to the said teachers at the time of selection by the Selection Committee.
- (c) Inter-cadre seniority wherever necessary shall be worked in relation to the date of joining of persons belonging to the same cadre. If however, teachers are selected at different interviews and for different subjects and join on the same date the seniority shall be determined on the basis of their age. The older will be senior.
- (d) If a teacher accepts appointments in some other University or college or an academic institution keeping his/her lien on the original post, period of service put in by him/her in his/her new post shall be counted for the purpose of seniority as the period of continued service in the University till the date his/her lien is terminated.

SSB-1(viii) (Effective from 10th January 2009) Seniority of Teachers:

Seniority of the teachers in the University shall be determined as under-

- a) *Seniority of teachers in the University department/Centre/Institute in a cadre in which the appointments/promotion are made shall be determined on the basis of date of joining/promotion in the University. For this purpose Professors, Professors (Promotion), Readers, Readers (Promotion), Lecturers (Selection Grade), Lecturers (Senior Scale), Lecturers (Junior Scale) will each form a separate cadre.*

- a) *No Change.*
- b) *No Change.*
- c) *No Change*

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SSB-1 (ix) Vacation:

Teachers shall be expected to utilise their vacation to update their knowledge, to participate in curricular, extra-curricular, extra-mural or extension activities and work for the University if needed.

- (1) The calendar for an academic year including vacation shall be fixed by the University from time to time. The University will have a vacation of 78 days in an academic year. All teachers are entitled to vacation in an academic year, provided, however, they shall make themselves available for University duty as and when their services are required.
- (2) If the University requisitions the services of any teacher during vacation for any work, he/she shall be entitled to earned leave equal to one-third of number of days on which he/she works during the vacation/vacations subject to a maximum of 26 days in an academic year, provided however, earned leave cannot be accumulated for more than 240 days. Further, he/she is required to come back from outstation for such duties, he/she be paid T.A./D.A. as per University rules, unless he /she is recalled to finish the work assigned to him/her.
- (3) Ordinarily, the Head of the Department is required to be in station during vacation. If he/she does so he/she will be entitled to earned leave as specified above. In case he/she avails of the vacation, the seniormost teachers in the Department and failing him/her, the next senior teacher shall be recommended by the Head of the Department to the Vice-Chancellor for being appointed as Officiating Head, provided, however, in the event the Head of the Department avails of vacation for a period not more than two weeks, the Officiating Head shall only look after day- to- day work of the Department.

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SSB-1(ix) (Effective from 22nd November, 2000) Vacation

Teachers shall be expected to utilize their vacation to update their knowledge, to participate in curricular, extra-curricular, extra-mural or extension activities and work for the University if needed.

- (1) *The Calendar for an academic year including vacation shall be fixed by the University from time to time. The University will have a vacation of 8 weeks in an academic year. All*

teachers are entitled for vacation in an academic year, provided, however, they shall make themselves available for University duty as and when their services are required.

- (2) *If the University requisitions the services of any teacher during vacation for any work, he/she shall, be entitled to equal to one-third of number of days on which he/she works during the vacation/vacations subject to a maximum of 26 days in an academic year, provided however, earned leave cannot be accumulated for more than 300 days. Further, he/she is required to come back from outstation for such duties, he/she be paid TA/DA as per University rules, unless he/she is recalled to finish the work assigned to him/her.*
- (3) *Ordinarily, the Head of Department is required to be in station during vacation, if he/she does so he/she will be entitled to earned leave as specified above. In case he/she avails of the vacation, the senior most teachers in the Department and failing him/her, the next senior teacher shall be recommended by the Head of the Department to the Vice-Chancellor for being appointed as Officiating Head, provided, however, in the event the Head of the Department avails of vacation for a period for more than two weeks, the Officiating Head shall only look after day-to-day work of the department.*

SSB-1 (x) Vacation Salary

A teacher who ceases to be a member of the staff in the University at the end of the first term or at the end of the academic year, as the case may be, shall be paid his/her pay and allowances in the following manner :-

- (i) If he/she has served for the whole of the first term or for the major part of the first term, he/she shall be paid his/her pay and allowances for 15 days at the end of the first term in lieu of the vacation earned by him/her.
- (ii) If he/she has served for the whole of the second term or for the major part of the second term and has not availed his/her vacation at the end of the first term he/she shall be paid his/her pay and allowances for 30 days at the end of the second term.

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SSB-1 (xi) Leave :

The following kinds of leave are admissible to a permanent teacher :-

- (a) Casual leave
(b) Earned leave
(c) Half pay leave

- (d) Study leave
- (e) Sabbatical leave
- (f) Special casual leave
- (g) Duty leave
- (h) Extra-ordinary leave
- (i) Maternity leave
- (j) Special Disability leave
- (k) T.B. /Cancer leave
- (l) Leave for sterilisation Operation
- (m) Leave not due.

SSB-1(xi) (Effective from 22nd November, 2000) The following kinds of leave are admissible to a permanent teacher:

- (i) *Leave treated as duty, viz.;*
Casual leave; Special casual leave and Duty leave
- (ii) *Leave earned by duty, viz.;*
Earned leave, half pay leave; and Commuted leave
- (iii) *Leave not earned by duty viz.;*
Extraordinary leave; and leave not due
- (iv) *Leave not debited to leave account*
 - (a) *for academic pursuits, viz.;*
Study leave; and Sabbatical Leave/Academic Leave
 - (b) *Leave on grounds of health viz.;*
Maternity leave, Special Disability leave; and T.B./Cancer leave
 - (a) *Leave for other purposes viz.;*
Quarantine leave, Paternity leave; and Adoption leave.

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SSB-1(xi)(A) Casual Leave :

- (i) All teachers including Heads of the Department shall be entitled to 10 days casual leave and 2 Restricted holidays in an academic year. Not more than 7 days casual leave and holidays enjoyed in continuation at one time shall be granted to teacher or to the Head of the Department.

Only for exceptional circumstances it may be extended upto 10 days. Casual leave cannot be combined with any other kind of leave except special casual leave.
- (ii) Holidays or Sundays falling during the period of casual leave shall be excluded in the account of casual leave.
- (iii) As far as possible all applications for casual leave shall be sent before date from which the

casual leave required.

- (iv) A record of all casual leave of all teachers in a Department shall be maintained by the Head of the Department. The record of casual leave of the Heads of the Department and the Deans of the Faculties shall be maintained by the Registrar. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

SSB-1(xi) (A) (Effective from 22nd November, 2000) Casual Leave:

- (i) *All teachers including Head of the department shall be granted casual leave not exceeding eight days in an academic year.
Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays.*
- (ii) *Holidays or Sundays falling during the period of casual leave shall be excluded in the account of Casual Leave.*
- (iii) *As far as possible all applications for casual leave shall be sent before date from which the casual leave required.*
- (iv) *A record of all casual leave of all teachers in a Department shall be maintained by the Head of the Department. The record of casual leave of the Heads of the Department and the Deans of the Faculties shall be maintained by the Registrar. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.*

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SSB-1 (xi)(B) Earned Leave :

- (i) Earned leave admissible to teacher shall be (a) 1/30th of actual service including vocation plus (b) 1/ 3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note: For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 240 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

Note-1: When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which

may be included in the particular period of leave.

Note-2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

SSB-1(xi) (B) (Effective from 22nd November, 2000) Earned Leave

(i) *Earned leave admissible to teacher shall be (a) 1/30th of actual service including vacation; plus (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.*

In lieu of curtailment of vacation by 2 weeks, as compared to college teachers, University teachers shall be credited with 1/3rd of the period of Earned Leave.

Note: *For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.*

(ii) *Earned leave at the credit of a teacher shall not accumulated beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.*

Note - 1: *When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay [\[Go To Index\]](#) which may be included in the particular period of leave.*

Note - 2: *In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.*

Note - 3: *Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.*

SSB-1(xi)(B)(ii)Note-3 (Effective from 24th April, 2001) Encashment of Earned Leave:

Encashment of Earned Leave shall be allowed to teaching staff as applicable to the employees of Central/State Government who were eligible for vacation.

SSB-1 (xi)(C) Half-pay leave :

(1) Half-pay leave admissible to a teacher in respect of each completed year of service shall be 20 days. It may be granted by the Vice-Chancellor on private, academic or medical grounds.

- (2) An application for half-pay leave on medical grounds shall have to be supported by a Medical Certificate from a registered Medical practitioner. Half-pay leave on private and academic grounds shall be sanctioned on the recommendation of the Head of the Department/ Dean of the Faculty in the case of the Head of the Department.
- (3) Half-pay leave can be commuted to full-pay at the rate of 2 days of half-pay equal to one day of full- pay only on medical ground on production of Medical Certificate.
- (4) Half-pay leave can be accumulated to the credit of a teacher and allowed to be commuted on medical grounds without any limit.

Provided that leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of Medical Certificate) where such leave is utilised for an approved course of study certified to be in the interest of the University by the Sanctioning Authority.

- (5) A teacher shall be allowed leave on medical grounds at the rate of 10 days for each completed year of service on commuted basis of 20 days on half-pay basis.
- (6) Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to a teacher subject to following conditions :
 - (a) the authority competent to grant leave is satisfied that there is reasonable prospects of a teacher returning to duty on its expiry ; and
 - (b) When commuted leave is granted twice the amount of such leave shall be debited against the half-pay leave due.
- (1) Where a teacher who has been granted commuted leave resigns from service or at his/her request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half- pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating a teacher for further service or in the event of his/her death.

Note: Commuted leave may be granted at the request of a teacher even when earned leave is due to him/ her

- (2) Female teacher on adoption of a child is entitled for commuted leave upto 60 days without medical certificate.
- (3) Medical certificate is not necessary for commuted leave in continuation of maternity leave.

SSB-1(xi) (Effective from 22nd November, 2000) Half-Pay Leave:

- (1) *Half-Pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.*

Note: A "Completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

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SSB-1 (xi) (D) Study Leave

- (a) Study leave may be granted to a confirmed whole time teacher with not less than three years continuous service to pursue a special line of study or research directly related to his/her work in the University or to make special study of the various aspect of University organisation and methods of education, provided that the Executive Council may in the special circumstances of a case, waive the condition of three years service being continuous. However, the maximum period of study leave shall not exceed five years during the entire service of a teacher.

Explanation:

In computing the length of service, the time during which a person was on probation may be reckoned provided

- (1) the person is a teacher on the date of the application.
- (2) there is no break in service.

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- (b) Study leave shall be granted on the recommendation of the Head of the Department and the Dean of the Faculty. Study leave, except for doing Ph.D., shall not exceed 1/3rd of the service rendered since the initial appointment, or since joining after the last long leave, or two years, whichever is less. Study leave for doing Ph.D. in other Universities/recognised institutes may be granted initially for a period of 2 years, and may be extended on a yearly basis upto 4 years by the Executive Council.
- (c) Study leave shall not be granted to a teacher during the three years prior to his/her date of superannuation.
- (d) Study leave may be granted more than once provided not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of long leave, and subject to the provisions of (b) above.
- (e) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of the study leave sanctioned, the teacher

shall resume duty on the conclusion of the course of study unless prior approval of the Executive Council has been obtained to treat the period of shortfall as extra-ordinary leave.

- (f)(1) Subject to the provisions of sub clauses (g) and (h) below, study leave may be granted on full pay upto two years at the discretion of the University.

However, the Lecturers who are granted study leave to complete their Ph.D. may be paid their full study leave for the duration of the study leave, on the condition that their progress in Ph.D. research is found satisfactory.

- (2) The teacher shall not ordinarily be entitled to house rent allowance or city compensatory allowance during the period of study leave provided, however, the Vice-Chancellor may in view of the special circumstances of a case, sanction the payment of such allowances in part or full.
- (g) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not pre-include his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account determining the pay and allowances on which the study leave may be granted.
- (h) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he/she shall ordinarily not be granted any study leave salary, but in cases where amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case. It shall be the duty of the teacher granted study leave to communicate immediately to the University, financial assistance in any form received by him/her during the course of study leave from any person or institution whatsoever.
- (i) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay, extra- ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of a vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (j) A teacher granted study leave, on his/her return and rejoining the service of the University, shall be eligible to the benefit of the annual increments which he/she would have earned in the course of time if he/she has not proceeded on study leave. No teacher however, shall be eligible to receive arrears of increment(s).
- (k) Study leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his/her study leave.
- (l) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction provided that the study leave granted has been so

cancelled the teacher may apply again for such leave.

- (m) A teacher availing of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (n) A teacher :
- 1) who is unable to complete his/her studies within the period of study leave granted to him/her, or
 - 2) who fails to rejoin the service of the University on the expiry of his/her duty leave or
 - 3) who, rejoins the University but leaves the service within three years of the date of rejoining the service, or
 - 4) who within the said period is dismissed or removed from service by the University, shall be liable to refund to the University the amount of leave salary and allowances and other expenses, spent on the teacher or paid to him/her or on his/her behalf in connection with the course of study, together with interest thereon at the rate of 6% per annum to be charged from the date of such payment.

Explanation :

If a teacher who asks for extension of study leave is not granted the extension but does not rejoin on the expiry to have leave originally sanctioned, he/she will be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of the dues under this rule.

- (5) Notwithstanding the above, the Executive Council may order that nothing in this rule shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds provided further that the Executive Council may in any other exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a teacher under this rule.
- (o) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in prescribed form B-4 in Appendix B in favour of the University binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (m) and (n) above and give security of immovable property to the satisfaction of the Finance Officer or a Fidelity Bond on an Insurance Company or a Guarantee by a scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (n) above.
- (p) The teacher shall submit to the Registrar six monthly reports on his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the

Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report. The teacher shall apply the study leave given in the prescribed form B-7

SSB-1(xi) (D) (Effective from 22nd November, 2000) Commuted Leave:

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) *Commuted leave during the entire service shall be limited to a maximum of 240 days.*
- (ii) *When commuted leave is granted twice the amount of such leave shall be debited against the half-pay leave due; and*
- (iii) *The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.*

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SSB-1 (xi)(E) Sabbatical Leave :

- (1) A Professor or Reader of this University who has completed six years of continuous service or three years of continuous service shall be eligible for sabbatical leave for a period not exceeding one year or six months respectively within the country or aboard, for increasing professional/administrative competence thereby increasing usefulness to the department, and not for obtaining a degree or any other academic qualifications. A Lecturer of this University who has completed sixteen years of service out of which at least six years are in the Goa University shall also be eligible to avail of sabbatical leave on same terms and the conditions as provided in the Statute SA-19(xiii) & SA-19(xiv) as amended from time to time. Such leave can be availed of only twice during the entire period of service duration of sabbatical leave and study leave in case of readers and Professors shall not exceed two years in different spells of leave. A teacher granted sabbatical leave shall execute in favour of the University a bond in a prescribed form on the lines prescribed for study leave.
- (2) During the period of sabbatical study leave, the teacher shall be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to proceeding on sabbatical leave.
- (3) During the period of sabbatical leave, the teacher shall be allowed to draw his/her normal increment(s) on the due date and the period of leave shall also count as regular service for

the purpose of retirement benefits provided that he/she joins the University on the expiry of leave.

- (4) The teacher on a sabbatical leave shall not take up, during the period of such leave, any regular appointment in any other organisation in India or abroad.
- (5) Sabbatical leave may be granted to the teacher for one or more of the following objects, namely :-
 - (a) to conduct research or advanced studies in India or abroad ;
 - (b) to write text books, standard works and other literature.
 - (c) to visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;
 - (d) to visit or work in a University, Industry or Government research laboratory in India or abroad and
 - (e) any other purposes for the academic development of the staff member, as approved by the Executive Council.

Note :-

1. The programmes to be followed during sabbatical leave shall be submitted for approval of the Executive Council alongwith the application in the prescribed form for grant of leave through proper channel.
2. On return from leave the teacher shall report to the Executive Council within three months, the nature of study , research or writing work undertaken during the period of leave.

The Executive Council shall be the competent authority to grant sabbatical leave on the recommendation of the Head of the Department and the Dean of the Faculty/Vice-Chancellor. The University shall not fill up his/her post or make other alternative arrangements involving additional expenditure to the University.

SSB-1 (xi) (E) (Effective from 22nd November, 2000) Study leave:

- (a) *Study leave may be granted to a confirmed whole time teacher after a minimum of 3 years of continuous service, to pursue as special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education. The paid period of study leave shall be for 3 years, but 2 years will be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The number of teachers given study leave, will not exceed the stipulated percentage of teachers, in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years service being continuous.*

Explanation:

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

- (1) the person is a teacher on the date of the application.*
 - (2) there is no break in service.*
-
- (ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.*
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date of which he/she is expected to return to duty after the expiry of study leave [\[Go To Index\]](#)*
 - (iv) Study leave shall be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.*
 - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.*
 - (vi) Subject to the provision of sub clause (vii) and (viii) below, study leave may be granted on full pay upto two years extendable by one year at the discretion of the University.*
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.*
 - (viii) Subject to the maximum period of absence from duty on leave not exceeding three year, study leave may be combined with earned leave, half-pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will*

be placed in that position and get the higher scale only after joining the post.

- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.*
- (x) Study leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his/her leave.*
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.*
- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.*
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xii) above.*
- (xiv) The teacher shall submit to the Registrar six monthly reports of the progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report. The teacher shall apply the study leave given in the prescribed form B-7.*

SSB-1(xi) (F) Special Casual Leave:

A teacher shall be sanctioned leave of absence from duty which shall be treated as special leave for academic purpose for not more than ten days excluding journey time in an academic year for extra-mural work and for attending the meetings, convened by this University and the like convened by the State Government, other Universities and the

recognised teachers organizations at the Universities, State and national levels and natural calamities, bandh etc. If a teacher is required to leave his/her place of duty for the work pertaining to examinations held by the Goa Board of Secondary and Higher Secondary Education, he/she shall be sanctioned leave of absence from duty which shall be treated as Special Casual Leave.

SSB-1 (xi) (F) (Effective from 22nd November, 2000) Sabbatical leave:

- (i) *Permanent, whole-time teachers of the University who have completed seven years of service as lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.*

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- (ii) *The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.*

- (iii) *A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.*

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) *A teacher shall, during the period of sabbatical leave, shall be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.*

- (v) *A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she shall, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advance studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.*

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

Note - 1 The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note-2: On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

SSB-1(xi) (G) Duty Leave:

- (1) Duty Leave be granted for
 - (a) attending conference, congresses, symposia and seminars on behalf of the University or with the permission of the University.
 - (b) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University, and accepted by the Vice [\[Go To Index\]](#) r.
 - (c) working in another Indian or Foreign University, any other agency, institution or organisation when so deputed by the University.
 - (d) working on a delegation or committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other Academic Body, and
 - (e) for performing any other duty for the University.
- (2) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion. Ordinarily, it may not be granted for more than a month in a year.
- (3) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (4) Duty leave may be combined with earned leave, half-pay leave or extraordinary leave.

SSB-1 (xi)(G) (Effective from 22nd November, 2000) Special Casual Leave:

- (i) *Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;*
 - (a) *To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/Institution; and*
 - (b) *To inspect academic institutions attached to a statutory board etc.*

Note:

- (i) *In computing the ten days 'leave admissible the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.*
- (ii) *In addition, special casual leave to the extent mentioned below may also be granted;*
 - (a) *to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and*
 - (b) *to female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.*
- (iii) *Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It shall be granted in combination with holidays or vacation.*

SSB-1 (xi) (H) Extraordinary Leave i.e. Leave with Loss of Pay:

- (1) A teacher who is selected or nominated as a member of Parliament or State Legislature or appointed by the Central Government or any State Government as Vice-Chancellor, Director, Chairman, Secretary or similar cases where the appointment is for a fixed term and not on a permanent position shall be on leave during the period of his/her membership or appointment and his/her lien on original post shall be retained. The period of his/her membership/appointment shall be treated as extra-ordinary leave and shall not be counted towards increments. This period shall be considered as active service for purposes of normal benefits except the retirement benefits like pension and gratuity.
- (2) Extraordinary leave shall always be without pay, and allowances.
- (3) Extraordinary leave may be granted to a confirmed teacher in special circumstances, viz.
 - (a) When no other leave is by rule admissible.
 - (b) When other leave is admissible but a teacher applies in writing for the grant of extraordinary leave.
 - (c) Extraordinary leave is not debited against the leave account.
 - (d) Extraordinary leave may be granted in combination or any other kind of leave that is admissible.
 - (e) Except in the case of extraordinary leave granted to a confirmed teacher under clause (1) above or to a confirmed teacher for higher studies/research or in the case of periods of suspension converted into leave under statutes, the duration of extraordinary leave to a teacher shall not ordinarily exceed three months on any one occasion.
 - (f) Extraordinary leave will count for increments, if the teacher rejoins duty on the due date. No arrears on this count are payable.

SSB-1 (xi)(H) (Effective from 22nd November, 2000) Duty Leave :

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- (1) *Duty leave may be granted for*

- (a) *attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.*
 - (b) *delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University, and accepted by the Vice-Chancellor.*
 - (c) *working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the University.*
 - (d) *participating in a delegation or working on a committee appointed by the Government of India, State government, the University Grants Commission, a sister University or any other Academic Body, and*
 - (e) *for performing any other duty for the University*
- (ii) *The duration of leave should be such as may be considered necessary by the Sanctioning Authority on each occasion.*

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SSB-1(xi)(H)(ii) (Effective from 26th February, 2010) Duty Leave:

The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion. Duty leave should not exceed 30 days in a year and 21 days at a time.

Incase where duty leave exceeds 21 days at a time in view of travel time or any other relevant reason, the sanctioning authority shall consider sanctioning additional time on each occasion.

- (iii) **(Effective from 22nd November, 2000)***The leave may be granted on full pay. Provided that if the teacher received a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and*
- (iv) *Duty leave may be combined with earned leave, half-pay leave or extraordinary leave,*
- (v) *Duty leave shall also be given for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.*

SSB-1 (xi) (I) Maternity Leave :

- (1) A female teacher shall be eligible for maternity leave on full pay for 90 days from the date of its commencement. Such leave shall not be debited to leave account.
- (2) A female teacher who has less than two surviving children is entitled to maternity leave.
- (3) In the case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be

admissible on the production of a medical certificate, and irrespective of the number of surviving children.

SSB-1(xi) (I) (Effective from 22nd November, 2000) Extraordinary leave:

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

SSB-1 (xi) (J) Special Disability Leave :

Admissible to both permanent and temporary teachers.

- (1) When a teacher is disabled by injury intentionally or accidentally inflicted or caused in, or in consequence of the due performance of his/her official duties or in consequence of his/her official position.

- (2) When a teacher is disabled by illness incurred in the performance of any particular duty, which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post held by him/her under the same conditions, special disability leave shall, on the recommendation of a Registered Medical Practitioner, from the panel of registered medical practitioners, appointed by the Executive Council of the University, be granted as follows :-
- (a) on full-pay for a period not exceeding 3 months at a time or one year during the entire service.
- (b) on half-pay for a period not exceeding six months time or two years during the entire service.

A teacher, who has been granted such special disability leave on a medical certificate shall not return to duty unless he produces a certificate of physical fitness to resume duty from a Registered Medical Practitioner appointed by the Executive Council.

SSB-1(xi) (J) (Effective from 22nd November, 2000) Maternity Leave:

- (i) *Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, the application for leave is supported by a medical certificate.*
- (ii) *Maternity leave shall be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave shall be granted if the request is supported by a medical certificate.*

SSB-1(xi)(J) (Effective from 24th/25th May, 2006) Maternity Leave:

- (i) *Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.*
- (ii) *Maternity leave shall be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave shall be granted if the request is supported by a medical certificate.*

SSB-1(xi) (K) T.B./Cancer Leave:

A teacher after the expiry of earned leave and half-pay leave admissible to him/her, shall

be granted T.B./Cancer leave on full pay provided that he/she produces a medical certificate from the Head of the medical institution specialised in such disease to the effect that he/she was suffering from the said disease during the leave period. The total period of T.B./Cancer leave shall not exceed one year at a time.

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SSB-1(xi) (K) (Effective from 22nd November, 2000) Leave not Due:

- (i) *Leave not due, shall, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days at a time and 180 days in all shall be granted otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently,*
- (ii) *'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as it can reasonably be foreseen, the teacher will return on duty on the expiry of the leave and earn the leave granted.*
- (iii) *A teacher to whom leave not due is granted shall not be permitted to tender his/her resignation from service so long as the debit balances in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned, in a case where retirement is unavoidable on account of reasons of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.*

Provided further Executive Council may, in any other exceptional case, waive, for the reasons to be recorded, the refund of leave salary for this period of leave still to be earned.

SSB-1 (xi) (L) Sterilization Leave :

A special leave not exceeding three days to married male teachers and not exceeding seven days to married female teachers may be granted for undergoing sterilization operation.

SSB-1 (xi) (L) (Effective from 22nd November, 2000) Quarantine Leave:

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

SSB-1(xi) (M) Leave not Due:

- (1) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent

teacher for a period not, exceeding 360 days during the entire service out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

- (2) Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as it can reasonably be foreseen, the teacher will return on duty on the expiry of the leave and earn the leave granted.
- (3) A teacher to whom leave not due is granted shall not be permitted to tender his/her resignation from service so long as the debit balances in his/her leave account is not wiped off by active service, or he/ she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reasons of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.
- (4) Provided further the Executive Council may, in any other exceptional case, waive, for the reasons to be recorded, the refund of leave salary for this period of leave still to be earned.

Note: Leave for temporary teachers and those appointed under Statute SB4 shall be as given in Statute SSB-1.

SSB-1 (xi) (M) (Effective from 22nd November, 2000) Paternity Leave:

Paternity leave of 15 days shall be granted to male teachers during the confinement of his/ their wife/wives, provided, the limit is up to two children.

Lien:

- (1) A confirmed teacher shall be entitled to have a lien on post held by him/her for a period of one year extendable by another year if he/she applies for such lien atleast two months in advance.
- (2) The lien of a University teacher on permanent post which he/she holds substantively shall in certain special circumstances, be suspended and that post may be filled in by any other teacher. Accordingly a provisional lien to him/her shall be granted subject to the conditions that arrangements so made shall be reversed as soon as the suspended lien revises. The lien of a University teacher shall be terminated compulsorily if he/she is appointed substantively to any permanent post other than a tenure post, while holding a lien to a permanent post. If appointed substantively to a tenure post, his/her lien on the permanent post shall be suspended.
- (3) A teacher cannot be appointed substantively to a post in which another University teacher holds lien.

SSB-1 (xi) (N) (Effective from 22nd November, 2000) Adoption Leave:

Adoption leave shall be provided as per the rules of the Central Government.

SSB-1 (xii) Combination of Leave

- (1) Casual leave can only be combined with holidays, special casual and academic leave and study leave.
- (2) Special casual leave, academic leave can only be combined with casual leave, duty leave, vacation and holidays.

Note: Holidays or Sundays falling during the period of leave shall be excluded in the account of casual leave, special casual leave.

- (4) Duty leave may be combined with earned leave, half-pay leave, extraordinary leave or casual leave.
- (5) All other kinds of leave under these statutes can be granted with or in continuation of any kind of leave or vacation.

SSB-1(xii) Surrender of Earned Leave for Encashment :

- (1) A teacher who is eligible for earned leave and who avails of leave for a period of not less than 30 days shall be allowed to surrender the balance of the earned leave to his/her credit on the date of commencement of leave at his/her option, subject to a maximum of 30 days. He/she shall be granted leave salary equivalent to the amount of pay, dearness allowances and compensatory local allowance admissible for the first thirty days of leave enjoyed.
- (2) Such benefit of surrender of earned leave for encashment shall be allowed in a block of one year commencing from 1st April every year.

SSB-1(xiv) Leave Sanctioning Authority :

| Designation of the teacher concerned | Type of Leave | Sanctioning Authority |
|---|---|------------------------------|
| 1. Dean/Head of the Department | 1. All kinds of leave | 1. Vice-Chancellor |
| 2. Teachers in Department | except study leave and sabbatical leave | |

- | | |
|--|------------------------------|
| a) Casual leave, restricted holidays | a) Head of the department |
| b) Study leave/ Sabbatical leave | b) Executive Council |
| c) All other kinds of leave not specified above in (a) and (b) | c) Vice-Chancellor |

Note: Study leave/sabbatical leave shall be granted by the Executive Council on the recommendation of the Head of the Department/Dean of the Faculty.

SSB-1 (xv) Leave Salary :

- (1) A teacher on earned leave is entitled to leave salary equal to the monthly pay and allowances to which he/she is entitled.
- (2) A teacher on half-pay leave is entitled to leave salary equal to half of the monthly pay to which he/she is entitled plus D.A. and other allowances admissible on the half-pay drawn by him/her.
- (3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (1) above.
- (4) A female teacher on maternity leave shall be entitled to leave salary as per clause (1) above.

SSB-1(xv)1. To ensure effective academic functioning of the University, sanction of leave of the following kinds will be regulated as under :-

- i) Half pay leave
(SSB-1 (xi) (C))
 - ii) Study leave
(SSB-1(xi)(D))
 - iii) Sabbatical leave
(SSB-1(xi)(E))
 - iv) Extraordinary leave
(SSB-1(xi)(H))
2. Leave will be classified as:-
 - i) Short leave: Leave upto 90 days.
 - ii) Long leave: Leave more than 90 days.
 3. At any given time not more than 10% (rounded to the next digit) of the sanctioned strength of a Department/Centre will be sanctioned long leave.

4. The duration of a long leave, except in case of study leave to do Ph.D., shall not exceed 1/3rd of the service rendered since initial appointment, or since the date of joining after the last leave, or two years, whichever is less.
5. Study leave for doing Ph.D. in other Universities may be granted initially for a period upto 2 years, and may be extended on a yearly basis upto 4 years. [\[Go To Index\]](#)
6. All applications for a long leave must be submitted atleast two months prior to the date of start of leave in the prescribed form B in appendix B. Requests for extensions, if any, should also be submitted in the same prescribed form two months prior to the expiry of leave.
7. Normally long leave will not start or end during a teaching term.
8. Before proceeding on long leave, a teacher must comply with statutory requirements make satisfactory arrangements for sponsored projects, supervision of Ph.D./M.Phil. scholars; teaching, examinations and other academic responsibilities. A clearance certificate should be taken after handing over custody of office, laboratory, etc. and return of library books.

If a teacher fails to rejoin the University on completion of sanctioned/extended leave, he/she will be deemed to have resigned the post held by him/her.

SSB-1 (xvi) Deputation

A teacher may, at the discretion of the Executive Council, be deputed to any of the institution including other Universities/Colleges on the following terms and conditions:-

- (i) The Executive Council, at its discretion, may consider the requests from other institutions for a lien of service of a teacher of the University, provided that he/she is confirmed in his/her post.
- (ii) No teacher shall be deputed to other institutions against his/her will.
- (iii) The deputation of such teacher may be in the first instance for a period of one year; the Executive Council may extend the period, if necessary, upto a maximum of three years.
- (iv) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to be drawn on rejoining.

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- (v) The seniority of the teacher on deputation shall not be affected adversely on his/her return to the University.
- (vi) A teacher on deputation shall not apply for any post during the period of deputation without prior permission of the University.

SSB-1 (xvii) Release from Service :

- (c) No teacher shall leave the service of the University without giving to the University three months notice, if he/she is confirmed, or one months notice if on probation or temporary appointment provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall be from the date of receipt of the notice, in default, the University may claim from him/her an amount equivalent to three months' or one month's total salary i.e. pay, dearness allowance and compensatory local allowance, as the case may be, or pay, dearness allowance and compensatory local allowance for the period.
- (d) The procedure of removal or termination of services of the permanent teachers of the University shall be as provided in the Statute SSB-1 (xxvi).
- (e) The University at the request of the teacher, may waive the above notice period in part/in full.

SSB-1 (xviii) Handing Over Charge

A teacher before leaving service shall hand over charge of the post to a duly authorised person and shall return to the University/Library/Department all books, furniture etc. issued to him/her and shall pay up in full all charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he/she fails to do so, the University shall recover the amount due from such teacher on account of the above items from his/her salary. The last salary shall not be paid to the teacher concerned until a clearance certificate in the prescribed form B-5 as shown in Appendix 'B' is issued by Head of the Department concerned.

SSB-1 (xix) Relieving Order

The Registrar shall issue a discharge certificate, on application, to a teacher who leaves service after due notice or to a teacher whose services are terminated, in the prescribed form B-6 shown in Appendix 'B'. The Registrar shall issue the discharge certificate within a period of fifteen days of confirmation of minutes of the relevant meeting of the Executive Council. In exceptional circumstances, the Registrar may issue the certificate, in anticipation of the confirmation of the minutes of the Executive Council, within a week after the meeting of the Executive Council.

SSB-1 (xx) Age of Retirement

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- (a) The age of superannuation for teachers will be 60 years and thereafter no extension in service shall be given. However, a teacher including a Head of the Department attaining the age of retirement i.e. 60 years, any day between the first day of the first term and the last day of the second term, may be re-employed by the University, on the last salary drawn. It will be open to the University, to re-employ the superannuated teacher from the

last day of the second term upto the day he/she attains the age of 65 years on such terms and conditions as may be mutually agreed upon, provided that his/her basic pay is not fixed at any stage above the basic pay last drawn by him/her. He/she will also be entitled to all other benefits concomitant with the said basic pay.

- (1) The teacher so appointed shall be on supernumerary position which shall be personal to the person so appointed without any prejudice to the existing position. (The term supernumerary means exceeding the usual stated of prescribed number of permanent positions in the department).
 - (2) The teacher shall be appointed on contract for a period not more than two years at a time.
 - (3) The teacher so appointed shall not hold any administrative positions such as Head/Dean on co-ordinator or membership of any University body like Academic Council Executive Council/Court etc.
- (b) A teacher shall be entitled for pension, gratuity and provident fund as per statute relevant to the teachers of the Goa University. The retired teacher shall get the retirement benefits such as their share of provident fund, gratuity and other benefits if any, on the day of their retirement and shall draw their pension from the month following retirement.
- (c) If for any reason the pension papers have not been finalised on the date of his/her being relieved from his/her post, he/she shall be sanctioned provisional pension as per the rules of the Government of Goa, in this respect. The University shall take necessary steps, well in time, to get the pension/ provisional pension sanctioned at the earliest.

The teacher employed in Goa University who have opted the scheme of Contributory Provident Fund shall receive the following retirement benefits at the time of retirement:-

- (1) They will receive the total accumulation of the amount to their credit in the Contributory Provident Fund Scheme.
- (2) They will receive the gratuity as applicable to the employees in Pension scheme.
- (3) They will be entitled to accumulate earned leave upto maximum of 240 days which can be used or encashed at the time of retirement. [\[Go To Index\]](#)

SSB-1 (xx) (Effective from 22nd November, 2000) Age of Retirement

The age of superannuation for teachers will be 60 years and thereafter no extension in service shall be given. However, a teacher including a Head of the Department attaining the age of retirement i.e. 60 years, any day between the first day of the first term and the last day of the second term, may be re-employed by the University, on the last salary drawn. It will be open to the University to re-employ the superannuated teacher from the last day of the second term upto the day he/she attains the age of 65 years on such terms

and conditions as may be mutually agreed upon, provided that his/her basic pay is not fixed at any stage above the basic pay last drawn by him/her. He/she will also be entitled to all other benefits concomitant with the said basic pay.

- (1) The teacher so appointed shall be on supernumerary position which shall be personal to the person so appointed without any prejudice to the existing position. (The term supernumerary means exceeding the usual stated of prescribed number of permanent positions in the department).
- (2) The teacher shall be appointed on contract for a period of not more than two years at a time.
- (3) The teacher so appointed shall not hold any administrative positions such a Head/Dean or coordinator or membership of any University body like Academic Council/Executive Council/Court etc.

SSB-1 (xx)(Effective from 18th February, 2010) Age of Retirement

The age of superannuation for teachers will be 62 years. Any member of the teaching staff who is due to retire on superannuation at 62 years, shall be allowed to retire from the afternoon of the last day of the month in which age of superannuation is attained. However, a teacher including a Principal attaining the age of retirement i.e. 62 years may be re-employed by the University or the college Management as the case may be up to the end of the respective academic term, on the last salary drawn. Thereafter, it will be open to the University or to the college to re-employ the superannuated teacher/ Principal upto the day he attains the age of 65 years on such terms and conditions as may be mutually agreed upon, provided that his/her basic pay is not fixed at any stage above the basic pay last drawn by him. He/ She will also be entitled to all other benefits concomitant with the said basic pay.

SSB-1 (xx) (Effective from 1st June, 2012) Age of Retirement ----- REPEALED

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SSB-1 (xxi) Retirement Benefits:-

- (a) Pension-cum-gratuity scheme and other retirement benefits to the teacher of Goa University will be as per the provisions of S.R.No. DE/PLG/271/Col/16/86/428 of 29th June, 1990 as amended from time to time
- (b) Provident-cum-gratuity scheme shall be as per the provisions of Statute SB-9 as amended from time to time.

SSB-1 (xxi) (Effective from 22nd November, 2000) Retirement Benefits:

- (a) Pension-cum-gratuity scheme and other retirement benefits to the teacher of Goa University will be as per the provisions of S.R.No.DE/PLG/271/Col/16/86/428 of 29th June, 1990 as amended from time to time.
- (b) Provident-cum-gratuity scheme shall be as per the provisions of Statute SB-9 as amended from time to time.
- (c) The benefits in service, up to a maximum of 3 years shall be provided for the teachers who have acquired Ph.D Degree at the time of entry, to enable them to get the full retirement benefits which are available after 33 years of service, subject to the overall age of superannuation.

SSB-1 (xxii) Additional Benefits :-

Every teacher shall be entitled to the following additional benefits, namely :

- (a) Educational Allowances } (As admissible and
reimbursement of fees } to the employees of the Govt, of Goa.)
- (b) L.T.C } }
- (c) Bonus } }
- (d) Medical reimbursement } }
- (e) Vehicle loans } }
- (f) Conveyance allowance } }
- (g) Professional allowance } }
- (h) Residential Facilities } As per University ordinances.
- (i) Grants from Research Fund } As per University Ordinance 0.12 as
amended from time to time.
- (j) Unassigned grants and } As and when sanctioned by UGC or
grants for research } some other grants giving organisation
publications, etc.
- (k) A teacher who undergoes sterilization operation shall be entitled to one special increment in the form of personal pay and other concessions as are admissible as per Goa Government Rules in this respect. [\[Go To Index\]](#)
- (l) Leave encashment when permanently incapacitated.
- (a) Permanent incapacitation :

A teacher who is declared by a medical authority to completely and permanently

incapacitated for further service may be granted suo-motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his/her invalidation from service provided that the period of leave for which he/she is granted cash equivalent does not extend beyond the date on which he/she would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his/her service. The cash equivalent thus payable shall be equal to the leave salary as calculated under the relevant Statute.

(b) Dismissal/Removal :

When a teacher is dismissed or removed from service, he/she shall not be eligible for leave encashment.

(c) Leave at the credit of a teacher who dies in harness :

In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he/she gone on earned leave, but for the death, due and admissible on the date of death subject to a maximum of leave salary for 240 days, shall be paid to his/her family. Further such case equivalent shall not be subject to deduction on account of pension equivalent of death-cum-retirement gratuity.

SSB-I (xxii) (Effective from 22nd November, 2000) Work load of teachers

The workload of the teacher in full employment shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 5 hours daily in University for which necessary space and infrastructure shall be provided by the University/College. The direct teaching hours shall be as follows:

| | |
|--|-----------------|
| <i>Lecturer/Sr.Lecturer/lecturer (Sel.Grade)</i> | <i>16 hours</i> |
| <i>Readers & Professors</i> | <i>14 hours</i> |

However, a relaxation of two hours in the workload shall be given to the Professors who are actively involved in Research, Extension and Administration.

SSB-1 (xxiii) Duties:-

- (a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules or other directions or, orders issued thereunder from time to time by the University and the Central and State Governments, as accepted by the University.
- (b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examinations evaluation as the Head of the Department/Vice-Chancellor shall allot to him/her from time to time and shall not ordinarily,

remain absent from work without prior permission or grant of leave.

- (c) The work load for a teacher shall be as prescribed under the University Ordinance in accordance with the guidelines provided by the University Grants Commission from time to time.
- (d) A teacher shall help to enforce and maintain discipline amongst the students.
- (e) A teacher shall perform any other co-curricular and extra-curricular work in the University as may be mentioned to him/her from time to time by the Head of the Department/Deans/the Vice-Chancellor of the University.
- (f) Head of the Department/Dean of the Faculty shall be on duty during vacation. In case the Head of the Department desires to avail of vacation/part of thereto, the University shall appoint on the recommendation of the Head of the Department a seniormost teacher and failing him/her the next senior teacher in the Department to officiate as Head of the Department. In case the Dean desires to avail of the vacation, the Vice-Chancellor shall appoint an officiating Dean as provided in the Statute SA-7 their respective duties shall be prescribed by the University from time to time.

SSB-1 (xxiv) Code of Conduct

The following shall be the norms governing the code of conduct for teachers:

- (a) Code of Professional Ethics for the teachers shall be as per the guidelines adopted by the U.G.C. on 27th December, 1986 and as revised from time to time, and shall be prescribed separately in an ordinance.
- (b)(1) A teacher shall perform his/her academic duties and work as mentioned above in all sincerity and devotion to his/her profession.
- (2) A teacher shall enjoy the fundamental rights of freedom of thought and expression.
- (3) A teacher shall be objective, impartial and fair in assessment of a ~~student~~ [\[Go To Index\]](#) shall not deliberately overmark, undermark or victimise a student on any ground.
- (4) A teacher shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or for any other reason of arbitrary or personal nature.
- (8) A teacher shall strive to distinguish himself by his constant progress in advancement of his knowledge of the subject and by his original research and publications in reputed research journals etc. The University in its turn shall endeavour to provide adequate facilities for such advancements, commensurate with its financial and other resources.
- (9) A teacher shall complete the teaching of the prescribed syllabii within the prescribed period.

(c) Discipline :

- (1) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibilities or duties.
- (2) A teacher shall not remain absent from duty without proper sanction except in cases of emergency.
- (3) The teacher shall not incite students/teachers against other students/teachers/colleagues in administration provided however he/she enjoy his/her rights to express his/her opinion in seminars/ meetings and other places where students are also present.
- (4) A teacher shall desist/refrain from indulging in unscientific publications which would prove to be detrimental to the reputation and the progress of the University.
- (5) A teacher shall not conduct/participate in conducting jointly with others coaching classes directly or indirectly. He/she shall also not give any private tuition. He/she however, may be permitted to take up consultancy under terms and conditions as outlined in the Statute SSB-1 (xxx) as amended from time to time.

A teacher shall maintain and uphold his integrity of character in all spheres of his/her activities in keeping with his/her noble profession and high status in the society.

SSB-1 (xxv) Disciplinary Action :

A teacher is liable for disciplinary action for misconduct. Misconduct shall, include, among other things, the following :-

- (i) Breach of the terms and conditions of service laid down in the statute/service contract;
- (ii) Violation of the Code of Conduct;
- (iii) Persistent dereliction of duties ;
- (iv) Dishonest dealings including unfair means in teaching, examinations or administration; and
- (v) Moral turpitude. [\[Go To Index\]](#)

SSB-1 (xxvi) For disciplinary proceedings and departmental action the teachers shall be governed under the provisions of C.C.S (C.C.A) Rules,1965, Fundamental Rules and Supplementary Rules as applicable to the employees of Govt, of Goa, with the following modifications :-

Whenever the terms- "President", "Government", "Central Civil Services" and "Government Servant" appear in the said Rules and Regulations, they shall be modified and read as "Visitor of Goa University", "Goa University", "Goa University Service" and "University Teachers " respectively.

Further as per provisions of proviso to Rule 8, sub-Rule (2) of Rule 12 and Rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 appointing authority,

Disciplinary Authority and Appellate Authority in respect of University teachers shall be as specified in the table below.

Table

| Sl. No. | Appointing authority | Disciplinary Authority competent to impose penalties under Rule 11 | Appellate authority |
|---------|----------------------|---|----------------------------------|
| 1. | Executive Council | Executive Council All penalties as laid down in Rule 11 Vice-Chancellor Penalties as laid down in items (i) to (iv) of Rule 11 | Visitor Executive Council |

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SSB-1 (xxvii) Retirement benefits under Special circumstance:

(a) Under Suspension: A teacher, who retires from service on attaining the age of retirement while under suspension, shall become eligible for the benefit of cash equivalent of earned leave that was at his credit on the date, of his/her retirement, if the authority competent to reinstate him/her in service holds that the suspension was wholly unjustified on conclusion of the proceedings against him/her.

(b) Retirement before superannuation :

A teacher who retires or is retired from service may be granted suo-motto, by the authority competent to grant leave. Cash equivalent of leave salary in respect of earned leave at his/her credit subject to maximum of 240 days and also in respect of all the half pay leave at his/her credit provided this period does not exceed the period between the date on which he/she so retires or is retired from service and the date on which he/she would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his/her service. The cash equivalent shall be equal to the [\[Go To Index\]](#)

leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the first 240 days, at the rate in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief/graded relief on pension shall be deducted from the salary paid for the period of half pay leave, if any, for leave which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as a one time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

Provided that if salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

Provided further that a teacher who is retired by University by giving him/her pay & allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for a period of leave excluding that period for which pay & allowances in lieu of notice have been allowed.

(c) Resignation/Termination/Re-employment

(i) Termination:

Where the services of a teacher are terminated by notice or by payment of pay and allowance, in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he/she may be granted, suo-muto by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to a maximum of 240 days.

(ii) Resignation :

If a teacher resigns or quits service, he/she may be granted suo-muto by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 120 days.

SSB-1 (xxvii) Tenure Appointment :

The service conditions and leave rules given below shall apply to teachers when appointed on a tenure basis or for a specific period or purpose.

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(1) Temporary Appointments :

A temporary appointment of a teacher is ordinarily one which is made against temporary post in a leave vacancy or when a permanent appointment is not made in respect of a permanent post. Such appointment shall be for a period which normally shall not exceed two years, except in special circumstances such as research project of an academic nature, if permitted by the University. The teachers appointed on temporary basis may be considered as vacation or non-vacation staff as per the nature of work.

(2) Termination of service etc.

(e) The services of a teacher whose appointments is for less than a year may be terminated

at any time by the competent authority without giving any notice or without assigning any reason therefor.

- (f) If a temporary teacher, who has served for less than a year, wishes to resign from the service he/she may do so without giving any notice.
- (g) If the period of service of a temporary teacher is one year or exceeding one year, he/she may be relieved by the University by giving one month's notice or in lieu thereof one month's total salary i.e. pay and allowance.
- (h) In case a temporary teacher who has put in service of one year or more wishes to leave the service, he/she shall have to give one month's notice or in lieu thereof shall have to pay one month's total salary i.e. pay and allowances.

(3) Increment:-

Service rendered in a temporary post on a time-scale of pay shall count for increment, provided that the post carries such time scale of pay.

(4) Provident Fund :

A temporary teacher shall not be entitled to subscribe to the provident fund of the University.

(5) Application for a post of examinership

If a temporary teacher wishes to apply for a post of examinership he/she shall forward his application through the Head of Department/Vice-Chancellor.

(6) Handing over Charge :

A temporary teacher leaving service shall hand over charge of his/her post to a duly authorised person and shall return to University/Library/Department, textbooks, furniture issued to him and shall pay up in full charges due for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he/ she fails to do so, the University shall recover the amount due from such teacher on account of the above items from his/her last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate is issued by the Registrar of the University.

(7) Vacation/Vacation Salary :

A temporary teacher shall be entitled to vacation as prescribed in Statute SSB-1(ix) and SSB-1(x).

(8) Other Conditions :

- (e) Temporary teachers shall be governed by the code of conduct applicable to confirmed teachers and they shall perform their duties as laid down for confirmed teachers.

- (f) Temporary teacher shall be appointed for co-curricular and administrative work related to training programme and other curricular activities, besides teaching as assigned to confirmed teachers.
- (9) **Leave:**
- (a) General: No leave can be claimed as a matter of right discretion to refuse or revoke in exceptional circumstances with the sanctioning authority.
- (b) Casual Leave: A teacher appointed on a temporary basis shall be entitled to casual leave as prescribed in these statutes.
- (c) Extra-ordinary leave without pay: Extraordinary leave without pay may be granted under special circumstances as prescribed in these statutes.
- (d) Other kinds of leave: A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kinds of leave as laid down in these statutes after he completes one year's continuous and active service.

SSB-1 (xxvii)(9)(d) (Effective from 26th February, 2010) Leave:

Other kind of leave: A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kind of leave as specified in statutes SSB-1(xi).

Six days duty leave per academic year may be granted to a temporary teacher, for academic purposes only.

SSB-1(xxx) A teacher can get redressal of grievances as per provisions of Statute SA-35 read with C.C.S.(C.C.A.) Rules 1965 as applicable to him /her.

SSB-1(xxxi) Statute relating to the terms and conditions under which teachers in University Department may be permitted to take outside work.

- (i) Teachers in the Department may take up consultation work with the permission of the Vice-Chancellor or a person authorised by him provided that the problem referred to the staff member concerned, falls within the purview of his/her speciality or is a closely related to his/her normal work in the Department.
- (ii) Normally at any time only two consultations may be permitted concurrently. Any request for an additional consultation may be examined on the merit of the case.
- (iii) The consultancy work should not interfere with the normal teaching/research work in the department/ University and other duties which may be assigned to the staff by the University

authorities.

- (iv) Consultation work may be either for a specific project or a specific period.
- (v) Every request for the services of a member staff as consultant to an industry, business house etc. should be addressed to the Director/Head of the Department, but the industry or business house as the case may be, be given the freedom to have a particular member of the teaching staff of their choice for being appointed as consultant.
- (vi) The University should have no responsibility for the advice or assistance given to the party concerned, by a member of the University staff.
- (vii) Permission may be granted by the Head of the Department with reference to other Universities, research institutions and investigational research work undertaken on behalf of government, business or industry.
- (viii) Teachers should be free to accept honorary membership of Government or Semi-Government committees (such as the committees of C.S.I.R and All India Council for Technical Education) after obtaining the previous permission of the Vice-Chancellor, or a person authorised by him, Records of their honorary membership accepted by each member of the staff should be kept in the Department and copies thereof forwarded to the Registrar for information of the Executive Council on 31st March, every year.
- (ix) In the case of research, development and other technical work to be carried out in the Department, the work should be done on a purely departmental basis and teacher not be entitled to claim any share in the payment, if any received by the University for such work.
- (x) With regard to work to be carried out outside the Department, such as consultation work the teacher applying for such permission should state clearly the nature of work, the terms offered and the time involved.
- (xi) A yearly report of the consultation work undertaken by the Heads of the Departments and Teachers should be submitted to the Vice-Chancellor on 31st March every year.
- (xii) All honoraria received for consultation work shall be shared between the University and the Consultant on the basis of 1/3 and 2/3.
- (xiii) Total amount received by a teacher after deducting the University's share in any one year as (1) honoraria for consultation work, (2) honoraria for expert advice or opinion, industrial training during vacation etc and (3) the sitting fees for attending meeting of the Board of Directors of companies in the public sector or private sector taken together should not exceed Rs. 50,000/- provided, however, that the Executive Council may grant permission to a teacher to accept an amount in excess of Rs. 50,000/- per annum on the merit of the case and in such terms and conditions as the Executive Council may lay down.
- (xiv) Every request for permission to carry out work whether of an academic nature or otherwise, wherever such permission is required to be obtained in accordance with the forgoing rules, should be accompanied by a statement of work which the teacher concerned has on at the

time of his/her making such application, together with full information about the approximate time he/she would have to devote to such work if the permission asked for is granted.

- (xv) In the case of remuneration received in respect of examination work, contribution of abstracts or review articles to technical journals, royalties from books and monographs, committee work, invited lectures, etc the teacher concerned may be permitted to retain the entire amount.
- (xvi) Sitting fees for attending meeting of the Board of Directors of companies of Public or Private Sector may be permitted to be retained by a teacher in full subject to the condition that the total amount received by the teacher after deducting University's share in any one year as (i) honoraria for consultation work (ii) honoraria for expert advise or opinion, industrial training during vacation etc. and (iii) the sitting fees for attending meeting of Board of Directors of companies in the Public or Private Sector taken together does not exceed Rs.50,000/-
- (xvii) Honorarium received by a teacher in respect of assignments like expert advise or opinion, industrial training during vacation etc. may be permitted to be retained by a teacher in full, provided that the total amount of remuneration for such works does not exceed Rs.6,000/- per annum, subject to the condition that the total amount received by a teacher after deducting University's share in any one year as (i) honoraria for consultation work, (ii) honoraria for expert advice or opinion, industrial training during vacation etc, and (iii) the sitting fees received by him/her for attending meetings of Boards of Directors of companies in the Public or Private Sector taken together does not exceed Rs. 50,000/-
- (xviii) The share of honorarium received by the University may be credited to a separate Reserved Fund which may be utilised in accordance with the rules framed by the Executive Council in that behalf.
- (xix) In the case of academic work on project such as PL 480 CSIR, ICAR, ICMR, Atomic Energy Commission and other of similar nature, which are accepted from outside bodies by the Department for investigation, from time to time, all allocation of funds provided as remuneration to the Investigator may be credited to the above Fund.

SSB-1 (xxxii) (Effective from 3rd January, 2000). *For service matters not covered by these Statutes, the University shall follow the general rules governing the Government servants namely the Central Civil Services Rules as amended from time to time.*

Schedule SSB-1 (Effective from 19th June, 2013) - Deleted -

Schedule SSB-2

SSB-2 Statute Relating to the Provident Fund-Cum-Gratuity Scheme.

SECTION - I

CONTRIBUTORY PROVIDENT FUND

SSB-2 (1) Application

The provision of the Contributory Provident Fund will be applicable to those employees who are eligible to and opt for Contributory Provident Fund-cum-Gratuity Scheme.

- a) Every whole time Officer, teacher or other servant of the University appointed in a substantive capacity shall, as a condition of his/her service, become a subscriber to the University Contributory Provident Fund.
- b) The Executive Council shall have the powers to admit any member of the staff working on a Research Scheme undertaken by the University to the benefit of the University Contributory Provident Fund, provided that the said scheme, is in operation for one year or more and provides for provident Fund benefits to the staff working thereunder.
- c) Persons appointed in whole time service for a period of not less than one year or persons appointed as a whole time service in a temporary capacity and who have completed one year of service shall be entitled to subscribe option to the Provident Fund.
- d) Part-time servants shall not be so entitled,
- e) Persons who are in receipt of any Pension from Government or any local fund administered by Govt. or any other institution if re-employed in the University, may be entitled to subscribe to the Provident Fund provided that where the term of re-employment is initially for a year or less but is later extends so as to exceed one year.

SSB-2 (2) Transfer of balances from other Provident Fund

If an employee admitted to the benefit of the provident Fund was previously a subscriber to any contributory/non-contributory Provident fund of the Central Government or University/Institutions of University status or any autonomous organisation registered under the Societies Registration Act, 1860, the amount of his/her accumulation in such contributory or non-contributory provident fund; shall be transferred to his/her credit in the fund.

The University shall pay interest on such of the amount transferred only from the month in

which it is received.

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SSB-2 (3) Nomination

The subscriber shall at the time of joining the Fund, send to Finance Officer, a nomination in such of the forms set forth in the schedule to these Statutes as is appropriate in the circumstances conferring on one or more persons right to receive the amount that may stand to his/her credit in the Fund, in the event of his/her death, before the amount has become payable or having become payable, before it has been paid.

Provided that if, at the time of making nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of his/her family.

Provided further that the nomination made by the subscriber in respect of any other Fund to which he/ she was subscribing before joining the Provident Fund shall, if the amount to his/her credit in such other Fund has been transferred to his/her credit in the Fund, be deemed to be a nomination under this Statute until he/she makes a nomination in accordance with this Statute.

A subscriber may at any time cancel the nomination by sending a notice in writing to the Finance Officer and make a fresh nomination in accordance with this Statute.

SSB-2 (4) Rate of Subscription

- (a) The amount of subscription to the Fund shall be at one uniform rate of $8\frac{1}{3}$ percent of his/her emoluments rounded up to a next higher rupee in case of 50 paise and above. For the purpose of this clause the 'emoluments' means and includes (1) Pay (2) Special pay (3) Personal Pay (4) Leave Salary (5) Dearness Pay (6) Interim Relief and/or any other remuneration treated as pay.
- (b) An employee may at his/her discretion subscribe at a higher rate to his/her provident Fund but there shall be no contribution from the University for the element of subscription higher than $8\frac{1}{3}$ percent.

SSB-2 (5) Conditions of Subscriptions

- (i) Every subscriber shall subscribe monthly to the Fund when on duty in the service of the University except during the period when he/she is under suspension.
- (ii) A subscriber may, at his/her option, not subscribe during the period of leave other than leave of less than 30 days duration. He/she shall intimate his/her option to the Finance Officer, and option once intimated shall be final. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. [\[Go To Index\]](#)
- (iii) A subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one lumpsum, or in installments any sum not exceeding the maximum

rate prescribed in these rules.

- (iv) The subscription shall commence from the month following the month in which a subscriber has completed one year of service except in case of persons who are appointed substantively, the subscription shall commence from the month following the month in which he/she joined the service.

SSB-2 (6) Contribution from the University

University Contribution to the fund shall be equal to the subscriber's subscription and shall be made every month. The amount of contribution payable shall be rounded to the nearest one rupee (50 p.) or more be counted as the next higher rupee).

SSB-2 (7) Interest

The University shall pay to the credit of the account of each subscriber interest at such rate as may be determined by the Executive Council for each year, on the balances standing to the credit of each subscriber.

Interest shall be credited for a maximum period of 6 months from the month following the month of quitting service by a subscriber.

If in the calculation there has been any excess or shortfall in the amount credited to the subscriber's account the necessary corrections be made including the deduction or addition of the interest thereof.

SSB-2 (8) Advance from the Fund

- (1) The Finance Officer of the University may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding in amount six month's pay or half the amount of his own subscriptions and interest thereon standing to the credit of the subscriber in the Fund, whichever is less, for one or more of the following purposes:-
- a) to pay expenses in connection with the illness, confinement or a disability, including where necessary, the traveling expenses of the subscriber and members of his/her family or any person actually dependent on him.
 - b) to meet cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his/her family or any person actually dependent on him in the following cases, names :
 - (i) for education outside India for academic, technical, profession or vocational course beyond the High School stage;
 - (ii) for any medical engineering or other technical or specialised course in India beyond the High School stage, Provided that the courses of study is for not less than three years;

- (iii) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies; and
 - (iv) to meet the cost of plot or construction of a house or flat for the residence or to make any payment towards the allotment of plot or flat by a State Housing Board or a House Building co-operative Society.
- 2) The Registrar may for special reasons to be recorded in writing, sanction the payment to any subscriber of an advance in excess of the limit laid down in sub-clause (1) or until repayment of the installment of any previous advance.

Provided that an advance shall in no case exceed the amount of subscriber's own subscription and interest thereon standing to the credit of the subscriber in the Fund.

Note :- For the purpose of this rule, pay includes pay and dearness pay wherever admissible.

- 3) When an advance is sanctioned under sub-clause (2) before repayment of last installment of any previous advance is completed the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.

SSB-2 (9) Recovery of Advance

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An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than twenty four. In special cases where the amount of advance exceeds three months pay of the subscriber under sub-clause (2), the sanctioning authority may fix such number of installments to be more than twenty four but in no case more than thirty six.

SSB-2 (10) Withdrawal from the fund:

- (1) Subject to the conditions specified herein, withdrawals may be sanctioned by the Registrar at any time after the completion of twenty years of service (including broken period of service, if any) of subscriber or within ten years before the date of his/her retirements on superannuation whichever is earlier, from the amount standing to his/her credit in the Fund for one or more of the following purposes, namely.
- a) meeting the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber actually dependent on him/her in the following cases :-
 - i) for education outside India for academic, technical, Professional or vocational courses

- beyond the High School stages; and
- ii) for any medical, engineering or other technical or specialised course in India beyond the High School stage, provided that the course of study is for not less than three years;
 - b) meeting the expenditure in connection with the marriage of sons or daughters of the subscriber and of any other female relation dependent upon him/her.
 - c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him/her
 - d) building or acquiring house for his/her residence including the cost of site or for repaying any outstanding amount of loan expressly taken for this purpose before the date of receipt of application for withdrawal but not earlier than twelve months from that date or reconstructing or for making additions and alterations to a house already owned or acquired by a subscriber;
 - e) purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of application for withdrawal but not earlier than 12 months of that date;
 - f) constructing a house on site purchased; and
 - g) renovating additions or alterations or upkeep of an ancestral house at a place other than the place of duty.
- 2) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Clause 10(1) from the amount standing to his/her credit in the Fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of a subscriber in the Fund or fifteen month's pay of the subscriber, whichever is less. The Vice-Chancellor may, however, sanction the withdrawal of an amount in excess of these limits upto three fourths of the subscription and interest thereon standing to the credit of a subscriber in the Fund, having due regard to (i) the object for which the withdrawal is being made, (ii) the status of that subscriber, and (iii) the amount to his/her credit in the Fund.
 - 3) A subscriber who has been permitted to withdraw money from the Fund under Clause 8 (1) shall satisfy the Vice-Chancellor within a reasonable period as may be specified by him/her that the money has been utilised for the purpose for which it was withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith be repaid in one lump sum and in default of such payment it shall be ordered by the Vice-Chancellor to be recovered from his/her emoluments either in a lump sum or in such number of monthly installments as may be determined by him.
 - 4) A subscriber who has been permitted under sub clause (d),(e) or (f) of clause 10 (1) above

to withdraw money from the amount standing to his/her credit in the Fund shall not part with the possession of the house so built or acquired or house site so purchased by way of sale, mortgage, gift, exchange or lease for a term exceeding 3 years without the previous permission of the Vice-Chancellor. He/she shall submit a declaration not later than 31st day of December of every year to the effect that the house or, as the case may be, the house site continues to be in his possession and shall, if so required, produce before the Finance Officer on or before the date specified by that Officer in that behalf, the original sale deed and other documents on which his title to property is based.

If at any time before retirement, he parts with the possession of the house or house site without obtaining the previous permission of the Vice-Chancellor the sum withdrawn by him/her shall forthwith be repaid in one lump-sum and in default of such repayment it shall be ordered by the Vice-Chancellor to be recovered from his/her emoluments either in a lump-sum or in such number of monthly installments as may be determined by the Vice-Chancellor.

- 5) A subscriber who has already drawn or may draw in future an advance under clause 8 for any of the purposes specified in sub-clause (a), (b) & (c) of clause 10 (1) may convert at his/her discretion, by written request to the sanctioning authority, the balance outstanding into a final withdrawal one his satisfying the conditions laid down in sub-clause (1), (2) & (3) above.

SSB-2 (11) Final Withdrawal from the Fund :

When a subscriber quits the service of the University, the amount standing to his/her credit in the Fund shall become payable to him/her.

Provided that a subscriber who has been dismissed from the service of the University and is subsequently reinstated shall, if required to do so, repay any amount paid to him/her from the Fund in pursuance of this clause with interest thereon at the rate provided in clause 4. The amount so repaid shall be credited to his account in the Fund.

(12) Retirement of a Subscriber:

When a subscriber:

- (a) has proceeded on leave preparatory to retirement or if he is entitled to vacation, or leave preparatory to retirement combined with vacation, or
- (b) while on leave, has been permitted to retire or has been declared by a competent medical authority that may be prescribed by the Executive Council in this behalf to be unfit for further service, the amount standing to his/her credit in the Fund shall, upon an application made by him/her in that behalf to the Finance Officer, become payable to the subscriber.

Provided that the subscriber if he/she returns to duty shall, if required to do so repay to the

Fund for credit to his account the whole or part of any amount paid to [\[Go To Index\]](#) the Fund in pursuance of this clause with interest thereon at the rate provided in clause 4 of the Statute by installments or otherwise by recovery from his/her emoluments or otherwise as the Vice-Chancellor may direct.

SSB-2 (13) On death of a subscriber

Subject to any deduction under Clause 14, on the death of a subscriber before the amount standing to his/her credit has become payable or where the amount has become payable, before payment has been made, the payment shall be made as provided hereunder:-

- (i) When the subscriber leaves a family
 - a) If a nomination made by the subscriber in accordance with the provisions of Clause 3 in favour of a member or members of his family subsists the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
 - b) If no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

Note : (1) Any sum payable under these clauses to a member of the family of a subscriber vests in such member under sub-section (2) of Section 3 of the Provident Fund Act, 1952.
(ii) when the subscriber leaves no family, if a nomination made by him/her in accordance with the provisions of clause 3 in favour of any person or persons subsists, the amount standing to his/her credit in the Fund or the part, thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.

Note-1: When a nominee is dependent on the subscriber as defined in clause (c) of Section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

Note-2: When the subscriber leaves no family and no nomination made by him/her in accordance with the provisions of clause (3) subsists, or if such nomination relates only to part of the amount standing to his/her credit in the Fund, the relevant provisions of clause (b) and sub clause (ii) of clause (c) of sub-section (1) of Section (4) of the Provident Fund Act, 1925, are applicable to the whole amount or part thereof to which the nomination does not relate.

SSB-2 (14) Deductions:

Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contributions by the University with interest thereon credited before the amount standing to the credit of a subscriber in the Fund is paid out of the fund the Vice-Chancellor/Executive Council in the case of employees appointed by it, may direct deduction from and payment to the University of -

- a) all amounts representing such contribution and interest, if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency.

Provided that where Executive Council is satisfied that such deduction would cause exceptional hardship to the subscriber. He may, by order exempt from such deduction an amount not exceeding two-third of the amount of such contribution and interest which would have been payable to the subscriber, if he/she had retired on medical grounds.

Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his/her reinstatement in the service, be replaced at his/her credit in the fund;

- b) all amounts representing such contribution and interest, if the subscriber within five years of the commencement of his/her service as such, resigns from the service or ceases to be an employee of the University otherwise than by reason of death, superannuation or a declaration by a competent medical authority that he/she is unfit for further service, or the abolition of the post or the reduction of establishment.
- c) any amount, due under a liability incurred by the subscriber to the University.

SSB-2 (15) Payment:

- 1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deductions, becomes payable, it shall be the duty of the Finance Officer to make payment on receipt of a written application. In case, however, where no deductions has been directed under clause (14), the Finance Officer shall satisfy himself, before making the payment, that no such deductions is to be made.
- 2) When the amount standing to the credit of a subscriber has become payable under Clause 12 & 13, the Finance Officer shall effect prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon as after may be.

SSB-2 (16) Assignment

The University would not be bound nor would recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before the amount becomes payable.

SSB-2 (17) Investment of Fund

All sums paid into the Fund shall be credited in the books of the University to an account named 'Contributory Provident Fund Account of the Goa University. A deposit account shall be opened in the State Bank of India to be operated in such manner as the Executive Council may direct. The balance of the Fund after reserving suitable amounts for current needs shall be invested in the Government Securities, 5 year Time Deposit or be placed in fixed deposit in the State Bank of India as the Executive Council may decide.

SSB-2 (18) Annual Statement of Accounts :

A statement of account shall be furnished to each subscriber once a year.

SSB-2 (19) Ordinances & Directions

The Executive Council may from time to time, (a) make ordinances or issue such general or special directions as are consistent with the above statutes as to (i) the conduct of the business of the Fund, (ii) any matter relating to the Fund, or its management, or the investment of sums at the credit of the Fund, or the privileges of the depositors not herein expressly provided for, or (b) vary or cancel any rules made or directions given by them.

SSB-2 (20) Commencement of the Statutes

These Statutes come into force with effect retrospective from 1st July 1985 and shall be applicable from the date of appointments of the officers appointed substantively to any posts of the university or on fixed term contract prior to this date.

SECTION - II

G R A T U I T Y

SSB-2 (21) Permanent employees and the employees appointed on fixed term contract:

Every permanent employee who has completed a continuous service for a minimum period of 5 years in the University shall be granted gratuity in accordance with the scale of gratuity indicated in Clause (22). The gratuity shall be payable on his/her retirement or relinquishment of service of the University. In the event of his/her demise this gratuity shall be payable to the nominees of the deceased in the manner prescribed in rule 51 of the Central Civil Service (Pension) rule 1972. No gratuity shall be paid on his dismissal or removal from it or misconduct, insolvency or inefficiency not due to age.

SSB-2 (22) (i) The amount of gratuity shall be one-fourth of the emoluments of an employee for each completed six monthly period of qualifying service, subject to a maximum of 16 1/2 times the emoluments.

ii) If an employee dies while in service, after completing 5 years continuous service, the amount of gratuity shall be equal to 12 times of his/her emoluments or the amount determined under sub-clause (i) whichever is higher and it shall be paid to the person or persons nominated by him/her.

SSB-2 (23) If an employee who has completed five years of service dies within a period of 5 years from the date of his/her retirement from service of the University and the sum actually received by him/her at the time of death on account of University's share of contribution to the Contributory Provident Fund together with gratuity under the above clause, is less than the amount equal to 12 times the emoluments, a residual gratuity equal to the deficiency shall be granted to the person or persons nominated by him/her.

SSB-2 (24) (i) If an employee dies in the first year of service, the gratuity equal to two times his emoluments at the time of his/her death shall be paid to his/her family.

ii) If an employee dies after completion of one year of service but before completing 5 years of service, the amount of gratuity shall be equal to six times of his/her emoluments.

SSB-2 (25) Temporary employees

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(1) Terminal gratuity : A temporary employee who retires on superannuation or discharged from service on account of retrenchment or if he/she is declared invalid for future service, shall be eligible for gratuity at the rate of one-half of a months pay for each completed years of his/her service, provided that he/she has completed not less than 5 years of continuous service at the time of retirement, discharge invalidment.

(2) Death gratuity : In the event of death of a temporary employee, while in service, his/her family shall be eligible for a death gratuity on the scale and subject to the condition specified below :

a) On death after completion of one year - A gratuity equal to one months
but before completion of two years of pay.
service

b) On death after completion of - A gratuity equal to two months
two years of service but before pay.
completion of 5 years of service

- c) On death after completion of 5 - A gratuity equal to years of service or more three months pay or the amount of terminal gratuity mentioned in Clause 25(1) whichever is

Emoluments for the purpose of determining of the gratuity includes (i) Pay (ii) special Pay (iii) Deputation (Duty) allowance (iv) Personal Pay (v) Non-practising allowance (vi) Dearness allowance treated as pay and Interim Relief.

The emoluments for the purpose of gratuity admissible under these statutes shall be subject to maximum of Rs.4000/- per mensem, and the amount of gratuity payable shall in no case exceed Rs. 50,000/-.

SCHEDULE

Forms of Nomination (As per SSB-2(3))

- When the subscriber has a family and wishes to nominate one or more than one member thereof.

I hereby nominate the person/persons mentioned below, who is/are a member/members of my family as defined in Clause (3) of the Statutes relating to the rules of CPF to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been paid.

| Name & address of Nominee/ Nominees | Relationship with sub scriber | Amount of share accumulation to be paid to each (to be filled only in case of more than one nominee) | Contingencies of the happening of which the nomination shall be come invalid | Name & address & relationship of the person /persons if any to whom the right of the nominees shall pass in the event of his predeceasing the subscriber. |
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| <p>Date:</p> <p>Signature of witnesses</p> <p>1.</p> <p>2.</p> <p style="text-align: right;">Signature of Subscriber</p> |

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ii) When the subscriber has no family and wishes to nominate one or more than one person.

I, having no family as defined in clause (3) of the Statute relating to the CPF hereby nominate the person/persons mentioned below to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable has not been paid.

| Name & address of Nominee/ Nominees | Relationship with subscriber | Amount of share accumulation to be paid to each (to be filled only in case of more than one nominee) | Contingencies of the happening of which the nomination shall be come invalid | Name & address & relationship of the person /persons if any to whom the right of the nominees shall pass in the event of his predeceasing the subscriber. |
|-------------------------------------|------------------------------|--|--|---|
| 1 | 2 | 3 4 | 5 | 6 |
| | | | | |

Date :

Signature of witnesses

1. -----

Signature of Subscriber

2. -----

For the purpose of these Statutes, Family means :-

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- (a) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber.
- (b) in the case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber.

Note Child means a legitimate child and includes an adopted child, where adoption is recognised by the personal law governing the subscriber.

PART C

Statutes applicable to Colleges

SC-1 Statutes regarding affiliation and recognition of colleges/institutions and related matters (Under Section 5(7) of Goa University Act, 1984).

(i) Colleges and Institutions not maintained by the University shall be admitted to its privileges either by affiliation or by recognition. The manner in which and the conditions subject to which a college/ institution may be admitted to the privileges of the University and for withdrawal of such affiliation/ recognition are prescribed herebelow.

(ii) Affiliation of Colleges - New Colleges.

1. The need for opening any new colleges shall be determined by the Executive Council in accordance with the perspective plan for educational development as may be prepared by the University for the location of Institutions of higher education in a manner ensuring an equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved and under-developed areas within the jurisdiction of the University.
2. Wherever a proposal to start a new college is made, the sponsoring body, or in the case of a college maintained by the Government (State or Central), the Department of the Government concerned, shall submit an application to the Registrar in the prescribed form. The application should be accompanied by a project report giving details of types of course and infrastructure and physical, financial and other facilities available to start such a college.
3. The Affiliation Inquiry Committee constituted as provided under sub-section (6) below shall scrutinise the application and, where needed, seek further clarification from the sponsoring body/Government Department and shall make recommendations after satisfying itself on the

following points:

- (i) Conformity with the perspective plan for educational development prepared by the University.
 - (ii) Need for opening the new college, keeping in view the following:
 - (a) the existing facilities/enrolments for undergraduates or of postgraduate education in the concerned region/area/city; [\[Go To Index\]](#)
 - (b) special purpose, if any, related to the region, its manpower needs, employment opportunities or developmental deficiencies;
 - (c) the status of employment in the region for the persons possessing the type of education/courses which are proposed to be implemented; and
 - (d) the feasibility of serving the need by non-formal/distance education channels, or by strengthening/expanding the existing colleges/institutions.
 - (iii) The infrastructure and the physical and financial facilities necessary for the proper establishment and development of the college, their present availability and the plans for obtaining and developing them for the next five years.
4. The recommendations of the Affiliation Inquiry Committee shall be considered by the Executive Council, and, if it is satisfied that the need for the college and its academic viability and physical/financial feasibility is established, the proposal along with the project report and the recommendations of the Affiliation Inquiry Committee shall be forwarded to the State Government for the issue of a No Objection Certificate for starting a new college. In case the proposal is for the opening of a professional college, the State Government shall also be requested to forward the proposal to the concerned national body/Council such as AICTE, MCI, CCIM or the like, for necessary recognition/permission.
 5. After the No Objection Certificate from the State Government and, in the case of professional colleges, permission of the concerned national body/Council is received, the Affiliation Inquiry Committee shall examine the proposal in detail and carryout an inspection of the facilities of the college and shall satisfy itself on the following points:
 - (a) that the college or the Governing Body of the College has been registered as a Society under the Societies Registration Act, 1860 (21 of 1860) or as a Trust with Trustees being appointed and vested with legal powers and duties. Provided that this condition shall not apply to Colleges opened by the State or Central Government;
 - (b) that for the college for which affiliation is sought, a local managing committee shall be constituted by the management as provided by the Ordinances made in that behalf;
 - (c) that a college if managed and maintained by the State or Central Government shall, not withstanding (b) above, have an advisory committee as provided by the Ordinances made in

that behalf;

- (d) that the strength and qualification of the teaching staff shall be in accordance with the Statute/ Ordinances /Regulations of the University;
- (e) that the emoluments and the terms in conditions of service of the teaching staff shall be in conformity with the Statutes/Ordinances/ Regulations framed by the University from time to time. Provided that if a college is maintained by the State or Central Government, these shall be in conformity with the Rules and Regulations framed by the Government in that behalf;
- (f) that the college has or shall acquire a plot of land of a size prescribed by U.G.C., that the building in which the college is to be located are or shall be owned by the college and that such buildings the number and sizes of lecture rooms, laboratories, library etc. are in accordance with the norms prescribed by the U.G.C. in this regard with [adequate facilities](#) of light, ventilation and toilets being provided keeping in view the norms laid down by the Indian Standard Institution or the local authority and that adequate facilities for essential services (water, electricity and sewerage facilities) are provided in all the buildings.
- (g) that, if the college is to cover the students in the surrounding area adequate hostel facilities shall be provided, according to norms prescribed by the U.G.C.
- (h) that the laboratories have adequate safety arrangement, proper fitting and regular supply of water, electricity etc.;
- (i) that the Library has or shall have adequate number of text books, reference books and journals, suitable space for reading room and library staff with proper furniture, and space by way of cubicles or otherwise for the teachers, as prescribed by the U.G.C.;
- (j) that the provision has been made or will be made within reasonable time for the residence of the Principal and some members of the teaching staff in or near the college campus;
- (k) that the rates of fees charged to the students are in accordance with the rates prescribed by the University from time to time;
- (l) that the college gives an undertaking that in the event of affiliation being granted, it shall not change or transfer the management of the college without previous permission of the Executive Council and shall report all changes in the teaching staff and all other changes that may result in any of the aforesaid requirements not being fulfilled or continuing to be fulfilled;
- (m) that the college gives an undertaking that the emoluments including allowances that are required to be paid to teachers and other employees of the college are, and shall be in accordance with the grades and allowances sanctioned under the Statutes from time to time and that the rules prescribing the qualifications, security of tenure, disciplinary matters and other terms and conditions of services of the teachers and other employees of college shall

be in accordance with the Statutes made by the University from time to time. Provided that if a college is maintained by the State or Central Government, all these shall be in conformity with the Rules and Regulations framed by the Government in that behalf;

- (n) that the college gives an undertaking that it shall create a non-transferable Reserve Fund in the name of the Society or Trust, shall deposit in the Fund such amounts as may be prescribed by the Ordinance made in that behalf, and shall create an irrevocable trust deed in respect of such Fund. Provided that this condition shall not apply to colleges opened by the State or Central Government;
 - (o) that the colleges gives an undertaking that it shall comply with all the provision of the University Act and Statutes, Ordinances, Regulations and Rules made there under;
 - (p) that the college shall comply with any conditions of affiliation as may be laid down by the Affiliation Inquiry Committee and accepted by the Executive Council; [\[Go To Index\]](#)
 - (q) that no student shall be admitted to any course of instruction in the college in anticipation of grant of affiliation. The affiliated College shall impart instruction only in the subject and for the courses in the faculties for which it has been granted affiliation by the University;
 - (r) that the academic and welfare activities of the backward classes and scheduled caste/tribes students shall be properly looked after and special attention shall be paid by the college to their problems while also adhering to state rules and directions on reservations;
 - (s) that the College shall furnish such returns and other information as the University or the State Government may require to enable it to monitor and judge its performance towards maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain the same;
 - (t) that the college shall not collect any capitation fee or donation from any of its students or employees except the prescribed fee and other charges as approved by the University;
 - (u) that the Management of non-government college shall have its accounts audited by the end of each year by a chartered accountant out of a panel approved by the University or the State Government and that a copy of its annual accounts shall be made available with the audit report to the University and State Government for inspection; and
 - (v) that all registers and records as required to be maintained under University Regulation/Government orders shall be maintained and will be made available as and when required for inspection by the University/Government;
- 6 (a) The Executive Council shall appoint a Standing Affiliation Inquiry Committee for a period to be specified for examining applications for affiliation as provided in sub-clauses (3) and (5) above, carry out inspection of facilities as provided in sub-clause (5) above, and to make

inquiries on any other matter relevant to ensure the proper and continued working of the colleges seeking affiliation. The Standing Affiliation Inquiry Committee shall comprise of three members viz. one member of the Executive Council to be nominated by the Executive Council, one member of the Academic Council to be nominated by the Academic Council and the Deputy Registrar or the Assistant Registrar of the University dealing with the subject.

SC-1.6(a)(Effective 26th September, 2003) *The Executive Council shall appoint a Standing Affiliation Inquiry Committee for a period to be specified for examining applications for affiliation as provided in sub-clauses (3) and (5) above, carry out inspection of facilities as provided in Sub-Clause (5) above, and to make inquiries on any other matter relevant to ensure the proper and continued working of the colleges seeking affiliation. The Standing Affiliation Inquiry Committee shall comprise of three members viz.*

1. *One member nominated by the Vice-Chancellor from the Panel of Experts prepared by the Executive Council.*
2. *One member nominated by the Vice-Chancellor from the panel of experts prepared by the Academic Council.*
3. *The Deputy Registrar or the Assistant Registrar of the University dealing with the subject.*

(b) The member of the Executive Council on the Affiliation Inquiry Committee referred to in (a) above shall be the Chairman of the Affiliation Inquiry Committee. The Deputy Registrar or the Assistant Registrar of the University dealing with the subject shall be its Member-Secretary.

(c) The Chairman of the Affiliation Inquiry Committee may, if felt necessary co-opt two to five subject experts on the Committee from amongst the panel of experts approved by the Executive Council.

(d) In case the application for affiliation/continuation /extension of affiliation pertains to a college of which a member of the AIC is the Principal, such member shall withdraw from the AIC in respect of the inspection of such college.

7. The recommendations of the Affiliation Inquiry Committee shall be submitted to the Academic Council for its opinion on the application to start a new college.

8. The final report of the Affiliation Inquiry Committee along with the opinion of the Academic Council shall be submitted to the Executive Council which shall after such further inquiry, if any, as it may deem necessary, record its resolution in regard the granting or rejection of the application in part or in whole.

9. Where the application, or any part thereof, is granted, the Executive Council shall specify

the course/ courses of instruction in respect of which the college is to be affiliated, the number of students to be admitted to each such course, the period for which the affiliation is granted, and the conditions to be fulfilled by the college specifying the time limit for so doing; and where the application, or any part thereof, is rejected, the grounds for such rejection shall be stated. The Registrar shall cause the decision of the Executive Council to be communicated to the applicant within a period of 10 days on the meeting of the Executive Council.

10. The decisions of the Executive Council shall be reported to the Academic Council for information.

SC-1 (iii) Continuation and Extension of Affiliation.

1. A college which has been granted temporary affiliation shall apply to the Registrar for continuation of affiliation for a further period of time and/or for extension [\[Go To Index\]](#) to add to the courses of instruction in respect of which it has been granted temporary affiliation, within the time limit fixed, in the format prescribed and with the affiliation fees prescribed by the ordinances made in that behalf.
2. A college which has been granted permanent affiliation and desires to add to the courses of instruction in respect of which it has been granted permanent affiliation shall apply to Registrar for extension of affiliation within the time limit fixed, in the format prescribed and with the fees prescribed by the ordinances made in that behalf.
3. The procedure indicated in the last preceding clause (2) shall mutatis mutandis, be followed in respect of application for continuation and/or extension of affiliation.

SC-1 (iv) Permanent Affiliation

1. A College which has a standing of five years of satisfactory performance and has fulfilled all the conditions of affiliation prescribed by the Executive Council and has attained the academic and administrative standards prescribed by the University from time to time shall ordinarily be granted permanent affiliation on application by the college and after an inquiry by the Affiliation Inquiry Committee.
2. The procedure prescribed in the preceding clause (2) above shall mutatis mutandis be followed in respect of applications for permanent affiliation.

SC-1 (v) Withdrawal of Affiliation

- 1) The Executive Council have powers to withdraw the rights conferred on a college/Institution by affiliation in part or in whole, or modify, if the college has failed to carry out any of the provisions of sub Clause (5) of Clause (2) or to observe any of the conditions of its affiliation,

or is conducted in a manner prejudicial to the interests of the University or its standard or if the college/institution authorities has/ have failed to maintain order and discipline in the college/institution or the normal, regular and proper functioning of the College/Institution has become impossible due to mismanagement of the affairs of the college/institution or any other valid reason.

- 2) Before considering action under (1) above, the Executive Council shall give the Management of the College/Institution a notice to show cause within a specified period against the action proposed to be taken and send a copy thereof to the Principal of the College/Institution.

Provided that, the period so specified may, if necessary be extended by Executive Council.

- 3) On receipt of such representation or on expiry-of the period referred to in sub-clause (2), the Executive Council shall, after considering the representation, if any, and after such inspection by AIC or any other committee of competent persons authorised by it in that behalf, and such further inquiry as it thinks necessary, make an order withdrawing the affiliatic [\[Go To Index\]](#)
- 4) When any such order withdrawing affiliation is made by the Executive Council the Registrar shall submit the order and all proceedings of the Executive Council relating thereto to the State Government, for information.
- 5) Where, by an order made under sub-clause (3) the right conferred by affiliation are withdrawn, in part or in whole or modified, the grounds for such withdrawal or modification shall be stated in the order.
- 6) The Executive Council may, at any time, arrange a special inspection of any affiliated college on such aspects of its working as it thinks necessary.
- 7) The Executive Council may, on the basis of the report to it, and after giving reasonable opportunity to the Management of being heard, and making such further inquiry as it thinks fit, give directions to the Management requiring it to rectify the defect or deficiency found in the working of the college.
- 8) If the Management, without reasonable cause, fails to comply with any directions given under sub clause (7), the Executive Council may, after considering the explanation, if any given by the Management take such further action as it think fit, including :-
 - (a) recommending to the State Government the stopping of aid to the College; and
 - (b) withdrawing affiliation, in part or whole or taking over the management of the college in the public interest for a period not exceeding three years.
- 9) The management of an affiliated college which in the opinion of the Executive Council, has failed without reasonable cause, to comply with the directions given under sub-clause (7) shall be liable to be taken over by the University, with the concurrence of the State Government.

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SC-1 (vi) Recognition of Institutions :

- 1) The Executive Council shall have the power to recognise as a recognised institution any institution of research or specialised studies other than a college.
- 2) An institution which conducts research or specialised studies and desires to obtain recognition shall apply to the Registrar within the time limit fixed, in the format prescribed and with fees prescribed by the ordinances made in that behalf and shall give full information in the application regarding the following matters :
 - a) the constitution and personnel of the managing body;
 - b) the subjects and courses of study for which recognition is sought;
 - c) the accommodation, equipment and numbers for whom provision has been or is proposed to be made;
 - d) the strength of the staff, their qualifications and emoluments and the research work, if any done by them; and
 - e) the fees levied, or proposed to be levied, and the provision made for [\[Go To Index\]](#) expenditure on buildings and equipment and for the continued maintenance and efficient working of the Institution.
- 3) The Universities Affiliation Inquiry Committee shall make the necessary inquiry in the matter and submit its report. The report shall be placed before the Academic Council for its opinion on the proposal to recognise the institution. After considering the opinion of the Academic Council and the report of the A.I.C. and making such further inquiry as it may think necessary the Executive Council shall grant or reject the application, in part or in whole. where the application, or any part thereof, is granted, the Executive Council shall specify the subjects and the courses of instruction for which the institution is recognised. Where the application or any part thereof, is rejected, the grounds for such rejection shall be stated in the report.
- 4) No institution shall be granted permanent recognition unless it has a standing of eight years, and has attained and maintained the academic and administrative standards prescribed by the University from time to time.
- 5) The decisions of the Executive Council shall be reported to the Academic Council for information.

SC-1(vi) (Effective from 2nd August, 2012) Recognition of Institutions:

- 1) a) *The Executive Council shall have the power to recognize any institution of research or specialized studies other than a college, as a recognized institution.*
b) *The Executive Council shall have the power to recognize a department of an affiliated college or a section of an institution as a Research Centre for Ph.D. Research.*
- 2) *An institution which conducts research or specialized studies or Ph.D. programme, and desires*

to obtain recognition, shall apply to the Registrar within the given time limit, in the format prescribed along with the fees prescribed by the Ordinances. The institution is also required to provide complete information in the application regarding the following matters.

- a) the constitution and personnel of the managing body;
- b) the subjects and courses of study for which recognition is sought;
- c) the accommodation, equipment and numbers for whom provision has been or is proposed to be made;
- d) the strength of the staff, their qualifications and emoluments and the research work, if any done by them; and
- e) the fees levied, or proposed to be levied, and the provision made for capital expenditure on buildings and equipment and for the continued maintenance and efficient working of the Institution.

f) Conditions for recognizing a Department / Section of a College / Institution as Research Centre for Research leading to Ph.D. degree:

The proposed Research Centre must have:

- i) at least one Research Guide recognized by Goa University.
- ii) over 500 reference books in the Library in the respective subject of research.
- iii) at least 5 printed journals and subscribed to INFLIBNET and/or other e- journals in the respective subject of research.
- iv) adequate space/room for the researchers to carry out research.
- v) broadband or wi-fi internet connectivity.
- vi) a well equipped laboratory to conduct research at Ph.D. level in the respective area of research (applicable to Natural Sciences and Applied Sciences) as laid down by Affiliation/Recognition Committee.
- g) Affiliation / Recognition Committee shall comprise of 2 subject experts from other Universities / Institutions not affiliated to Goa University.
- h) Recognition of a Research Centre shall be for a period of 3 years at the first instance.
- i) As a special provision, Research Centre/University Department may permit recognized Guide who are not permanent and full-time employee of the said Research Centre/ Department of the University to register Ph.D. students in specific areas of research.

However, in such cases, University Department/Research Centre shall have to lay down guidelines regarding guidance, teaching of courses, issues pertaining to discipline and the same shall have to be approved by the Academic Council. A guide so recognized shall be treated on par with other Ph.D. guides of the concerned Research Centre/ University Department and the responsibility pertaining to the Ph.D. guidance shall be that of Research Centre/ University Department.

j) Allotment of Candidates for Research:

Availability of vacancies for Ph.D. shall be announced by the University for each Department/Research Centre at the time of entrance test to be conducted by the University as per OB-9. The candidates for the Ph.D. programme may be admitted as per the existing guidelines of the Goa University through a centralized allotment system, wherein the University shall have to invite applications for the entrance test and interview. The allotment shall be done by the University on the basis of preferences given by the candidates in terms of institution/ specialization/ subject, in cases where the concerned subjects are offered at University departments. In case of the subjects which are not offered at University departments, personal interviews and selection of candidates for each of the Research Centres shall be done at their respective institutions, provided that the candidate passes in the entrance test or is otherwise eligible for registering for Ph.D.

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- 3) The Universities Affiliation Inquiry Committee shall make the necessary inquiry in the matter and submit its report. The report shall be placed before the Academic council for its opinion on the proposal to recognize the institution. After considering the opinion of the Academic Council and the report of the A.I.C. and making such further inquiry as it may think necessary the Executive Council shall grant or reject the application, in part or in whole. Where the application, or any part thereof, is granted, the Executive Council shall specify the subjects and the courses of instruction for which the institution is recognized. Where the application or any part thereof, is rejected, the grounds for such rejection shall be stated in the report.*
- 4) No institution shall be granted permanent recognition unless it has a standing of eight years and has attained and maintained the academic and administrative standards prescribed by the University from time to time.*
- 5) The decisions of the Executive Council shall be reported to the Academic Council for information.*

SC-1 (vii) Withdrawal or Suspension of recognition

- 1) The Executive Council shall have the power to withdraw the rights conferred on an Institution by recognition or suspend them for any period if the Institution has failed to observe any of the conditions of its recognition; or if it is conducted in a manner prejudicial to the interest of the University or its standards.
- 2) Before considering action under (1) above, the Executive Council shall give the Management of the Institution a notice to show cause within a stipulated period against the action proposed to be taken and send a copy thereof to the Head of the Institution. Provided that, the period as specified may, if necessary, be extended by the Executive

Council.

- 3) On receipt of such representation or on expiry of the period, referred to in sub clause (2), the Executive Council shall, after considering the representation, if any, and after such inspection by the AIC or any other Committee of competent persons authorised by it in that behalf and such further inquiry as it thinks necessary make an order withdrawing or suspending the recognition.

SC-1 (Effective from 17th June, 2013) Statutes regarding affiliation and recognition of colleges/institutions and related matters (Under Section 5(7) of Goa University Act, 1984).

SC 1 (i) Colleges and Institutions not maintained by the University shall be admitted to its privileges either by affiliation or by recognition. The manner in which and the conditions subject to which a college/ institution may be admitted to the privileges of the University and for withdrawal of such affiliation/ recognition are prescribed here below.

SC 1 (ii) Affiliation of Colleges - New Colleges.

1. The need for opening any new colleges shall be determined by the Executive Council in accordance with the perspective plan for educational development as may be prepared by the University for the location of Institutions of higher education in a manner ensuring an equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the un-served and under-developed areas within the jurisdiction of the University.
2. The application to start a new college and to get it affiliated to Goa University can be submitted by Central Government Institutions in the State of Goa or State Government institutions or Society/Trust registered in the State of Goa.
3. If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Act of the Central/State government on or before the date of submission of the application.

SC-1 (iii) Eligibility Criteria for Temporary Affiliation

1. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned, in the case of technical/professional courses only:
 - (a) Undisputed ownership and possession of land free from any or all encumbrances, measuring not less than 5 acres.

- (b) *Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by Goa University for each of the higher education courses/programs with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned, taking care that all buildings constructed in the college are disabled-friendly.*
 - (c) *Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar room/library and 20 sq. ft. per student in each of the laboratories.*
 - (d) *Number of teaching and non-teaching staff as per University norms / Central councils, as applicable;*
 - (e) *Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage in conformity with the norms laid down by the Central/State PWD;*
 - (f) *Adequate measures for safety, security, pollution control, etc.*
 - (g) *A Library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC / other regulatory bodies, as applicable from time to time;*
 - (h) *Necessary laboratory equipments as prescribed by the University/ Statutory/Regulatory body concerned, for each of the higher education programmes;*
 - (i) *A multipurpose complex/ an auditorium and facilities for sports, canteen, healthcare, separate common rooms and separate hostels for boys and girls as per the local requirements, as decided by the University / appropriate authorities;*
 - (j) *Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities;*
 - (k) *A duly constituted managing body as specified by the University.*
2. *The college, if not run by the Central / State Government:*
- (a) *shall be managed by a duly constituted and registered Society or Trust;*
 - (b) *shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. It shall also produce evidence of creating and maintaining a Corpus Fund permanently in the*

name of the college by way of irrevocable Government Securities of Rs.35 lakhs per programme or as prescribed by the relevant Statutory /Regulatory body, if it proposes to offer professional programmes and Rs.15 lakhs per programme, if the college proposes to conduct other programmes. Alternatively, such Society or Trust shall produce evidence of FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities;

(c) shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

3. The Registered Society/ Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the buildings and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the colleges moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

4. The Registered Society/Trust proposing the college shall execute a bond:

(a) to impart instruction only in the subjects and for the courses/ programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University;

(b) to comply with all the provision of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;

(c) to follow the Rules, Regulations and Guidelines of the Statutory/ Regulatory bodies issued from time to time;

(d) to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC / other regulatory councils and conditions of service shall be in accordance with the Statutes/Ordinance/ Regulations of the University/State Government/ UGC / other

regulatory councils and shall ensure imparting of adequate instruction to the students in the courses/ programmes of studies to be undertaken by the college and that the Student-Teacher Ratio of the college shall be as per the norms of the UGC / other regulatory councils;

- (e) to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as prescribed by the UGC/ Central/ State Govt. as the case may be, from time to time;*
- (f) to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on consideration of merit based on qualifications and experience prescribed for them and not demanding or accepting any donation or other consideration;*
- (g) to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the conditions for affiliation to the University within a fortnight of changes coming into effect;*
- (h) to the effect that all fees to be charged from the students shall be as approved by the University based on the norms of the UGC / State Government, from time to time;*
- (i) to the effect that the college shall not collect any capitation fee or donation in any form, from or on behalf of any of its students or their parents/guardians or any other source, except the prescribed fee and other charges as approved by the University based on the norms of the UGC;*
- (j) to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;*
- (k) to the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/ programme of study;*
- (l) to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college;*

(m) to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/ Orders of the UGC/ University/ Government shall be maintained and made available as and when required for inspection by competent authorities;

(n) to the effect that the college shall furnish all such returns and other information, as the UGC/University/Government may require, to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and that it shall take such action as the UGC/ University/ Government may direct to maintain the same.

SC-1 (iv) Procedure for granting Temporary Affiliation

1. *The Government/Society/Trust which proposes to start the college and wishes to get it affiliated to Goa University shall make an application within the stipulated time to the University in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, Goa University.*
2. *The application shall be submitted with certified copies of the following documents:*
 - 2.1 *Registration of the Society/Trust along with details of Constitution and Memorandum of Association.*
 - 2.2 *Letter from the Competent Authority designated by the State Government for classification of land and its location as Metropolitan or other areas.*
 - 2.3 *Land Use Certificate, from the Competent Authority designated by the State Government.*
 - 2.4 *Document(s) relating to registration of land or that of lease by the Government in the name of the applicant.*
 - 2.5 *Appropriate order from the State Government permitting the Society/Trust to start the college with details of the courses/ programmes intended to be offered.*
 - 2.6 *Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the State Government.*
 - 2.7 *Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college.*

- 2.8 *Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose.*
- 2.9 *Detailed Project Report giving*
- (a) *background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background, its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;*
 - (b) *development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in student-intake and introduction of Bachelor's degree, Master's degree , postgraduate diplomas and research programmes and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;*
 - (c) *architectural master plan indicating the land use pattern including those for the future;*
 - (d) *policy with regard to faculty recruitment, retention and development;*
 - (e) *structure of academic and administrative governance;*
 - (f) *sources of financing of capital and operating expenditure, besides funds to be generated through students' fees, and*
 - (g) *Resource projections and their utilization schedule.*
3. (a) *The Executive Council shall appoint a Standing Affiliation Inquiry Committee for a period to be specified, for examining applications for affiliation, and to make inquiries on any other matter relevant to ensure proper and continued working of the colleges seeking affiliation.*
- (b) *The Standing Affiliation Inquiry Committee shall comprise three members viz: (i) One member nominated by the Vice Chancellor from the Panel of Experts prepared by the Executive Council, (ii) One member nominated by the Vice Chancellor from the Panel of Experts prepared by the Academic Council, (iii) Deputy Registrar or the Assistant Registrar of the University dealing with the subject.*
 - (c) *The member of the Executive Council on the Affiliation Inquiry Committee referred to in (a) above shall be the Chairman of the Affiliation Inquiry Committee. The Deputy Registrar or the Assistant Registrar of the University dealing with the subject shall be*

its Member-Secretary.

- (d) *The Chairman of the Standing Affiliation Inquiry Committee may, if felt necessary, co-opt two to five subject experts on the Committee from amongst the panel of experts approved by the Executive Council.*
4. *The Standing Affiliation Inquiry Committee shall make a preliminary scrutiny of the application and, wherever necessary, seek further clarification from the sponsoring body/Government Department, and, if found satisfactory, issue a letter of intent to cause an inspection within a period of three months for physical verification, after satisfying itself on the following:*
- (i) *Conformity with the perspective plan for educational development prepared by the University.*
- (ii) *Need for opening the new college, keeping in view the following:*
- (a) *the existing facilities/enrolments for undergraduate or postgraduate education in the concerned region/area/city;*
- (b) *special purpose, if any, related to the region, its manpower needs, employment opportunities or developmental deficiencies;*
- (c) *employment opportunities in the region for persons possessing the type of education/courses which are proposed to be implemented; and*
- (d) *the feasibility of serving the need by non-formal/distance education channels, or by strengthening/expanding the existing colleges/institutions.*
- (iii) *The infrastructure and the physical and financial facilities necessary for the proper establishment and development of the college, their present availability and the plans for obtaining and developing them for the next five years.*
5. (1) *After the No Objection Certificate from the State Government and, in case of professional colleges, permission of the concerned national body/Council is received, the Affiliation Inquiry Committee shall examine the proposal in detail and carry out an inspection of the facilities of the college.*
6. *The Affiliation Inquiry Committee shall consist of the following experts nominated by the Vice-Chancellor:*
- (a) *One Expert for each of the subject areas proposed,*
- (b) *Dean, College Development Council, / an equivalent academician of the University,*
- (c) *a representative of the higher education department of the Government not below the rank of Deputy Director, and*
- (d) *an Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer.*
- One of the subject experts at the level of Professor, as nominated by the Vice-*

Chancellor, shall be the Chairperson of the Committee.

6. **(Effective from 29th December, 2016)** *The Affiliation Inquiry Committee shall consist of the following experts nominated by the Vice-Chancellor:*

- (a) One expert for each of the subject areas proposed,*
- (b) Dean, College Development Council/ an equivalent academician of the University,*
- (c) A representative of the Higher Education Department of the Government not below the rank of Deputy Director, and*
- (d) An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer.
One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall be the Chairperson of the Committee.*
- (e) One member of the Academic Council*
- (f) Assistant Registrar of the Academic Division - Member Secretary*

SC-1(iv) 6. (Effective from 19th July, 2017) *The Affiliation Inquiry Committee shall consist of the following experts nominated by the Vice-Chancellor:*

- (a) One expert for each of the subject areas proposed,*
- (b) Director, College Development Council or his/ her Nominee,*
- (c) A representative of the Higher Education Department of the Government not below the rank of Deputy Director, and*
- (d) An Engineer from the PWD/CPWD of the University not below the rank of Executive Engineer or his/ her Nominee,*
- (e) One member of the Academic Council*
- (f) Assistant Registrar of the Academic Division – Member Secretary*

7. **(Effective from 17th June, 2013)** *The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body such as AICTE, MCI, DCI, CCIM, NCTE, COA, INC, in case of technical/professional courses:*

- (a) that the college or the Governing Body of the College has been registered as a Society under the Societies Registration Act, 1860 (21 of 1860) or as a Trust with Trustees being appointed and vested with legal powers and duties. However, this condition shall not apply to Colleges opened by the State or Central Government;*

- (b) *that for the college for which affiliation is sought, a local managing committee shall be constituted by the management as provided by the Ordinances made in that behalf;*
- (c) *that a college if managed and maintained by the State or Central Government, notwithstanding the clause (b) above, shall have an Advisory Committee as provided by the Ordinances made in that behalf;*
- (d) *that the strength and qualification of the teaching staff shall be in accordance with the Statute/ Ordinances /Regulations of the University;*
- (e) *that the emoluments and the terms and conditions of service of the teaching staff shall be in conformity with the Statutes/Ordinances/ Regulations framed by the University from time to time. Provided that if a college is maintained by the State or Central Government, these shall be in conformity with the Rules and Regulations framed by the Government in that behalf;*
- (f) *that the college has or shall acquire a plot of land of a size prescribed by U.G.C., that the building in which the college is to be located are or shall be owned by the college and that such buildings the number and sizes of lecture rooms, laboratories, library and other facilities are in accordance with the norms prescribed by the U.G.C. in this regard with adequate facilities of light, ventilation and toilets being provided keeping in view the norms laid down by the Indian Standard Institution or the local authority and that adequate facilities for essential services (water, electricity and sewerage facilities) are provided in all the buildings.*
- (g) *that, if the college is to cover the students in the surrounding area, adequate hostel facilities shall be provided, according to norms prescribed by the U.G.C.*
- (h) *that the laboratories have adequate safety arrangement, proper fitting and regular supply of water, electricity, etc.;*
- (i) *that the Library has or shall have adequate number of text books, reference books and journals, suitable space for reading room and library staff with proper furniture, and space by way of cubicles or otherwise for the teachers, as prescribed by the U.G.C.;*
- (j) *that the provision has been made or will be made within reasonable time for the residence of the Principal and some members of the teaching staff in or near the*

college campus;

- (k) that the rates of fees charged to the students are in accordance with the rates prescribed by the University from time to time;*
- (l) that the college gives an undertaking that in the event of affiliation being granted, it shall not change or transfer the management of the college without previous permission of the Executive Council and shall report all changes in the teaching staff and all other changes that may result in any of the aforesaid requirements not being fulfilled or continuing to be fulfilled;*
- (m) that the college gives an undertaking that the emoluments including allowances that are required to be paid to teachers and other employees of the college are, and shall be in accordance with the grades and allowances sanctioned under the Statutes from time to time and that the rules prescribing the qualifications, security of tenure, disciplinary matters and other terms and conditions of services of the teachers and other employees of college shall be in accordance with the Statutes made by the University from time to time. Provided that if a college is maintained by the State or Central Government, all these shall be in conformity with the Rules and Regulations framed by the Government in that behalf;*
- (n) that the college gives an undertaking that it shall create a non-transferable Reserve Fund in the name of the Society or Trust, shall deposit in the Fund such amounts as may be prescribed by the Ordinance made in that behalf, and shall create an irrevocable trust deed in respect of such Fund. Provided that this condition shall not apply to colleges opened by the State or Central Government;*
- (o) that the colleges gives an undertaking that it shall comply with all the provision of the University Act and Statutes, Ordinances, Regulations and Rules made there under;*
- (p) that the college shall comply with any conditions of affiliation as may be laid down by the Affiliation Inquiry Committee and accepted by the Executive Council;*
- (q) that no student shall be admitted to any course of instruction in the college in anticipation of grant of affiliation. The affiliated College shall impart instruction only in the subject and for the courses in the faculties for which it has been granted affiliation by the University;*

- (r) *that the academic and welfare activities of the backward classes and scheduled caste/tribes students shall be properly looked after and special attention shall be paid by the college to their problems while also adhering to state rules and directions on reservations;*
- (s) *that the College shall furnish such returns and other information as the University or the State Government may require to enable it to monitor and judge its performance towards maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain the same;*
- (t) *that the college shall not collect any capitation fee or donation from any of its students or employees except the prescribed fee and other charges as approved by the University;*
- (u) *that the Management of non- government college shall have its accounts audited by the end of each year by a chartered accountant out of a panel approved by the University or the State Government and that a copy of its annual accounts shall be made available with the audit report to the University and State Government for inspection; and*
- (v) *that all registers and records as required to be maintained under University Regulation/ Government orders shall be maintained and will be made available as and when required for inspection by the University/Government;*
8. *The report of the Affiliation Inquiry Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the college, by recording the reasons in writing for its decision within three months of inspection.*
9. *On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.*
10. *Continuation of temporary affiliation of the programmes of study or of the college shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.*
11. *If the University decided not to grant affiliation to the college for reasons recorded in*

writing, of its failure to meet the conditions/ requirements for getting affiliation, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

12. *The recommendations of the Affiliation Inquiry Committee on the application shall be submitted to the Academic Council for its opinion.*
13. *The final report of the Affiliation Inquiry Committee along with the opinion of the Academic Council shall be submitted to the Executive Council which shall, after such further inquiry, if any, as it may deem necessary, record its resolution in regard the granting or rejection of the application in part or in whole.*
14. *The Executive Council of the University shall be the authority to decide granting or not granting of affiliation.*
15. *Where the application, or any part thereof, is granted, the Executive Council shall specify the course/ courses of instruction in respect of which the college is to be affiliated, the number of students to be admitted to each such course, the period for which the affiliation is granted, and the conditions to be fulfilled by the college specifying the time limit for so doing; and where the application, or any part thereof, is rejected, the grounds for such rejection shall be stated. The Registrar shall cause the decision of the Executive Council to be communicated to the applicant.*
16. *The decisions of the Executive Council shall be reported to the Academic Council for information.*

SC-1 (v) Continuation and Extension of Affiliation.

1. *A college which has been granted temporary affiliation shall apply to the Registrar for continuation of affiliation for a further period of time and/or for extension of affiliation to add to the courses of instruction in respect of which it has been granted temporary affiliation, within the time limit fixed, in the format prescribed and with the affiliation fees prescribed by the ordinances made in that behalf.*
2. *A college which has been granted permanent affiliation and desires to add to the courses of instruction in respect of which it has been granted permanent affiliation shall apply to Registrar for extension of affiliation within the time limit fixed, in the format prescribed and with the fees prescribed by the ordinances made in that behalf.*

3. *The procedure indicated in SC-1 (iv) shall mutatis mutandis, be followed in respect of application for continuation and/or extension of affiliation.*

SC-1 (vi) Eligibility Criteria for Permanent Affiliation

1. *A College which has completed at least five years of satisfactory performance after getting temporary affiliation and attained academic and administrative standards as prescribed by the University/UGC/Statutory/Regulatory body concerned from time to time shall be eligible to apply for permanent affiliation.*
2. *The College shall have completed construction of buildings and all infrastructure facilities as stipulated in the Regulations.*
3. *All teaching and non-teaching staff shall be appointed on permanent basis on UGC/Government scales of pay.*

SC-1 (vi) (3) (Effective from 19th July, 2017) *A minimum of 80% of regular teaching staff and all sanctioned non-teaching staff shall be required to be appointed on permanent basis on UGC/ Government scales of pay.*

4. *The College shall have a duly constituted College Council as specified.*

The College shall be accredited by NAAC or any other statutory accreditation agency by State/Central government.

SC-1 (vii) Procedure for granting Permanent Affiliation

1. *A college which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee in the form of demand draft drawn in favour of the Registrar, Goa University.*
2. *The procedure for according permanent affiliation shall be the same as for granting temporary affiliation.*
3. *If the University decides not to grant permanent affiliation to the college for reasons to be recorded in writing, of its failure to meet the conditions / requirements for getting such affiliation, the college may apply again if it fulfils the conditions / requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.*

SC-1 (viii) Eligibility to apply for new programmes of study

1. *Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.*
2. *Any proposal to start a postgraduate program by a College may be considered by the University only after the*
 - (a) *successful completion of two batches of the Bachelors degree program in the relevant subject.*
 - (b) *proposed buildings, qualified faculty and other infrastructure facilities are created as per the Statutes.*
3. *Each application for addition of new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of demand drafts drawn in favour of the Registrar, Goa University.*
4. *The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Statutes for temporary affiliation.*

SC-1 (ix) Withdrawal of Affiliation

- 1) *The Executive Council may withdraw in part or in full, suspend or modify the privileges conferred on a college by affiliation, if the college, on due inquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules & Regulations or any other direction or instruction of the UGC/Goa University/Statutory/Regulatory body concerned itself in a manner prejudicial to the academic and administrative standards and interests of the University, or if the college/institution authorities has/ have failed to maintain order and discipline in the college/institution or the normal, regular and proper functioning of the College/Institution has become impossible due to mismanagement of the affairs of the college/institution or any other valid reason.*
- 2) *Before considering action under (1) above, the Executive Council shall give the Management of the College/Institution a notice to show cause within a specified period against the action proposed to be taken and send a copy thereof to the Principal of the College/Institution.*

Provided that, the period so specified may, if necessary be extended by Executive Council.
- 3) *On receipt of such representation or on expiry-of the period referred to in sub-*

clause (2), the Executive Council shall, after considering the representation, if any, and after such inspection by AIC or any other committee of competent persons authorised by it in that behalf, and such further inquiry as it thinks necessary, make an order withdrawing the affiliation.

- 4) *When any such order withdrawing affiliation is made by the Executive Council the Registrar shall submit the order and all proceedings of the Executive Council relating thereto to the State Government, for information.*
- 5) *Where, by an order made under sub-clause (3) the right conferred by affiliation are withdrawn, in part or in whole or modified the grounds for such withdrawal or modification shall be stated in the order.*
- 6) *The Executive Council may, at any time, arrange a special inspection of any affiliated college on such aspects of its working as it thinks necessary.*
- 7) *The Executive Council may, on the basis of the report to it, and after giving reasonable opportunity to the Management of being heard, and making such further inquiry as it thinks fit, give directions to the Management requiring it to rectify the defect or deficiency found in the working of the college.*
- 8) *If the Management, without reasonable cause, fails to comply with any directions given under sub clause (7), the Executive Council may, after considering the explanation, if any given by the Management take such further action as it think fit, including :-*
 - (a) *recommending to the State Government the stopping of aid to the College; and*
 - (b) *withdrawing affiliation, in part or whole or taking over the management of the college in the public interest for a period not exceeding three years.*
- 9) *The management of an affiliated college which in the opinion of the Executive Council, has failed without reasonable cause, to comply with the directions given under sub-clause (7) shall be liable to be taken over by the University with the concurrence of the State Government.*
- 10) *If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically. On such ceaser, shifting or transfer, as the case may be, it shall be treated as a new college for the purposes of future affiliation. The*

University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

- 11) *Without prejudice to the Statutes, the University Grants Commission, on its own, or on the basis of any complaint or any other information on report from any other source, can cause an enquiry by the University in respect of a college, and after giving the college a reasonable opportunity of being heard, may pass an Order under Section (12A) (4) of the UGC Act, prohibiting such college from presenting any student then undergoing such specified course/programme of study therein to the University for the award of the degree concerned and the affiliation of the college shall stand terminated as per Section (12A) (5) of the UGC Act.*
- 12) *If the University decides to withdraw the affiliation of the college, or the affiliation stands terminated by the Order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the Order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.*

SC-1 (x) Recognition of Institutions:

- 1)
 - a) *The Executive Council shall have the power to recognize any institution of research or specialized studies other than a college, as a recognized institution.*
 - b) *The Executive Council shall have the power to recognize a department of an affiliated college or a section of an institution as a Research Centre for Ph.D. Research.*
- 2) *An institution which conducts research or specialized studies or Ph.D. programme, and desires to obtain recognition, shall apply to the Registrar within the given time limit, in the format prescribed along with the fees prescribed by the Ordinances. The institution is also required to provide complete information in the application regarding the following matters.*
 - a) *the constitution and personnel of the managing body;*
 - b) *the subjects and courses of study for which recognition is sought;*
 - c) *the accommodation, equipment and numbers for whom provision has been or is proposed to be made;*

- d) *the strength of the staff, their qualifications and emoluments and the research work, if any done by them; and*
- e) *the fees levied, or proposed to be levied, and the provision made for capital expenditure on buildings and equipment and for the continued maintenance and efficient working of the Institution.*
- f) *Conditions for recognizing a Department / Section of a College / Institution as Research Centre for Research leading to Ph.D. degree:*

The proposed Research Centre must have:

- i) *at least one Research Guide recognized by Goa University.*
- ii) *over 500 reference books in the Library in the respective subject of research.*
- iii) *at least 5 printed journals and subscribed to INFLIBNET and/or other e- e- journals in the respective subject of research.*
- iv) *adequate space/room for the researchers to carry out research.*
- v) *broadband or wi-fi internet connectivity.*
- vi) *a well equipped laboratory to conduct research at Ph.D. level in the respective area of research (applicable to Natural Sciences and Applied Sciences) as laid down by Affiliation/Recognition Committee.*
- g) *Affiliation / Recognition Committee shall comprise of 2 subject experts from other Universities / Institutions not affiliated to Goa University.*
- h) *Recognition of a Research Centre shall be for a period of 3 years at the first instance.*
- i) *As a special provision, Research Centre/University Department may permit recognized Guides who are not permanent and full-time employee of the said Research Centre/Department of the University to register Ph.D. students in specific areas of research.*

However, in such cases, University Department/Research Centre shall have to lay down guidelines regarding guidance, teaching of courses, issues pertaining to discipline and the same shall have to be approved by the Academic Council. A guide so recognized shall be treated on par with other Ph.D. guides of the concerned Research Centre/University Department and the responsibility pertaining to the Ph.D. guidance shall be that of Research Centre/University Department.

- j) *Allotment of Candidates for Research:*

Availability of vacancies for Ph.D. shall be announced by the University for each Department/Research Centre at the time of entrance test to be conducted by the University as per OB-9. The candidates for the Ph.D. programme may be admitted as per the existing guidelines of the Goa University through a centralized allotment system, wherein the University shall have to invite applications for the entrance test and interview. The allotment shall be done by the University on the basis of preferences given by the candidates in terms of institution/ specialization/subject, in cases where the concerned subjects are offered at University departments. In case of the subjects which are not offered at University departments, personal interviews and selection of candidates for each of the Research Centres shall be done at their respective institutions, provided that the candidate passes in the entrance test or is otherwise eligible for registering for Ph.D.

- 3) *The Universities Affiliation Inquiry Committee shall make the necessary inquiry in the matter and submit its report. The report shall be placed before the Academic council for its opinion on the proposal to recognize the institution. After considering the opinion of the Academic Council and the report of the A.I.C. and making such further inquiry as it may think necessary the Executive Council shall grant or reject the application, in part or in whole. Where the application, or any part thereof, is granted, the Executive Council shall specify the subjects and the courses of instruction for which the institution is recognized. Where the application or any part thereof, is rejected, the grounds for such rejection shall be stated in the report.*
- 4) *No institution shall be granted permanent recognition unless it has a standing of eight years and has attained and maintained the academic and administrative standards prescribed by the University from time to time.*
- 5) *The decisions of the Executive Council shall be reported to the Academic Council for information.*

SC-1 (x) (Effective from 19th July, 2017) Recognition of Institutions/ Post Graduate Departments of affiliated Colleges for Ph.D. Programme:

- 1) *The Executive Council shall have the power to recognize a Post Graduate Department of an affiliated College or Research Laboratories of Government of India / State Government as a Research Centre for Ph.D. Research.*
- 2) *A Post Graduate Department of an affiliated College or Research Laboratory of Government of India/ State Government desirous of obtaining recognition, shall apply to the Registrar in the prescribed format, along with the prescribed fees. The Institution shall also be required to provide complete information in the application regarding the following matters:*

- a) *the constitution and personnel of the managing body;*
 - b) *the subjects and courses of study for which recognition is sought;*
 - c) *Infrastructure, equipment and number of Ph.D. students for whom provision has been or is proposed to be made;*
 - d) *the strength of the staff, their qualifications and emoluments and the research work, if any, done by them in the subject/ area in which recognition is sought;*
 - e) *the fees levied or proposed to be levied;*
 - f) *the provision made for capital expenditure on buildings, equipment, and for the continued maintenance and efficient working of the Institution/Department.*
- 3) *The proposed Research Centre shall have:*
- i) *At least two Ph.D. Research Guides recognized by Goa University with a minimum of 3 years of service prior to superannuation.*
 - ii) *over 500 reference books in the Library in the respective subject of research.*
 - iii) *at least 5 printed journals and have subscribed to INFLIBNET and/or other e-journals in the respective subject of research.*
 - iv) *adequate space/ room for the researchers to carry out research.*
 - v) *computer facilities and essential software with broadband or Wi-Fi internet connectivity, and*
 - vi) *a well-equipped exclusive research laboratory to conduct Ph.D. research in the respective area of research with sophisticated equipment as specified by the Affiliation/ Recognition Committee.*
 - vii) *Uninterrupted power and water supply.*
- 4) *Affiliation/ Recognition Committee shall comprise two subject experts, not below the rank of Professors, from other Universities/ Institutions not affiliated to Goa University.*
- 5) *Recognition of a Research Centre shall be for a period of 3 years at the first instance.*
- 6) *The Universities Affiliation Inquiry Committee shall make the necessary inquiry in the matter and submit its report. The report shall be placed before the Academic Council for its opinion on the proposal to recognize the institution. After considering the opinion of the Academic Council and the report of the A.I.C. and making such further inquiry as it may think necessary the Executive Council shall grant or reject the application, in part or in whole. Where the application, or any part thereof, is granted, the Executive Council shall specify the subjects and the courses of instruction for which the institution is recognized. Where the application or any part thereof, is rejected, the grounds for such rejection shall be stated in the report.*
- 7) *No institution shall be granted permanent recognition unless it has a standing of eight years and has attained and maintained the academic and administrative standards as prescribed by the University from time to time.*
- 8) *The decisions of the Executive Council shall be reported to the Academic Council for information.*

SC-1 (x) B (Effective from 19th July, 2017) Procedure for formation of Research Centre by a cluster of Colleges

- 1) Two or more colleges desirous of obtaining recognition as a Research Centre may come forward to apply for Research Centre under the Cluster of Colleges having

entered into a Memorandum of Understanding (MOU), duly approved by their respective managements.

2) There shall be a Coordinator of the Research Centre, who shall be appointed on from amongst the cluster of colleges. The Principal or a faculty nominated by him/her shall be the Coordinator.

3) All Expenses on running of the Centre including capital expenditure such infrastructure, equipment, library books shall be mutually agreed and borne by the colleges in the cluster.

4) All monetary transactions including crediting the fees collected from the students shall be made through a joint Bank account to be opened and jointly operated by the colleges in the Cluster.

5) A College shall not be permitted to disassociate themselves from the Research Centre under the Cluster of colleges, unless all the students registered for the Ph.D. programme have been awarded the Ph. D. Degree.

6) Shifting of the Research Centre within the Cluster of Colleges may be permitted by the University if mutually agreed to by both/all the colleges in the cluster.

7) All the relevant provisions of the Statute and Ordinance of the University shall be applicable to the Research Centre under Cluster of Colleges.

SC-1 (xi) *Withdrawal or Suspension of recognition*

- 1) *The Executive Council shall have the power to withdraw the rights conferred on an Institution by recognition or suspend them for any period if the Institution has failed to observe any of the conditions of its recognition; or if it is conducted in a manner prejudicial to the interest of the University or its standards.*
- 2) *Before considering action under (1) above, the Executive Council shall give the Management of the Institution a notice to show cause within a stipulated period against the action proposed to be taken and send a copy thereof to the Head of the Institution. Provided that, the period as specified may, if necessary, be extended by the Executive Council.*
- 3) *On receipt of such representation or on expiry of the period, referred to in sub clause (2), the Executive Council shall, after considering the representation, if any, and after such inspection by the AIC or any other Committee of competent persons authorised by it in that behalf and such further inquiry as it thinks necessary make an order withdrawing or suspending the recognition.*

SC-2 Statutes Governing terms and Condition of Service of Teachers appointed in the Non-Government Constituent Colleges and Affiliated Colleges of Goa University.

SC-2 (Effective from 19th June, 2013) Statutes Governing terms and Condition of

Service of Teachers appointed in the affiliated Colleges of Goa University:

SC-2 (i) Short Title and Scope : These Statutes may be called "statutes governing terms and conditions of service of teachers appointed in the non-Government constituent college and affiliated colleges of the "Goa University". The terms and conditions of service of teachers shall apply to full time teachers and part-time teachers appointed in the time-scale of pay in the non-Government Colleges affiliated to Goa University.

SC-2 (i) (Effective from 19th June, 2013) Short Title and Scope:

These Statutes may be called "statutes governing terms and conditions of service of teachers appointed in the affiliated colleges of the "Goa University". The terms and conditions of service of teachers shall apply to full time teachers and part-time teachers appointed in the time-scale of pay in the Colleges affiliated to Goa University.

SC-2 (ii) Deed of Contract of Service :

Teachers already in service and those appointed hereafter i.e. on and after the date of assent to these Statutes shall execute a Deed of Contract of Service on a stamped paper in the form C-1 as shown in Appendix C.

SC-2 (ii) (Effective from 19th June, 2013) Deed of Contract of Service:

Teachers already in service and those appointed hereafter i.e. on and after the date of assent to these Statutes shall execute a Deed of Contract of Service on a stamped paper in the prescribed Form shown in Appendix C.

SC-2 (iii) Scales of Pay :

The Scales of pay for different categories of full time teachers in the constituent & affiliated colleges managed by non-Government bodies shall be as may be fixed by the Statute from time to time.

SC-2 (iii) (Effective from 19th June, 2013) - Deleted-

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SC-2 (iv) Qualifications:

The qualification and Classification of teachers and Principals of colleges shall as prescribed by Statutes to that effect.

SC-2 (iv) (Effective from 19th June, 2013) - Deleted-

SC-3 (i) Manner and mode of selection and appointment of Principals in colleges:-

- (1) The Principal of a college shall be appointed through Selection and his post shall be considered a non vacation post. A letter of appointment shall be issued in the form C-2 as shown in Appendix 'C'.

SC-3 (i) (Effective from 19th June, 2013) Appointment of Principals in colleges:

The Principal of a college shall be appointed through Selection as specified in the relevant Statute of the University and his post shall be considered non vacation post. A letter of appointment shall be issued to the appointee in the prescribed Form.'

SC-3 (i) (2) There shall be a Selection Committee for making recommendations to the Government Body for appointment of Principal in a college. The Selection Committee shall consist of the following persons:-

- (a) The Chairman, Governing Body of the college (who shall be the Chairman of the Selection Committee)
- (b) One member of the Governing Body;
- (c) Two nominees of the Vice-Chancellor;
- (d) One nominee of the Director of Education, Government of Goa.

Provided, however, that colleges established and administered by minority managements covered by the provisions of Article 30(1) of the Constitution of India may form their own Selection Committees and the above provision (2) will not apply in their case.

SC-3(I)(2)(Effective from 22nd November 2000) *There shall be a Selection Committee for making recommendations to the Governing Body for appointment of Principal in a College. The Selection Committee shall consist of the following:*

- a) *The Chairperson of the Governing Body as Chairperson*
- b) *One member of the Governing Body to be nominated by the Chairperson.*
- c) *Two nominees of the Vice-Chancellor, out of whom one shall be an expert.*
- d) *Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.*
- e) *One nominee of the Director of Higher Education.*

Quorum: *At least four members, including two experts.*

Provided, however, that colleges established and administered by minority management covered by the provision of Article 30(1) of the Constitution of India may form their own Selection Committee and the above provision (2) will not apply in their case.

The process of selection shall involve the following :

- 1) *Assessment of aptitude for teaching and research.*
- 2) *Ability to communicate clearly and effectively.*

3) *Ability to analyze and discuss.*

Note: *Ability to communicate may be assessed by requiring the candidate to participate in group discussion or by exposure to a class room situation/lecture, wherever it is possible.*

SC-3(i) (2) (Effective from 19th June, 2013) Deleted

SC-3 (i) (3)(a) Appointment to the post of Principal shall be made on merit and on [the basis of \[Go To Index\]](#) advertisement published in a newspaper of all-India circulation in the name and address of the college and not by a Post Box Number. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional considerations. Appointment shall not be made on communal or caste considerations. The particulars of minimum qualifications and additional qualifications, if any; required, and scale of pay and allowances shall be included in the advertisement and reasonable time, which shall not be less than 15 days from the date of publication of the advertisement, shall be allowed within which the applicants may submit their applications. Applicants who are already employed shall be required to submit their application through proper channel. Applicants shall also be required to account for breaks, if any, in their academic career.

- (b) The date of the meeting of every Selection Committee shall be so fixed to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection Committee at least 7 days before the date of the meeting.
- (c) The quorum to constitute a meeting of the Selection Committee shall be three members, one of whom shall be a nominee of the Vice-Chancellor.
- (d) The Selection Committee shall interview and adjudge merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, if exceeding one, whom it recommends for appointment to the post advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found suitable. The recommendation of the Committee shall be subject to the approval of the Vice-Chancellor, and in the event of the Vice-Chancellor not approving the recommendation, he shall record the reasons in writing and communicate the same to the Principal Selection Committee/Governing Body.
- (e) The Governing Body shall appoint a person to the post of Principal from amongst the persons in the order recommended by the Selection Committee and approved by the Vice Chancellor.

- SC-3 (i) (4)(a)** A Principal shall be appointed, in the first instance on probation for a period not exceeding 24 months from the date on which he/she joins duties after the expiry of which he/she shall be confirmed and shall be informed accordingly in writing. The Governing Body of the college may, in exceptional cases and for reasons to be recorded, reduce the period of probation and shall have the right to assess the suitability of the Principal for confirmation even before the expiry of the period of 24 months from the date of joining but not earlier than 9 months from that date on the basis of the assessment.
- (b) The assessment report of the Principal of a college shall be maintained by the Chairman of the Governing Body in a Form C-3 prescribed for the purpose by the University as shown in Appendix 'C' and will be placed before the Governing Body at least two months before the date of expiry of the period of probation with a definite recommendation. If the Principal is not recommended for confirmation, his case along with the assessment report and the recommendation of the Chairman shall be placed before the Governing Body for consideration and decision.
- (c) If during the period of probation, the work of the Principal is not found to be satisfactory, his/her services are liable to be terminated by the Governing Body by giving him/her one month's notice or in lieu there of one month's Pay, D.A. and C.L.A. without assigning any reason. However, if the work of the Principal who is appointed from amongst the teachers of the College is not found to be satisfactory, he is liable to be reverted by the Governing body to his original post of teacher.
- (d) If during the period of probation the Principal wishes to relinquish his/her post on his own accord for personal or other reasons he/she shall give one month's notice there of to the Governing Body; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him/her an amount equivalent to the Pay, D.A. and C.L.A. for the period till the end of the term, whichever is more.
- (e) A Principal who is appointed from amongst the teachers of the College shall have an option to seek reversion as a teacher in the department to which he/she belonged originally within a period of two years from the date of his/her joining duties as Principal. If he resumes his/her duties as a teachers the pay shall be fixed in such a way as will enable him to draw the same pay which he/she would have ordinarily drawn had he normally continued in the post of a teacher prior to his appointment as Principal. The Governing Body shall also give him the benefit of the prevalent pay-scale applicable to the post on his resumption if he

fulfills the conditions of prescribed qualifications and length of service.

- (f) If the Principal, whose services are confirmed, wished to relinquish his post of his own accord for personal or other reasons, he shall be relieved by the Governing Body on his giving three months notice thereof to the Governing body; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default the Governing Body may claim from him/her an amount equivalent to the Pay, D.A. and C.L.A. from the period of notice or pay, D.A. and C.L.A. for the period till the end of the term, whichever is more.
- (g) A Principal who is confirmed in service is liable to be suspended compulsorily retired or removed/ dismissed from services or his/her service are liable to be terminated on any of the grounds mentioned in Statute SC-5(xxii) and according to the procedure prescribed in that behalf.

SC-3(i) (4) (Effective from 19th June, 2013) Deleted

SC-3 (ii) Responsibilities of the Principal of the College

Subject to the supervision, general control and direction of the Governing Body the Principal of the College as in administrative and academic Head of the College, shall be responsible for -

- (a) Academic growth of the College;
- (b) Participation of the teaching work, research and training programme of the College;
- (c) Planning and assisting in planning and implementation of academic programmes, such as orientation course, seminars, in service and other training programmes, organised by the University and/or University Department/ College for the academic competence of the Faculty members;
- (d) Admission of students and maintenance of discipline of the College ;
- (e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalise and present their accounts ;
- (f) Management of the College Libraries, Gymkhanas and Hostels ;
- (g) Correspondence relating to the administration of the College ;
- (h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.
- (i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or

order issued there under from time to time by the University and the orders issued by the Central and the State Governments;

- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned,
- (k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms prescribed by the University and
- (l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

SC-3 (ii) (Effective from 19th June, 2013) Responsibilities of the Principal of the College:

Subject to the supervision, general control and direction of the Governing Body the Principal of the College as in administrative and academic Head of the College, shall be responsible for

(a) Academic growth of the College;

(b) Participation of the teaching work, research and training programme of the College;

(c) Planning and assisting in planning and implementation of academic programmes, such as orientation course, seminars, in service and other training programmes, organised by the University and/or University Department/College for the academic competence of the Faculty members;

(d) Admission of students and maintenance of discipline of the College ;

(e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalize and present their accounts ;

(f) Management of the College Libraries, Gymkhanas and Hostels ;

(g) Correspondence relating to the administration of the College ;

(h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.

(i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the Central and the State Governments;

(j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned,

(k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms prescribed by the University and

(l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

(iii) Duties of the Principal of the Colleges :

- (i) To place before the Local Managing Committee
 - (a) the budgetary statement for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval.
- (ii) As the Principal is the Secretary of the Local Managing Committee he/she shall convene regularly meetings of the Local Managing Committee, which shall not less than two meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.

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SC-3 (iii) (Effective from 19th June, 2013) Duties of the Principal of the Colleges:

- (i) *To place before the Local Managing Committee:*
 - (a) *the budgetary statement for the following financial year and*
 - (b) *the statement of audited accounts for the previous financial year for consideration and approval.*
- (ii) *As the Principal is the Secretary of the Local Managing Committee he/she shall convene regularly meetings of the Local Managing Committee, which shall not less than two meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.*

SC- 4 Vice-Principal:

- (1) If the enrolment of students in a college is more than 500, there shall be one Vice-Principal. If the enrolment of students in a college is more than 1500, such college shall have two Vice-Principals.
- (2) A committee consisting of the following persons shall select a teacher of the college and designate him as Vice-Principal :-
 - (i) The Chairman of the Governing Body (who shall be the Chairman of the Committee.)
 - (ii) One member of the Governing Body to be nominated by the Chairman; and
 - (iii) The Principal of the college.
- (3) The term of office of the Vice -Principal shall be three years and he shall be eligible for holding the office for one more term.
- (4) The Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time.
- (5) The Vice-Principal shall be paid a duty allowance of Rs.200/- per month.

SC- 4 (Effective from 19th June, 2013) Vice-Principal:

(1) If the enrolment of students in a college is more than 500, there shall be one Vice-Principal. If the enrolment of students in a college is more than 1500, such college shall have two Vice-Principals.

(2) A committee consisting of the following persons shall select a teacher of the college and designate him as Vice-Principal :-

(i) The Chairman of the Governing Body (who shall be the Chairman of the Committee).

(ii) One member of the Governing Body to be nominated by the Chairman; and

(iii) The Principal of the college.

(3) The term of office of the Vice -Principal shall be three years and he shall be eligible for holding the office for one more term.

(4) The Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time.

(5) The Vice-Principal shall be paid a duty allowance as approved by the Government from time to time.

SC-5 Manner and Mode of Selection and Appointment of Teachers in Colleges:

SC-5 (i) Selection Committee :

There shall be a Selection Committee for making recommendation to the Governing Body for appointment of teachers in a college.

Every Selection Committee shall consist of the following persons :-

- (a) The Chairman, Governing Body of the College or his nominee (who shall be the Chairman of the Selection Committee);
- (b) One nominee of the Vice-Chancellor;
- (c) One expert to be nominated by the University,
- (d) One nominee of the Director of Education Government of Goa,
- (e) The Principal of the College; and
- (f) The Head of the Department of the College in the subject concerned and where there is no Head of the Department the senior-most teacher, in the subject.

Provided, however, that colleges established and administered by minority managements covered by the provisions of the Article 30 (1) of the Constitution of India may form their own selection committees and the above provision will not apply in their case.

SC-5 (Effective from 22nd November 2000) Manner and Mode of Selection Committee and appointment of Teachers in Colleges:

SC-5 (Effective from 19th June, 2013) Manner and Mode of appointment of Teachers in Colleges:

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SC-5(i) Selection Committee:

There shall be a Selection Committee for making recommendation to the Governing Body for appointment of teachers in a College.

(A) For Lecturer

Every Selection Committee shall consist of the following persons:-

- (a) Chairman of the Governing Body of the College or his/her to be Chairperson of the Selection.*
- (b) Principal of the concerned college.*
- (c) One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.*

- (d) Two nominees of the Vice-Chancellor of the affiliating University of whom one should be a subject expert.*
- (e) Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.*

Quorum: *Five members of which at least two must be from out of the three subject-experts.*

Provided, however, that colleges established and administered by minority managements covered by the provisions of the Article 30(1) of the Constitution of India may form their own Selection Committees and the above provision will not apply in their case.

For Government Colleges, the State Public Service Commissions must invite three subject experts for which the State PSC will involve the University in the selection. The Principal and Head of the Department should be necessarily in the Selection Committee.

B) Reader in a College

In the case of posts of Readers and Professors in colleges, besides the Chairperson Governing Body, the Principal of the College, and the Head of the Department, there will be the Dean of College or equivalent position in the University, who will substitute the Chancellor's Nominee and the Vice-Chancellor should be substituted by the Vice-Chancellor's Nominee

SC-5 (i) (Effective from 19th June, 2013) Procedure for appointment of college teachers:

- (a) All appointments to the posts of teachers shall be made on merit by following the procedures prescribed in that behalf as per the relevant Statutes of the University.*
- (b) The Governing Body shall appoint, from amongst the persons in order recommended by the Selection Committee and approved by the Vice-Chancellor, the teachers required to fill in the posts advertised. A letter of appointment shall be issued in the prescribed form.*

SC-5 (ii) Procedure

- (a) All appointments to the posts of teachers shall be made on merit and on the basis of an advertisement published in a newspaper of all-India circulation in the name and address of the College and not by a Post Box Number. The qualifications prescribed for the posts shall essentially be related to the academic attainment in the subject concerned and shall not be linked with languages or other regional considerations. Appointment shall not be made on communal or the caste considerations. The particulars of minimum qualifications and

additional qualifications if any, required and the scale of pay and allowances shall be included in the advertisement and reasonable time, which shall not be less than 15 days from the date of publication of advertisement, shall allowed within which the applicants may submit their application. Applicants who are already employed shall be required to submit their applications through proper channel. Applicants shall also be required to account or breaks, if any, in their academic career.

- (b) The date of the meeting of every selection Committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidate shall be supplied so as to reach the members of the Selection Committee at least 7 days before the date of the meeting.
- (c) The quorum to constitute a meeting of the Selection Committee shall be four members, one of whom shall be the expert nominated by the University.

SC-5(ii) (Effective from 22nd November 2000) Procedure.

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- (c) *The quorum to constitute a meeting of the Selection Committee shall be five members, of which at least two must be from out of the three subject experts.*
- (d) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, if exceeding one, whom it recommend for appointment to the post advertised. If no person is selected a report to that effect shall be made. The Committee shall have the right to recommend only one name if others are not found suitable. The recommendation of Committee shall be subject to the approval of the Vice-Chancellor and in the event of Vice-Chancellor not approving the recommendation he shall record the reasons in writing and communicate the same to the Principal.
- (e) The Governing Body shall appoint, from amongst the persons in order recommended by the Selection Committee and approved by the Vice-Chancellor, the teachers required to fill in

the posts advertised. A letter of appointment shall be issued in the form C-2 as shown in Appendix C.

SC-5 (ii) (Effective from 19th June, 2013) Filling of Temporary vacancies:

(a) When a vacancy is to be filled in temporarily, but not exceeding one term (i.e. six months), the Principal of the college in consultation with the Chairman of the Governing Body, shall fill in the temporary vacancy and a report of the same shall be made to the University. If the temporary vacancy exceeds the period of a term (i.e. six months) the same shall be filled in on the recommendation of a local Selection Committee constituted as follows and a report of the same shall be made to the University :-

(i) The Chairman of the Governing Body or his nominee (who shall be the Chairman of the Selection Committee).

(ii) The Principal of the College; and

(iii) The Head of the Department of the College in the subject concerned and where there is no Head of the Department the senior most teacher in the subject.

Provided however, that colleges established and administered by minority managements covered by the provisions of Article 30(1) of the Constitution of India may form their own local selection committees and the above provisions (a) will not apply in their case.

(b) When a temporary vacancy arises as a result of a confirmed teacher having been elected or nominated as a member of Parliament or State Legislature, it shall be filled in on a contract basis on the recommendation of the Local Selection Committee as laid down in (a) above. Such a teacher shall be appointed for the period for which a confirmed teacher continues to be a member of Parliament or State Legislature and he/she shall be entitled to vacation and all other kinds of leave, except half-pay leave on commuted basis and extra-ordinary leave.

SC-5 (iii) Filling of Temporary vacancies;

(a) When a vacancy is to be filled in temporarily, but not exceeding one term (i.e. six months), the Principal of the college in consultation with the Chairman of the Governing Body, shall fill in the temporary vacancy and a report of the same shall be made to the University. If the temporary vacancy exceeds the period of a term (i.e. six months) the same shall be filled in on the recommendation of a local Selection Committee constituted as follows and a report of the same shall be made to the University :-

(i) The Chairman of the Governing Body or his nominee (who shall be the Chairman of the Selection Committee)

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(ii) The Principal of the College; and

(iii) The Head of the Department of the College in the subject concerned and where there is no Head of the Department the senior most teacher in the subject.

Provided however, that colleges established and administered by minority managements

covered by the provisions of Article 30(1) of the Constitution of India may form their own local selection committees and the above provisions (a) will not apply in their case.

- (b) When a temporary vacancy arises as a result of a confirmed teacher having been elected or nominated as a member of Parliament or State Legislature, it shall be filled in on a contract basis on the recommendation of the Local Selection Committee as laid down in (a) above. Such a teacher shall be appointed for the period for which a confirmed teacher continues to be a member of Parliament or State Legislature and he/she shall be entitled to vacation and all other kinds of leave, except half-pay leave on commuted basis and extra-ordinary leave.

SC-5 (iii) (Effective from 19th June, 2013) Assessment of Teacher's Work:

(1) *At the beginning of each term every teacher shall prepare his/her academic programme and submit it to the Principal through the Head of his/her Department, if any. At the end of the academic year the teacher shall prepare a report of the work done by him/her and submit it to the Principal through the Head of his/her Department, if any.*

The assessment reports of the teachers shall be maintained by the Principal of the College in the forms as provided in the relevant Schedule for the following purposes :-

(a) For submission of six-monthly reports during the period of probation

(b) For confirmation in service of the teacher.

(c) For assessment at the time of crossing the relevant stage in the time scale of pay of a teacher.

(d) For consideration at the time of interview for a higher post.

(e) For triennial assessment of the work of the teacher.

(f) For other specific purpose.

The adverse remarks as well as remarks of appreciation shall be brought to the notice of the teacher concerned by the Principal and in the case of the Principal by the Chairman of the Governing Body for their guidance.

SC-5 (iv) Probation and confirmation

- 1) A teacher shall, subject to the procedure prescribed for selection and appointment, be appointed in the first instance on probation for a period not exceeding 24 months from the date on which he/she joins duties after the expiry of which he/she shall be confirmed and informed accordingly in writing provided he/she qualifies in a comprehensive test, viz NET/SET/CSIR/GATE ETC.; or his/her service shall be terminated provided that at least one months notice is served on him/her prior to the expiry of the period of probation or one month's Pay, D.A. and C.L.A. in lieu thereof, is paid to him/her. It need not assign any reason for terminating the service of a teacher on probation if it is held that he has not completed his/her probation satisfactorily.

The Governing Body of the college may in exceptional cases and for reasons to be recorded, reduce the period of probation and shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of joining but not earlier than 9 months from that date on the basis of the assessment report justifying special consideration.

- (2) The Principal of the college shall maintain assessment report of a teacher on probation in the form prescribed for the purpose by the University, as shown in Appendix C 1 for every six months and complete it at the end of each term of the academic year. The Principal shall send to the Chairman of the governing Body, at least (two months) before the date of expiry of the period of probation, his assessment report with a definite recommendation. If a teacher is not to be confirmed at the end of the probationary period a confidential report justifying the recommendations should be attached and such cases be referred to the Chairman of the Governing Body for further action.

The Governing Body shall be the deciding authority in such cases.

- (3) If the Governing Body terminates the services of a teacher on probation on the ground of reduction in work load of or abolition of the post and if he is reappointed on probation in the same college or a under the same management subsequently within a year, the period spent by a teacher on probation during the previous appointment(s) shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increments, condonation of break in service and confirmation, subject to satisfactory assessment report of his/her work in the college(s) in which he has served.
- (4) A teacher whose service is terminated during the period of probation on the ground of unsatisfactory assessment report shall not be reappointed by the Governing Body.

SC-5 (iv) (Effective from 19th June, 2013) Application for a post or examinership:

If a teacher wishes to apply for a post or an examinership he/she shall forward his/her application through the Principal. If a Principal wishes to apply for a post / examinership, he/she shall forward his/her application through the Governing Body who shall not withhold such applications.

SC-5 (v) Service Book

A service book shall be maintained by the Principal of each teacher of the college in the prescribed form as laid by the Goa Government to its employee.

SC-5 (v) (Effective from 19th June, 2013) Acceptance of a post:

If a teacher wishes to accept an invitation for a post in a body or a University, he/she may accept the post only after he/she has obtained prior permission of the Principal who shall not ordinarily refuse such permission. In the case of a Principal prior permission shall have to be obtained from the Governing Body who shall not ordinarily refuse such permission.

SC-5 (vi) Increment

- (1) An increment shall be drawn as a matter of routine, unless, it is withheld by the Governing Body for a valid reason established in conduct of an inquiry as per the relevant rules and regulations.
- (2) Service as laid down in the following clauses and in such other manner as the Governing Body may determine from time to time shall count for increments in the time-scale of pay :-
 - (a) All duty in a post on a time-scale of pay shall be counted for increment in that time-scale of pay provided that service rendered in a post carrying lower time scale of pay shall not count for increment in the time-scale of pay of a higher post
 - (b) Leave, other than leave without pay, shall count for increment in the time-scale of pay 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 increments in the time-scale of pay applicable to such post.
 - (d) Service rendered in a post on a time scale of pay 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 prescribed time-scale of pay.
 - (f) Whether a teacher who is allowed to keep a lien reverts to his/her original post, the period of lien shall count for increments.

SC-5 (vi) (Effective from 19th June, 2013) Acceptance of an examinership:

If a teacher wishes to accept an invitation for an examinership in a body or in a University, he/she may accept the invitation for the examinership only after he/she has obtained prior permission of the Principal. In the case of a Principal a prior permission shall have to be obtained from the Governing Body

SC-5 (vii) Seniority of Teachers

Seniority of teachers in the college shall be determined as follows :

- (1) A full-time teacher is senior to a part-time teacher.

- (2)(a) Seniority of teachers in the college in a cadre and in a subject in which their appointments are made shall be determined on the basis of the date of joining the college.
- (b) Seniority of teachers in the college shall be determined on the basis of the date of joining and length of continuous service in the same college or in the colleges run by the same Governing Body. Provided, however, that if a teacher accepts appointment in some other University College keeping his/her lien on the original post, the period of service put in by him/her in his new/her post shall be counted for purpose of seniority as the period of his/her continuous service in the college in which he/she has retained lien.
- (3) The Life Members of Life Workers, if any, shall be treated on par with other teachers while determining the seniority.
- (4) The Principal of the college shall be considered senior to all other teachers only for the period during which he/she hold the said post.
- (5) As between a confirmed teacher and a teacher on probation a confirmed teacher shall be considered senior. As between a teacher on probation and a temporary teacher, a teacher on probation shall be considered senior irrespective of the length of service.
- (6)(a) A teacher appointed on probation in a permanent vacancy shall be treated as senior to one appointed on a temporary basis; and
- (b) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and lengths of service.
- (7) In respect of teachers whose continuous length of service is the same a teacher senior in age shall be treated as senior.

SC-5 (vii) (Effective from 19th June, 2013) Release from Service:

- (a) *No teacher shall leave the service of the college without giving to the Governing Body three months notice, if he/she is confirmed, or one month's notice if on probation; provided always that date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him/her an amount equivalent to three months, or one month's total salary i.e. pay, dearness allowance and other applicable allowances, as the case may be or pay dearness allowance and other applicable allowances for the period till the end of term, whichever is more,*
- (b) *The Governing Body, at the request of the teacher, may waive the above notice period in part/in full.*

SC-5 (viii) Assessment of Teacher's Work

- (1) At the beginning of each term every teacher shall prepare his/her academic programme and submit it to the Principal through the Head of his/her Department, if any. At the end of the academic year the teacher shall prepare a report of the work done by him/her and submit it to

the Principal through the Head of his/her Department, if any.

The assessment reports of the teachers shall be maintained by the Principal of the College in the forms C-3, C-4 and C-5 as shown in Appendix 'C' for the following purposes :-

- (a) For submission of six-monthly reports during the period of probation
- (b) For confirmation in service of the teacher.
- (c) For assessment at the time of crossing the relevant stage in the time scale of pay of a Lecturer.
- (d) For consideration at the time of interview for a higher post.
- (e) For triennial assessment of the work of the teacher.
- (f) For other specific purpose.

The adverse remarks as well as remarks of appreciation shall be brought to the notice of the teacher concerned by the Principal and in the case of the Principal by the Chairman of the Governing Body for their guidance.

No Lecturer shall be permitted to cross the relevant stage in the revised pay-scale except on the recommendation of the assessment committee which shall consist of the following persons :-

- (1) The Principal of the college (convenor)
- (2) Two nominees of the Vice-Chancellor for the college for a calendar year.

The assessment committee shall make its recommendation in terms of the guidelines framed by Executive Council from time to time.

SC-5 (viii) (Effective from 19th June, 2013) Duties: [\[Go To Index\]](#)

(a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government.

(b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

(c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.

(d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

SC-5 (ix) Age of Retirement

- (1) The age of retirement of teachers, including Principals, shall be 60 years and thereafter no further extension shall be granted. However, a teacher including Principal attaining the age of retirement i.e. 60 years, any day between the first day of the first term and the last day of the second term may be re-employed by the Governing Body, at its discretion, till the last day of the second term on the last salary drawn by him/her without the benefits of provident fund, gratuity, increment, leave except casual leave, summer vacation salary and Teachers, other than Principals, so re-employed, shall not be eligible either for the purpose of seniority or for holding any administrative charge including the Headship of the Department concerned.
- (2) Every teacher, including Principal, not so re-employed shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 60 years;

Note: A teacher, including Principal, whose date of birth is the 1st of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

Provided, however that the aforesaid clause shall not be applicable in the case of teachers including Principals who have already been permitted by the Executive Council to continue in service till they complete the age of 65 years.

SC-5(ix) Age of Retirement

- (1) *The age of retirement of teachers, including Principals, shall be 60 years thereafter no further extension shall be granted. However, a teacher including Prin [\[Go To Index\]](#) ng the age of retirement i.e. 60 years, any day between the first day of the first term and the last day of the second term may be re-employed by the governing Body, at its discretion, till the last day of the second term on the last salary drawn by him/her without benefits of Provident Fund, Gratuity, increment, leave except casual leave, summer vacation, salary and teachers, other than principals, so re-employed shall not be eligible either for the purpose of seniority or for holding any administrative charge including the headship of the Department concerned.*
- (2) *Every teacher, including Principal no so re-employed shall retire from service on the afternoon of the last day of the month which he/she attains the age of 60 years.*

Note:

A teacher, including Principal, whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

Provided, however that the aforesaid clause shall not be applicable in the case of teachers including principals who have already been permitted by the Executive Council to continue in service till he completes the age of 65 years.

SC-5(ix) (Effective from 18th February, 2010) Age of Retirement

- (1) *The age of superannuation of teachers, including Principals, shall be 62 years.*

A teacher including Principal attaining the age of retirement i.e. 62 years, may be re-employed by the University or the college Management as the case may be up to the end of the respective academic term, on the last salary drawn by him/her without benefits of Provident Fund, Gratuity, increment, leave except casual leave, summer vacation salary and teachers, other than principals, so re-employed shall not be eligible either for the purpose of seniority or for holding any administrative charge including the headship of the Department concerned.

- (2) *Every teacher, including Principal, not so re-employed shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 62 years.*

Note: A teacher, including Principal, whose date of birth is the 1st of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of superannuation i.e. 62 years.

Provided, however that the aforesaid clause shall not be applicable in the case of teachers including Principals who have already been permitted by the Executive Council to continue in service till they complete the age of 65 years.

SC-5 (ix) (Effective from 1st June, 2012) Age of Retirement ----- REPEALED

SC-5 (ix) (Effective from 19th June, 2013) Work-Load of Teachers in Colleges:

1. *The work load of the teachers in the colleges in the Faculties of Arts (including Education), Science and Commerce shall be as follows:*

The overall work load of a full time college teacher shall be 40 clock hours per week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for five hours daily in the college for which necessary space and infrastructure shall be provided by the concerned Institution. Out of 40 clock hours, the teacher is expected to put in work of 30 clock hours per week on the college premises in a 6 – day week pattern. Of the 30 clock hours, the direct teaching-learning process hours shall be for 21 lecture of 45 minutes duration in the case of Assistant Professors and 19 lectures of 45 minutes duration in the case of Associate professors and Professors. The remaining 14-16 hours on the premises shall be spent by a full-time teacher on guidance/consultation by students, in curricular and extracurricular activities, administration and professional work etc. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher. The Principals shall work out the staffing pattern of college teachers on the basis of the above norms subject to the following.

- (a) *The Principal of the college shall nominate an Associate Professor / Reader / Assistant Professor in selection grade or Assistant Professor / Lecturer in senior scale as the case may be, as Head of the Department for a term of three years on the basis of seniority. The Head of the Department shall be on a rotational basis amongst such teachers in that order. However, in case there is no teacher as specified above, the senior-most Assistant Professor shall be nominated as teacher-in-charge of the Department.*
- (b) *Where there is a one-man department the teacher concerned shall be considered as a full-time teacher even if he/she has a work load of 12 periods per week. However, the Principal shall assign extra classes to a teachers having inadequate work load to make a good the shortfall in teaching work as per these norms for coaching students who are weak in the subject and/or for intensive training of students and/or for instruction in any other suitable manner.*
- (c) *In a multi-teacher department, the work load shall be distributed on the basis of 21/19 lecturers as the case may be per week per teacher. If the last teacher has a work-load of less than 12periods, then he/she alone shall be regarded as a part time teacher.*
- (d) *It is expected that, in this arrangement, no marginal work-load shall be left for the last teacher, necessitating payment to him/her on lecture basis his/her work load being less than 8 periods per week. If, however, this expectation does not come true and the college wants to appoint a part-time teacher on lecture basis at the existing rate to attend to such marginal work, there shall be no objection to such an appointment being made by the college. It may, however, be noted that this facility shall not be available to the college if it wants to continue teaching existing Optional or special subject, if the enrolment for such subjects is less than the norms prescribed.*

In exceptional cases where the teacher has a sufficient work load and the college is not in a position to appoint a part-time teacher on payment on lecture basis at the existing rate to attend to such marginal work, the existing teacher with full work-load can be given remuneration for this marginal additional work on lecture basis at the existing rate in addition to his/her normal pay and allowances.

2. The work load of the teachers in the colleges in the Faculty of Law be as follows:

- (A) *Teachers shall have a work-load of not less than 40 clock hours in a 6 day week.*
- (B) *Out of these 40 clock hours mentioned in (A) above:-*
 - (a) *A teacher shall be present on the official premises of the colleges for a minimum 30 clock hours in a six day week pattern (Five clock hours per day on an average).*
 - (b) *Out of the time that a teacher is present on the official premises of the colleges mentioned in (a) above, he/she shall devote 16 clock hours per week (for Assistant Professors) and 14 clock hours per week (for Associate Professors and Professors) to class-room work, i.e. lectures, tutorials, moot court shall be considered as equal to the time spent on lecturing work for the purpose of computing the work-load of a teacher.*

Note: A period of lecture or tutorial or moot court shall be of 50 minutes duration.

- (c) *The amount of class-room work per week involving lecturers, tutorial and moot courts excluding postgraduate work in the case of those who are recognized as post-graduate teachers which may be assigned to a full time teacher shall not exceed:*

- (i) 15 periods of lectures, tutorials and moot courts in the case of a recognized post-graduate teacher who has been assigned at least one post-graduate lecture per week; and
- (ii) 17 periods of lectures, tutorials and moot courts in the case of all other teachers namely Associate Professors / Professors and 19 periods in the case of Assistant Professors.

SC-5 (x) Application for a post of examinership

If a teacher wishes to apply for a post or examinership he/she shall forward his/her application through the Principal. If a Principal wishes to apply for a post of examinership, he/she shall forward his/her application through the Governing Body. The forwarding authority shall not withhold such applications.

SC-5 (xi) Acceptance of a post

If a teacher wishes to accept an invitation for the examinership in a body or a University, he/she may accept the invitation for the examinership only after he/she has obtained prior permission of the Principal. In the case of a Principal prior permission shall have to be obtained from the Governing Body which shall not ordinarily refuse such permission.

SC-5 (xi) (Effective from 19th June, 2013) Remuneration for Examinership:

The teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities. For internal assessment/home examinations/unit tests being conducted by the College/University at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

SC-5 (xii) Acceptance of an examinership

If a teacher wishes to accept an invitation for an examinership in a Body or a University, he/she may accept the invitation for the examinership only after he/she has obtained prior permission of the Principal. In the case of a Principal a prior permission shall have to be obtained from the Governing Body.

SC-5 (xii) (Effective from 19th June, 2013) Suspension, Compulsory Retirement, SC Termination, removal / Dismissal from service:

A teacher who is confirmed in service is liable to be suspended or compulsorily retired or removed/ dismissed from service or his/her service are liable to be terminated on one or more of the following grounds:-

- (a) Misconduct ;*
- (b) Moral turpitude ;*
- (c) Willful and persistent negligence of duty ;*
- (d) Permanent physical or mental unfitness ;*
- (e) Incompetence; provided that the ground of incompetence shall not be used after a teacher has served the college for a period of five years or more.*
- (f) Where a disciplinary proceeding against him/her is contemplated or is pending ; or*
- (g) Where, in the opinion of the competent authority, he/she has engaged himself/herself in activities prejudicial to the interest of the security of the State; or*
- (h) Where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.*

Explanations:

- (a) "Misconduct" shall include the following :*
 - (i) Breach of the terms and conditions of service laid down by the Statute*
 - Violation of the Code of Conduct.*
- (b)"Moral turpitude" shall include the following :*
 - Any misbehaviour derogatory to the status and dignity of a teacher*
- (c)"Wilful and persistent negligence of the duty" shall among other things include the following :-*
 - (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi;*
 - (ii) Persistent absence from duty without previous permission; and (iii) Failure to discharge any of the duties laid down by the Statutes.*
- (d) "Permanent physical or mental unfitness" shall require the following :-*
 - (i) Any permanent physical or mental unfitness as certified by a Medical Board consisting of not less than three medical specialists appointed by the Governing Body.*
- (e) "Incompetence" shall include the following:-*
 - (i) Failure to keep up academic progress and to keep his/her knowledge up-to-date in spite of repeated instructions in that behalf and provision of facilities; and*
 - (ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period for reasons not beyond his/her control.*

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SC-5 (xiii) Release from Service

- (a) No teacher shall leave the service of the college without giving to the Governing Body three months notice, if he/she is confirmed, or one month's notice if on probation; provided always that date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him/her an amount equivalent to three months, or one month's total*

salary i.e. pay, dearness allowance and compensatory local allowance, as the case may be or pay dearness allowance and compensatory local allowance for the period till the end of term, whichever is more.

(b)The Governing Body, at the request of the teacher, may waive the above notice period in part/in full.

SC-5 (xiii) (Effective from 19th June, 2013) Retrenchment on account of abolition of post or reduction in work-load:

A teaching post in a college shall not be abolished or its work - load reduced, unless a proposal in that behalf is approved by the University. In the event of approval of the proposal for abolition of the post by the University, the services of the teacher concerned holding the post may be terminated by giving him/her one month's notice or in lieu thereof paying him/her one month's Pay, D.A. and other applicable allowances if the teacher is on probation; and three month's notice or in lieu thereof three month's Pay, D.A. and other applicable allowances if the teacher is confirmed in the post. If the teacher has worked continuously for more than five years from the date of his/ her appointment on probation but less than ten years in a college or colleges managed by the same Governing Body he shall be paid six month's Pay, D.A. and other applicable allowances. In case he/she has worked continuously for ten years or more, he/she shall be paid twelve months' Pay, D.A. and other applicable allowances.

In case the work-load is reduced to half or less than half the teacher concerned, if he/she so wishes, shall be continued as a part-time teacher and shall be paid in accordance with the Statutes made in that behalf.

SC-5 (xiv) Handing over charge

A teacher before leaving service shall hand over charge of post to a duly authorised person and shall return to the University College/Library/Department all books, furniture etc. issued to him/her and shall pay up in full all charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he/she fails to do so, the college in which he/she is employee shall recover the amount due from such teacher on account of the above items from his/her salary. The last salary shall not be paid to the teacher concerned until a clearance certificate in the prescribed form C-6 as shown in [Appendix C-6](#) issued by the Head of the Department/ Principal concerned.

SC-5 (xiv) (Effective from 19th June, 2013) - Deleted –

SC-5 (xv) Discharge Certificate

The Principal shall issue a discharge certificate, on application, to a teacher who leaves service after due notice or to a teacher whose services are terminated, in the prescribed form C-7 as shown in Appendix 'C'. In the case of the Principal such certificate shall be issued by the Chairman of the Governing Body. The Principal/Chairman of the Governing Body shall issue the discharge certificate within a period of fifteen days of application by the teacher/Principal or the date of clearance of any dues which the teacher/Principal has to pay to the management, whichever is later.

SC-5 (xv) (Effective from 19th June, 2013) Deleted

SC-5 (xvi) Retirement benefits

The teacher shall be eligible for pension, gratuity and provident fund as entitled to the employees of Goa University.

SC-5 (xvi) (Effective from 19th June, 2013) Deleted

SC-5 (xvii) Additional Benefits

Every teacher shall be entitled to the following additional benefits, namely :

- | | |
|--|---|
| 1) Children's Education Allowance | As payable by Goa Administration to its employees. |
| 2) Reimbursement of Fees | Free education or reimbursement of tuition fee Tuition as payable by Goa Administration to its employees. |
| 3) Travelling Allowance + & Daily Allowance and L.T.C. | As admissible to the Goa University Teachers. |
| 4) Bonus | |
| 5) Reimbursement of medical expenses | |

SC-5 (xvii) (Effective from 19th June, 2013) Deleted

SC-5 (xviii) Duties

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- (a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued thereunder from time to time by the University and the Central and State Government.
- (b) A teacher shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- (c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.
- (d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

SC-5 (xix) Work-load

- I. The work-load of the teachers in the colleges in the Faculties of Arts (including Education), Science and Commerce shall be as follows :-

The overall work load of a full time college teacher shall be 40 clock hours per week. Out of these 40 clock hours, the teacher is expected to put in work of 20 clock hours per week on the college premises. Of the 20 clock hours, the class-room instruction work shall consist of 17 lectures each of 45 minutes duration and 3 tutorials each of 45 minutes' duration per week together equivalent to 15 clock hours per week. In the case of subjects where tutorials are not prescribed the Principals shall assign extra classes to teachers in such subjects for coaching students who are weak in their subjects and/or for intensive training of students. The remaining 5 clock hours on the premises shall be spent by a full-time teacher on guidance, consultation by students, curricular and extra-curricular activities, administration and professional work etc. The Principals shall work out the staffing pattern of college teachers on the basis of the above norms subject to the following :-

- (a) A college teacher entrusted with the work of post-graduate teaching shall be given remission at the rate of one clock hour of post-graduate teaching equal to 2 periods of each of 45 minutes of under-graduate teaching. This means that if the period of post-graduate teaching, is of 45 minutes, the corresponding remission occurring to such a teacher shall be 1 -1/2 period of under-graduate teaching. If a teacher is attending to post-graduate research/demonstration work, two clock hours of demonstration at post-graduate level shall be considered as equivalent to one clock hour of lecturing at the undergraduate level. Similarly, if a teacher is a recognised guide for Ph.D., remission of 2 periods of 45 minutes' duration shall be given for guiding students. For postgraduate tutorials, if any, remission equal to half the period spent on such tutorials subject to a maximum remission of 2 periods per week shall be admissible. The additional work on account of post-

graduate teaching, research and guiding of students for Ph.D. work together shall not in any case be computed in excess of 6 periods of 45 minutes' duration of under-graduate teaching for the purpose of remission.

- (b)(i) The Head of Department or a teacher who is a Head of Department but not designated as such shall be entitled to a remission of 2 under-graduate periods while the Vice-Principal so designated may be given remission of 4 under-graduate periods. The remission in work-load shall not be available to a Head of Department or to a teacher where the Head of Department is not so designated if he/her is the only full-time teacher in that Department/subject.

The remission in work-load shall not be available to the Head of Department or to a teacher, where the Head of Department is not so designated, under the Faculty of Commerce where it is manned by one teacher only. Such teacher manning Department under the Faculty of Commerce shall not be entitled to remission in his/her work-load as the Head of Department, although that particular subject is taught at the special, principal or major level. In other words, the Head of Department under the Faculty of Commerce shall be entitled to remission of work-load of two periods of under-graduate teaching only if there are more than one teacher in his/her Department. The remission in work-load for a Vice-Principal who also happens to be a Head of Department shall be subject to a maximum of 6 under-graduate periods of 45 minutes duration.

- (ii) The total remission admissible to a college teacher under (a) and (b) above is subject to a maximum of 6 periods of 45 minutes duration at under-graduate level in a week and that too computed with reference to the total work-load for class room instruction expected of a college teacher viz. 20 periods of 45 minutes duration per week. No remission of any kind shall be available to part-time teachers-professionals as well as non-professionals employed by the colleges. Remission in case of a Vice-Principal as stated above will be available to only one Vice-Principal in a college. This means that if there are more than one Vice-Principal in a college, the other Vice-Principal/s shall not be entitled to remission as mentioned above. The Principal of a college shall engage himself/herself in teaching work for a minimum of four clock hours per week.
- (c) Where there is a one-man department the teacher concerned shall be considered as a full-time teacher even if he/she has a work load of 12 periods per week. However, the Principal shall assign extra classes to teachers having inadequate work-load to make good the shortfall in teaching work as per these norms for coaching students who are weak in the subject and/or for intensive training of students and/or for instruction in any other suitable manner.
- (d) There may be some cases where in a college teacher may have been entrusted exclusively with post-graduate teaching/research and practicals. In such cases, the maximum work load shall be 10 clock hours for the purposes of computing this maximum work-load. The

work of seminars, demonstrations, etc. shall be calculated at the rate of one clock hour of under graduate teaching for every two clock hour of post graduate teaching.

- (e) In a multi-teacher department, the work load shall be distributed on the basis of 17 lectures plus 3 tutorials per week per teacher. If the last teacher has a work-load of less than 12 periods, then alone he/she shall be regarded as a part-time teacher.
- (f) It is expected that, in this arrangement, no marginal work-load shall be left for the last teacher, necessitating payment to him/her on lecture basis his/her work load being less than 8 periods per week. If, however, this expectation does not come true and the College wants to appoint a part-time teacher on lecture basis at the existing rate to attend to such marginal work, there shall be no objection to such an appointment being made by the college. It may, however, be noted that this facility shall not be available to the college if it wants to continue teaching existing optional or special subjects, if the enrollment for such subjects is less than the norms prescribed.

In exceptional case where the teacher has a sufficient work load and the college is not in a position to appoint a part-time teacher on payment on lecture basis at the existing rate to attend to such marginal work, the existing teacher with full work-load can be given remuneration for this marginal additional work on lecture basis at the existing rate in addition to his/her normal pay and allowances.

- 2. The work-load of the teachers in the colleges in the Faculty of Law be as follows:
 - (A) Teachers shall have a work-load of not less than 40 clock hours in a week.
 - (B) Out of these 40 clock hours mentioned in (A) above -
 - (a) A teacher shall be present on the official premises of the colleges for about 20 to 24 clock hours in a week (about four clock hours per day on an average).
 - (b) Out of the time that a teacher is present on the official premises of the colleges mentioned in (a) above, he/she shall devote 15 clock hours per week to class-room work, i.e. lectures, tutorials, moot courts, the remaining time being spent on guidance, consultation by students, curricular and extra-curricular activities, administration and professional work, etc. the time spent on tutorials and moot courts shall be considered as equal to the time spent on lecturing work for the purpose of computing the work-load of a teacher.
 - (c) The amount of class-room work per week-lectures, tutorials and moot courts excluding post-graduate work in the case of those who are recognised as post-graduate teachers which may be assigned to a full time teacher shall not exceed –

- (i) 11 periods of lectures, tutorials and moot courts in the case of a recognised post-graduate teacher guiding Ph.D. students;
- (ii) 15 periods of lectures, tutorials and moot courts in the case of a recognised post-graduate teacher who has been assigned at least one post-graduate lecture per week ;
and
- (iii) 15 periods of lectures, tutorials and moot courts in the case of all other teachers.

Note: A period of lecture or tutorial or moot court shall be of 50 minutes' duration).

- (d) The amount of class-room work of Principal shall not exceed 5 clock hours per week.
- (e) If a teacher is designated as Vice-Principal, the amount of his/her classroom work shall not exceed 10 clock hours per week.

SC-5(xix) (Effective from 22nd November 2000) Work-Load of Teachers

1. *The work load of the teachers in the colleges in the Faculties of Arts (including Education). Science and Commerce shall be as follows:*

The overall work load of a full time college teacher shall be 40 clock hours per week. Out of 40 clock hours, the teacher is expected to put in work of 30 clock hours per week on the college premises. Of the 30 clock hours, the class-room instruction work shall be for 16 hours in the case of lecturers/Senior lecturers/lecturers (Selection Grade) and 14 hours in the case of Readers, and shall consist of 18 lectures each of 45 minutes duration and three or one tutorial (as the case may be) each of 45 minutes duration per week. In the case of subjects where tutorials are not prescribed the Principal shall assign extra classes to teachers in such subjects for coaching students who are weak in their subjects and /or intensive training of students. The remaining 14 hours on the premises shall be spent by a full-time teacher on guidance, consultation by students, curricular and extra-curricular activities, administration and professional work etc. The Principals shall work out the staffing pattern of college teacher on the basis of the above norms.

- (a) *A college teacher entrusted with the work of post-graduate teaching shall be given remission at the rate of one clock hour of post-graduate teaching equal to 2 periods of each of 45 minutes of under-graduate teaching. This means that if the period of post-graduate teaching is of 45 minutes, the corresponding remission occurring to such a teacher shall be 1-1/2 period of undergraduate teaching. If a teacher is attending to post-graduate research/demonstration work, two clock hours of demonstration at post-graduate level shall be considered as equivalent to one clock hour of lecturing at the undergraduate level. Similarly, if a teacher is a recognized guide for Ph.D remission of 2 periods of 45 minutes duration shall be given for guiding students. For postgraduate tutorials, if any, remission*

equal to half the period spent on such tutorials subject to a maximum remission of 2 periods per week shall be admissible. The additional work together shall not in any case be computed in excess of 6 periods of 45 minutes duration of under graduate teaching for the purpose of remission.

- (b) (I) The Head of Department or a teacher who is a Head of Department but not designated as such shall be entitled to a remission of 2 undergraduate periods while the Vice-Principal so designated may be given remission of 4 under-graduate periods. The remission in work-load shall not be available to a Head of Department or to a teacher where the Head of Department is not so designated if he/she is the only full-time teacher in that Department/subject.*

The remission in work-load shall not be available to the head of Department or to a teacher, where the Head of Department is not so designated, under the Faculty of Commerce shall not be one teacher only. Such teacher manning Department under the Faculty of Commerce shall not be entitled to remission in his/her work-load as the Head of Department, although that particular subject is taught at the special, principal or major level. In other words, the head of Department under the Faculty of Commerce shall be entitled to remission of work-load of two periods of under-graduate teaching only if there are more than one teacher in his/her Department. The remission in work-load for a Vice-Principal who also happens to be a Head of Department shall be subject to a maximum of 6 undergraduate periods of 45 minutes duration.

SC-5(xix)(b)(i) (Effective from 12th November, 2009) *The Principal of the college shall nominate a Reader/Lecturer in selection grade and/ or lecturer in senior scale as Head of the Department for a term of three years on the basis of seniority. The Head of the Department shall be on a rotational basis amongst the readers /selection grade Lecturers and Lecturers Senior Scale in that order. However in case, there is neither Reader or Lecturer in selection grade/ Lecturer in Senior Scale then the Senior most Lecturer will be teacher-in-charge of the Department. The Head of the Department shall be entitled to remission of two lectures per week.*

- (ii) (Effective from 22nd November 2000) The total remission admissible to a college teacher under (a) and (b) above is subject to a maximum of 6 periods of 45 minutes duration at under-graduate level in a week and that too computed with reference to the total work-load for class room instruction expected of a college teacher viz. 20 periods of 45 minutes duration per week. No remission of any kind shall be available to part-time teacher professionals as well as non-professionals employed by the colleges. Remission in case of a Vice-Principal as stated above will be available to only one Vice-Principal in a College. This means that if there are more than one Vice-Principal in a college, the other*

Vice-Principal shall not be entitled to remission as mentioned above. The Principal of a college shall engage himself/herself in teaching work for a minimum of four clock hours per week.

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- (c) Where there is a one-man department the teacher concerned shall be considered as a full-time teacher even if he/she has a work load of 12 periods per week. However, the Principal shall assign extra classes to a teachers having inadequate work load to make a good the shortfall in teaching work as per these norms for coaching students who are weak in the subject and/or for intensive training of students and/or for instruction in any other suitable manner.*
- (d) There may be some cases where in a college teacher may have been entrusted exclusively with post-graduate teaching/research and practicals. In such cases, the maximum work load shall be 10 clock hours for the purposes of computing this maximum work load. The work of seminars, demonstrators, etc. shall be calculated at the rate of one clock hour of undergraduate teaching for every two clock hour of post graduate teaching.*
- (e) In a multi-teacher department, the work load shall be distributed on the basis of 18 lecturers plus 3 or 1 tutorials per week per teacher. If the last teacher has a work-load of less than 12 periods, then alone he/she shall be regarded as a part time teacher.*
- (f) It is expected that, in this arrangement, no marginal work-load shall be left for the last teacher, necessitating payment to him/her on lecture basis his/her work load being less than 8 periods per week. If, however, this expectation does not come true and the college wants to appoint a part-time teacher on lecture basis at the existing rate to attend to such marginal work, there shall be no objection to such an appointment being made by the college. It may, however, be noted that this facility shall not be available to the college if it wants to continue teaching existing optional or special subject, if the enrollment for such subjects is less than the norms prescribed.*

In exceptional cases where the teacher has a sufficient work load and the college is not in a position to appoint a part-time teacher on payment on lecture basis at the existing rate to attend to such marginal work, the existing teacher with full work-load can be given remuneration for this marginal additional work on lecture basis at the existing rate in addition to his/her normal pay and allowance.

2. *The work load of the teachers in the colleges in the Faculty of Law be as follows:*

(A) Teachers shall have a work-load of not less than 40 clock hours in a week.

(B) Out of these 40 clock hours mentioned in (A) above:-

(a) A teacher shall be present on the official premises of the colleges for 30 clock hours in a

week (about four clock hours per day on an average).

- (b) Out of the time that a teacher is present on the official premises of the colleges mentioned in (a) above, he/she shall devote 15 clock hours per week to class-room work, i.e. lectures, tutorials, moot court shall be considered as equal to the time spent on lecturing work for the purpose of computing the work-load of a teacher.*
- (c) The amount of class-room work per week lecturers, tutorial and moot courts excluding postgraduate work in the case of those who are recognized as post-graduate teachers which may be assigned to a full time teacher shall not exceed:*
 - (i) 11 periods of lectures, tutorials and moot courts in the case of a recognized post-graduate teacher guiding Ph.D students;*
 - (ii) 15 periods of lectures, tutorials and moot courts in the case of a recognized post-graduate teacher who has been assigned at least one post-graduate lecture per week; and*
 - (iii) 11 periods of lectures, tutorials and moot courts in the case of all other teachers.*

Note: *A period of lecture or tutorial or moot court shall be of 50 minutes duration).*

- (d) The amount of class room work of Principal shall not exceed 5 clock hours per week.*
- (e) If a teacher is designated as Vice-Principal, the amount of his/her class room work shall not exceed 10 hours per week.*

SC-5 (xx) Code of Conduct

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- (a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- (b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- (c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- (d) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- (e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.

- (f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
- (g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.
- (h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
- (i) A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- (j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.

SC-5 (xxi) Remuneration for Examinerships

The teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities. for internal assessment/home examinations/unit tests being conducted by the College/University at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

SC-5 (xxii) Suspension, Compulsory Retirement, SC Termination, removal / Dismissal from service:

A teacher who is confirmed in service is liable to be suspended or compulsorily retired or removed/ dismissed from service or his/her service are liable to be terminated on one or more of the following grounds:-

- (a) Misconduct ;
- (b) Moral turpitude ;
- (c) Willful and persistent negligence of duty ;
- (d) Permanent physical or mental unfitness ;
- (e) Incompetence; provided that the ground of incompetence shall not be used after a teacher has served the college for a period of five years or more.
- (f) Where a disciplinary proceeding against him/her is contemplated or is pending; or
- (g) Where, in the opinion of the competent authority, he/she has engaged himself/herself in activities prejudicial to the interest of the security of the State; or
- (h) Where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

Explanations:

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- (a) "Misconduct" shall include the following :
 - (i) Breach of the terms and conditions of service laid down by the Statute
 - (ii) Violation of the Code of Conduct.
- (b) "Moral turpitude" shall include the following :

Any misbehaviour derogatory to the status and dignity of a teacher
- (c) "Willful and persistent negligence of the duty" shall among other things include the following :-
 - (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi;
 - (ii) Persistent absence from duty without previous permission; and
 - (iii) Failure to discharge any of the duties laid down by the Statutes.
- (d) "Permanent physical or mental unfitness" shall require the following :-
 - (i) Any permanent physical or mental unfitness as certified by a Medical Board consisting of not less than three medical specialists appointed by the Governing Body.
- (e) "Incompetence" shall include the following:-
 - (i) Failure to keep up academic progress and to keep his/her knowledge up-to-date inspite of repeated instructions in that behalf and provision of facilities; and
 - (ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period for reasons not beyond his/her control.

SC-5 (xxiii) Retrenchment on account of abolition of post or reduction in work-load:

A teaching post in a college shall not be abolished or its work - load reduced, unless a proposal in that behalf is approved by the University. In the event of approval of the proposal for abolition of the post by the University, the services of the teacher concerned holding the post may be terminated by giving him/her one month's notice or in lieu thereof paying him/her one month's Pay, D.A. and C.L.A. if the teacher is on probation; and three month's notice or in lieu thereof three month's Pay, D.A. and C.L.A. if the teacher is confirmed in the post. If the teacher has worked continuously for more than five years from the date of his/ her appointment on probation but less than ten years in a college or colleges managed by the same Governing Body he shall also be paid six month's Pay, D.A. and C.L.A. In case he/she has worked continuously for ten years or more, he/she shall be paid twelve months' Pay, D.A. and C.L.A.

In case the work-load is reduced to half or less than half the teacher concerned, if he/she so wishes, shall be continued as a part-time teacher and shall be paid in accordance with the Statutes made in that behalf.

SC-5 (xxiv) Vacation Leave and other benefit shall be

as laid down in Schedule SSA-1.

SC-6 Disciplinary proceedings and penalties

- (i) For disciplinary proceedings and departmental action the teachers shall be Governed under the provisions of C.C.S.(C.C.A) Rules, 1965 Fundamental Rules and Supplementary Rules as applicable to the employees of Goa Government with the following modifications:-
- (ii) Wherever the terms "President", "Government", "Central Civil Services" and "Government Servant" appear in the said Rules, they shall be modified and read as "State Government", "Governing Body of the College", service conditions of teachers of non-government colleges" and " teachers of non government colleges", respectively.
- (iii) Further, as per provisions of proviso to Rule 8, sub-Rule (2) of Rule 12 and Rule 24 of C.C.S. (C.C.A.) Rules, 1965, Appointing authority, Disciplinary authority in respect of teachers shall be as specified in the table below:-

TABLE

| Sr. No. | Appointing authority | Disciplinary competent to impose penalties under Rule 11 | Appellate authority |
|---------|------------------------|--|---------------------|
| 1 | 2 | 3 | 4 |
| 1. | Management of Colleges | Management of Colleges | College Tribunal |

SC-6 (Effective from 19th June, 2013) Disciplinary proceedings and penalties:

(i) For disciplinary proceedings and departmental action the teachers shall be governed under the provisions of CCS.(C.C.A) Rules, 1965 Fundamental Rules and Supplementary Rules as applicable to the employees of Goa Government with the following modifications:-

(ii) Wherever the terms "President", "Government", "Central Civil Services" and "Government Servant" appear in the said Rules, they shall be modified and read as "State Government", "Governing Body of the College", "service conditions of teachers of government colleges" and " teachers of non government colleges", respectively.

(iii) Further, as per provisions of proviso to Rule 8, sub-Rule (2) of Rule 12 and Rule 24 of C.C.S. (C.C.A.) Rules, 1965, Appointing authority, Disciplinary authority in respect of teachers shall be as specified in the table below:

TABLE

| Sr.No | Appointing Authority | Disciplinary Authority competent to impose Penalties under Rule 11 | Appellate Authority |
|-------|------------------------|--|---------------------|
| 1 | 2 | 3 | 4 |
| | Management of Colleges | Management of Colleges | College Tribunal |

SC-7 College Tribunal

- (A) A teacher who is dismissed or removed or whose services are otherwise terminated or who is reduced in rank by Governing Body and who is aggrieved shall have a right of appeal and any appeal against any such order to the Tribunal and the powers and procedures etc. of the Tribunal shall be as under:
- (1) The Government shall, after consultation with the University, by notification in the Official Gazette, constitute one or more Tribunals to be called College Tribunals, for the adjudication of disputes of differences between the employees and the Management of any affiliated College or Recognised Institution (other than that managed and maintained by Government or the University) connected with or arising out of the matter specified in SC-7 B and different tribunals may be constituted for different Colleges or Institutions or different classes of their employees.
 - (2) A Tribunal shall consist of one person only to be appointed by the Government, after consultation with the University.
 - (3) A person shall not be qualified for appointment as a Presiding Officer of a Tribunal unless:
 - (a) he is holding or has held a judicial office not lower in rank than that of District Judge; or
 - (b) he has practised as an Advocate for not less than ten years ; or
 - (c) he is holding or has held an office not lower in rank than that of Deputy Secretary to Government, Deputy Commissioner of Labour or joint Director of Education in the State; or
 - (d) he is or has been a Principal of an affiliated College or Recognised Institution for not less than five years.

- (4) The appointments of a person as a Presiding Officer of a Tribunal may be on a full time or Part time basis and may be for such period or periods but not exceeding five years in the aggregate as the State Government may from time to time in each case decide.
 - (5) The remuneration and other conditions of services of the Presiding Officer shall be determined by the Government after consultation with the University.
 - (6) The University shall make available to a Tribunal such ministerial staff as may be necessary for the discharge of its functions under this Provision.
 - (7) All expenditure on account of the remuneration, pension or provident fund contribution, leave allowance and other allowances and facilities which may be admissible to the Presiding Officer and the staff placed at his disposal shall be met from the University fund.
 - (8) If any vacancy, other than a temporary vacancy, occurs in the office of the Presiding Officer of a Tribunal, the Government shall, as soon as possible, after consultation with the University appoint another qualified person to fill the vacancy. Any proceedings pending before the former Presiding Officer may be continued and disposed of by his successor from the stage at which they were when the vacancy occurred.
- (B)(1) Notwithstanding anything contained in any law or contract for the time being in force, any employee (whether a Teacher or other employee) in any affiliated college or Recognised Institution (other than that managed and maintained by the Government or the University), who is dismissed or removed or whose services are otherwise terminated, or who is reduced in rank by the Management and who is aggrieved shall have a right of appeal and any appeal against any such order to the Tribunal constituted under Statute SC-7 A.

Provided that, no such appeal shall lie to the Tribunal in any case where the matter has already been decided by a Court or Tribunal of competent jurisdiction or is pending before such Court or Tribunal on the date of commencement of this Statute.

- (2) Such appeal shall be made by the employee to the Tribunal within thirty days from the date of receipt by him/her, of the order of dismissal, removal, otherwise termination of services, or reduction in rank, as the case may be ;
- (3) Notwithstanding anything contained in sub-section(2) the Tribunal may entertain an appeal made to it after the expiry of the said period of thirty or sixty days, as the case may be if it is satisfied that the appellant had sufficient cause for not preferring the appeal within that period.
- (4) Every appeal shall be accompanied by a fee of fifty rupees, which shall not be refundable and shall be credited to the University Fund.

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- (C)(1) For the purpose of admission, hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in a Appellate Court under the Code of Civil procedure 1908, and shall also have the power to stay the operation of any order against which an appeal is made on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this provision. [\[Go To Index\]](#)
- (2) The Presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.
- (3) Every appeal shall be decided as expeditiously as possible. In every case, endeavour shall be made by the Tribunal to decide an appeal within three months from the date on which it is received by the Tribunal. If the Tribunal is unable to dispose of any appeal within this period it shall put on its record the reasons thereof.
- (D)(1) On receipt of an appeal, where the Tribunal, after giving reasonable opportunity to both the parties of being heard, is satisfied that the appeal does not pertain to any of the matters specified in SC-7A or is not maintainable by it or there is no sufficient ground for interfering with the order of the Management, it may dismiss the appeal.
- (2) Where the Tribunal, after giving reasonable opportunity to both parties of being heard, decides in any appeal that the order of dismissal, removal, otherwise termination of service or reduction in rank was in contravention of any law, contract or conditions of service for the time being in force or was otherwise illegal or improper the Tribunal may set aside the order of the Management, partially or wholly and direct the Management :-
- (a) to reinstate the employee on the same post or on a lower post as it may specify;
- (b) to restore the employee to the rank which he/she held before reduction or to any rank as it may specify;
- (c) to give arrears of emoluments to the employee for such period as it may specify;
- (d) to award such lesser punishment as it may specify in lieu of dismissal, removal, otherwise termination of service or reduction in rank, as the case may be;
- (e) where it is decided not to reinstate the employee or in any of the appropriate case, to give such sum to the employee not exceeding his/her emoluments for six months, by way of compensation, regard being had to loss of employment and possibility of getting or not getting suitable employment thereafter, as it may specify; or
- (f) to give such other relief to the employee and to observe such other conditions as it may specify, having regard to the circumstances of the case.

- (3) It shall be lawful for the Tribunal to recommend to the Government that any dues directed by it to be paid to the employee may be deducted from the grant payable to the Management and be paid to the employee direct.
- (4) Any direction issued by the Tribunal under sub-section (2) shall be communicated to both the parties in writing and shall be complied by the management within the period specified in the direction, which shall not be less than two months from the date of its receipt by the Management.

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(E) Notwithstanding anything contained in any law or contract for the time being in force, the decision of the Tribunal on an appeal entertained and disposed of by it shall be final and binding on the employee and the Management, and no suit, appeal or other legal proceedings shall lie in any court or before any other Tribunal or authority; in respect of the matters decided by the Tribunal.

(F)(1) If the Management fails, without any reasonable excuse to comply with any direction issued by the Tribunal under SC-7 D (2) & SC-7 E within the period specified in the direction or within such further period as may be allowed by the Tribunal, the Management shall, on conviction, be punished:-

- a) for the first offence with fine which may extend to one thousand rupees;

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, the fine shall not be less than one hundred rupees; and

- b) for the second and subsequent offences, with fine which may extend to two thousand rupees;

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, the fine shall not be less than five hundred rupees.

(2)(a) Where the Management committing an offence under this provision is a Society, every person who are at the time the offence was committed was in charge of, and was responsible to the society for the conduct of the affairs of the society; as well as the society, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Provided that, nothing contained in this sub-section shall render any person liable to the punishment, if he/she proves that the offence was committed without any knowledge or that he/she had exercised all due diligence to prevent the commission of the offence.

- (b) Notwithstanding anything contained in clause (a) where the offence has been committed by a society and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, an President, Chairman, Secretary, Member, Principal, or Manager or other officer or servant of the society such President, Chairman Secretary, Member, Principal or Manager or other officer or servant concerned shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Explanation

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For the purpose of this section "Society" means society registered under the Societies Registration Act, 1860 or a public trust registered under the Bombay Public Trusts Act, 1950, or any other body corporate, and includes an association or body of persons, by whatever name called, under whose management one or more colleges or institutions conducted and admitted to the privileges of the University.

- (G) Notwithstanding anything contained in any law for the time being in force, a legal practitioner shall not be entitled to appear on behalf of any party in any proceedings before the Tribunal, except with special permission of the Tribunal.

SC-7 (Effective from 19th June, 2013) College Tribunal:

(A) A teacher who is dismissed or removed or whose services are otherwise terminated or who is reduced in rank by Governing Body and who is aggrieved shall have a right of appeal and any appeal against any such order to the Tribunal and the powers and procedures etc. of the Tribunal shall be as under:

(1) The Government shall, after consultation with the University, by notification in the Official Gazette, constitute one or more Tribunals to be called College Tribunals, for the adjudication of disputes of differences between the employees and the Management of any affiliated College or Recognised Institution (other than that managed and maintained by Government or the University) connected with or arising out of the matter specified in SC-7 B and different tribunals may be constituted for different Colleges or Institutions or different classes of their employees.

(2) A Tribunal shall consist of one person only to be appointed by the Government, after consultation with the University.

(3) A person shall not be qualified for appointment as a Presiding Officer of a Tribunal unless:

(a) he is holding or has held a judicial office not lower in rank than that of District Judge; or

(b) he has practised as an Advocate for not less than ten years ; or

(c) he is holding or has held an office not lower in rank than that of Deputy Secretary to Government, Deputy Commissioner of Labour or joint Director of Education in the State; or

(d) he is or has been a Principal of an affiliated College or Recognised Institution for not less than five years

(4) The appointments of a person as a Presiding Officer of a Tribunal may be on a full time or Part time basis and may be for such period or periods but not exceeding five years in the aggregate as the State Government may from time to time in each case decide.

(5) The remuneration and other conditions of services of the Presiding Officer shall be as determined by the Government after consultation with the University.

(6) The University shall make available to a Tribunal such ministerial staff as may be necessary for the discharge of its functions under this Provision.

(7) All expenditure on account of the remuneration, pension or provident fund contribution, leave allowance and other allowances and facilities which may be admissible to the Presiding Officer and the staff placed at his disposal shall be met from the University fund.

(8) If any vacancy, other than a temporary vacancy, occurs in the office of the Presiding Officer of a Tribunal, the Government shall, as soon as possible, after consultation with the University appoint another qualified person to fill the vacancy. Any proceedings pending before the former Presiding Officer may be continued and disposed of by his successor from the stage at which they were when the vacancy occurred.

(B) (1) Notwithstanding anything contained in any law or contract for the time being in force, any employee (whether a Teacher or other employee) in any affiliated college or Recognised Institution (other than that managed and maintained by the Government or the University), who is dismissed or removed or whose services are otherwise terminated, or who is reduced in rank by the Management and who is aggrieved shall have a right of appeal and any appeal against any such order to the Tribunal constituted under Statute SC-7 (A).

Provided that, no such appeal shall lie to the Tribunal in any case where the matter has already been decided by a Court or Tribunal of competent jurisdiction or is pending before such Court or Tribunal on the date of commencement of this Statute.

(2) Such appeal shall be made by the employee to the Tribunal within thirty days from the date of receipt by him/her, of the order of dismissal, removal, otherwise termination of services, or reduction in rank, as the case may be ;

(3) Notwithstanding anything contained in sub-section(2) the Tribunal may entertain an appeal made to it after the expiry of the said period of thirty or sixty days, as the case may be if it is satisfied that the appellants had sufficient cause for not preferring the appeal within that period.

(4) Every appeal shall be accompanied by a fee of fifty rupees, which shall not be refundable and shall be credited to the University Fund.

(C) (1) For the purpose of admission, hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in a Appellate Court under the Code of Civil procedure 1908, and shall also have the power to stay the operation of any order against which an appeal is made on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this provision.

(2) The Presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.

(3) Every appeal shall be decided as expeditiously as possible. In every case, endeavour shall be made by the Tribunal to decide an appeal within three months from the date on which it is received by the Tribunal. If the Tribunal is unable to dispose of any appeal within this period it shall put on its record the reasons thereof.

(D) (1) On receipt of an appeal, where the Tribunal, after giving reasonable opportunity to both the parties of being heard, is satisfied that the appeal does not pertain to any of the matters specified in SC-7(A) or is not maintainable by it or there is no sufficient ground for interfering with the order of the Management, it may dismiss the appeal.

- (2) Such appeal shall be made by the employee to the Tribunal within thirty days from the date of receipt by him/her, of the order of dismissal, removal, otherwise termination of services, or reduction in rank, as the case may be ;
- (3) Notwithstanding anything contained in sub-section(2) the Tribunal may entertain an appeal made to it after the expiry of the said period of thirty or sixty days, as the case may be if it is satisfied that the appellent had sufficient cause for not preferring the appeal within that period.
- (4) Every appeal shall be accompanied by a fee of fifty rupees, which shall not be refundable and shall be credited to the University Fund.
- (C) (1) For the purpose of admission, hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in a Appellate Court under the Code of Civil procedure 1908, and shall also have the power to stay the operation of any order against which an appeal is made on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this provision.
- (2) The Presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.
- (3) Every appeal shall be decided as expeditiously as possible. In every case, endeavour shall be made by the Tribunal to decide an appeal within three months from the date on which it is received by the Tribunal. If the Tribunal is unable to dispose of any appeal within this period it shall put on its record the reasons thereof.
- (D) (1) On receipt of an appeal, where the Tribunal, after giving reasonable opportunity to both the parties of being heard, is satisfied that the appeal does not pertain to any of the matters specified in SC-7(A) or is not maintainable by it or there is no sufficient ground for interfering with the order of the Management, it may dismiss the appeal.
- (2) Where the Tribunal, after giving reasonable opportunity to both parties of being heard, decides in any appeal that the order of dismissal, removal, otherwise termination of service or reduction in rank was in contravention of any law, contract or conditions of service for the time being in force or was otherwise illegal or improper the Tribunal may set aside the order of the Management, partially or wholly and direct the Management
- (a) to reinstate the employee on the same post or on a lower post as it may specify;
- (b) to restore the employee to the rank which he/she held before reduction or to any rank as it may specify;
- (d) to give arrears of emoluments to the employee for such period as it may specify;
- (d) to award such lesser punishment as it may specify in lieu of dismissal, removal, otherwise termination of service or reduction in rank, as the case may be;
- (e) where it is decided not to reinstate the employee or in any of the appropriate case, to give such sum to the employee not exceeding his/her emoluments for six months, by way of compensation, regard being had to loss of employment and possibility of getting or not getting suitable employment thereafter, as it may specify; or
- (f) to give such other relief to the employee and to observe such other conditions as it may specify, having regard to the circumstances of the case.
- (3) It shall be lawful for the Tribunal to recommend to the Government that any dues directed by it to be paid to the employee may be deducted from the grant payable to the Management and be paid to the employee direct.

(4) Any direction issued by the Tribunal under sub-section (2) shall be communicated to both the parties in writing and shall be complied by the management within the period specified in the direction, which shall not be less than two months from the date of its receipt by the Management.

(E) Notwithstanding anything contained in any law or contract for the time being in force, the decision of the Tribunal on an appeal entertained and disposed of by it shall be final and binding on the employee and the Management, and no suit, appeal or other legal proceedings shall lie in any court or before any other Tribunal or authority; in respect of the matters decided by the Tribunal.

(F) (1) If the Management fails, without any reasonable excuse to comply with any direction issued by the Tribunal under SC-7 (D) (2) & SC-7 (E) within the period specified in the direction or within such further period as may be allowed by the Tribunal, the Management shall, on conviction, be punished:-

a) for the first offence with fine which may extend to one thousand rupees;

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, the fine shall not be less than one hundred rupees; and

b) for the second and subsequent offences, with fine which may extend to two thousand rupees;

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, the fine shall not be less than five hundred rupees.

(2) (a) Where the Management committing an offence under this provision is a Society, every person who are at the time the offence was committed was in charge of, and was responsible to the society for the conduct of the affairs of the society; as well as the society, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Provided that, nothing contained in this sub-section shall render any person liable to the punishment, if he/she proves that the offence was committed without any knowledge or that he/she had exercised all due diligence to prevent the commission of the offence.

(b) Notwithstanding anything contained in clause (a) where the offence has been committed by a society and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, an President, Chairman, Secretary, Member, Principal, or Manager or other officer or servant of the society such President, Chairman Secretary, Member, Principal or Manager or other officer or servant concerned shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Explanation

For the purpose of this section "Society" means society registered under the Societies Registration Act, 1860 or a public trust registered under the Bombay Public Trusts Act, 1950, or any other body corporate, and includes an association or body of persons, by whatever name called, under whose management one or more colleges or institutions conducted and admitted to the privileges of the University.

(G) Notwithstanding anything contained in any law for the time being in force, a legal practitioner shall not be entitled to appear on behalf of any party in any proceedings before the Tribunal, except with special permission of the Tribunal.

SC-8 Lien

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A confirmed teacher shall be entitled to have a lien on the post held by him/her for a period of one year provided he/she applies for such a lien at least two months in advance.

SC- 8 (Effective from 19th June, 2013) Lien - Deleted

SC-9 Life Members/Founder Members

Where there exists in a college a cadre of life members and/or founder members they will be free to serve on terms and conditions voluntarily accepted by them subject to the terms and conditions laid down in these Statutes.

SC-9 (Effective from 19th June, 2013) Life Members/Founder Members– Deleted

SC-10 Contractual Appointments

The service conditions and leave rules given in Schedule SSA-1 shall apply to teachers when appointed on a contract basis or for a specific period or purpose.

SC-10 (Effective from 19th June, 2013) Contractual Appointments:

The service conditions and leave rules temporary appointments shall apply to teachers when appointed on a contract basis or for a specific period or purpose.

SC-10 (1) Temporary appointments:

A temporary appointment of a teacher is ordinarily on which is made against a temporary post or in a leave vacancy or when a permanent appointment is not made in respect of a permanent post. Such appointment shall be for a fixed period or for duration of particular project or work which normally shall not exceed two years, except in special circumstances, such as research project of an academic nature, if permitted by the University. The teachers appointed on a temporary basis may be considered as vacation or non-vacation staff as per the nature of work.

SC-10 (1) (Effective from 19th June, 2013) Temporary appointments:

A temporary appointment of a teacher is ordinarily on which is made against a temporary post or in a leave vacancy or when a permanent appointment is not made in respect of a permanent post. Such appointment shall be for a fixed period or for duration of particular project or work which normally shall not exceed two years, except in special circumstances, such as research project of an academic nature, if permitted by the University. The teachers appointed on a temporary basis may be considered as vacation or non-vacation staff as per the nature of work.

SC-10 (2) Termination of Service, etc.

- (a) The services of a temporary teacher, whose appointment is for less than a year may be terminated at any time by the Governing Body without giving any notice or without assigning any reason thereof.
- (b) If a temporary teacher, who has served for less than a year, wishes to resign from the service he/she may do so without giving any notice.
- (c) If the period of service of a temporary teacher is one year or exceeds one year, he/she may be relieved by the Governing Body by giving one months notice or in lieu thereof one month's total salary i.e. Pay, D.A. and C.L.A.
- (d) In case of a temporary teacher who has put in service of one year or more wishes to leave the service, he/she shall have to give one month's notice or in lieu thereof shall have to pay one month's total i.e. Pay, D.A. and C.L.A.

SC-10 (2) (Effective from 19th June, 2013) Termination of Service, etc.:

- (a) *The services of a temporary teacher, whose appointment is for less than a year may be terminated at any time by the Governing Body without giving any notice or without assigning any reason thereof.*
- (b) *If a temporary teacher, who has served for less than a year, wishes to resign from the service he/she may do so without giving any notice.*
- (c) *If the period of service of a temporary teacher is one year or exceeds one year, he/she may be relieved by the Governing Body by giving one months notice or in lieu thereof one months total salary i.e. Pay, D.A. and other applicable allowances.*
- (d) *In case of a temporary teacher who has put in service of one year or more wishes to leave the service, he/she shall have to give one month's notice or in lieu thereof shall have to pay one month's total i.e. Pay, D.A. and other applicable allowances.*

SC-10 (3) Increment:

Service rendered in a temporary post on a time-scale of pay shall count for increment, provided that the post carries such time-scale of pay.

SC-10 (3) (Effective from 19th June, 2013) Increment:

Service rendered in a temporary post on a time-scale of pay shall count for increment, provided that the post carries such time-scale of pay.

SC-10 (4) Provident Fund

A temporary teacher shall not be entitled to subscribe to the provident fund of the college.

SC-10 (4) (Effective from 19th June, 2013) Provident Fund:

A temporary teacher shall not be entitled to subscribe to the provident fund of the college.

SC-10 (5) Application for a post or examinership:

If a temporary teacher wishes to apply for a post or examinership he/she shall forward his/her application through the Principal. If a temporary Principal wishes to apply for a post or examinership, he/she shall forward his/her application through the Governing Body. The forwarding authority shall not withhold such application.

SC-10 (5) (Effective from 19th June, 2013) Application for a post or examinership:

If a temporary teacher wishes to apply for a post or examinership he/she shall forward his/her application through the Principal. If a temporary Principal wishes to apply for a post or examinership, he/she shall forward his/her application through the Governing Body. The forwarding authority shall not withhold such application.

SC-10 (6) Acceptance of a post

If a temporary teacher wishes to accept an invitation for a post, he/she may accept the invitation for the post only after he/she has obtained permission of the Principal who shall not ordinarily refuse such permission. In the case of a temporary Principal, prior permission shall have to be obtained from the Governing Body, which shall not ordinarily refuse such permission.

SC-10 (6) (Effective from 19th June, 2013) Acceptance of a post:

If a temporary teacher wishes to accept an invitation for a post, he/she may accept the invitation for the post only after he/she has obtained permission of the Principal who shall not ordinarily refuse such permission. In the case of a temporary Principal, prior permission shall have to be obtained from the Governing Body, which shall not ordinarily refuse such permission.

SC-10 (7) Acceptance of an examinership

If a temporary teacher wishes to accept an invitation for an examinership, in a Body or a University other than this University, he/she may accept the invitation for the examinership only after he/she has obtained prior permission of the Principal. In the case of temporary Principal, prior permission shall have to be obtained from the Governing Body.

SC-10 (7) (Effective from 19th June, 2013) Acceptance of an examinership:

If a temporary teacher wishes to accept an invitation for an examinership, in a Body or a University other than this University, he/she may accept the invitation for the examinership only after he/she has obtained prior permission of the Principal. In the case of temporary Principal, prior permission shall have to be obtained from the Governing Body.

SC-10 (8) Handing over charge

A temporary teacher leaving service shall hand over charge of his/her post to a duly authorised persons and shall return to University/College/Library/Department, all books, furnitures issued to him/her and shall pay up in full charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he/she fails to do so, the Principal of the college shall recover the amount due from such teacher on account of the above items from his/her last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate in the prescribed form as shown in Appendix 'C' is issued by the Principal of his college.

SC-10 (8) (Effective from 19th June, 2013) Handing over charge:

A temporary teacher leaving service shall hand over charge of his/her post to a duly authorised persons and shall return to University/College/Library/Department, all books, furnitures issued to him/her and shall pay up in full charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he/she fails to do so, the Principal of the college shall recover the amount due from such teacher on account of the above items from his/her last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate in the prescribed form as provided in the relevant Schedule is issued by the Principal of his college.

SC-10 (9) Discharge Certificate

The Principal of the college shall give a Discharge Certificate in the prescribed form as shown in Appendix 'C' on application, to a temporary teacher who leaves services after due notice or to a temporary teacher whose services are terminated.

SC-10 (9) (Effective from 19th June, 2013) Discharge Certificate:

The Principal of the college shall give a Discharge Certificate in the prescribed form on application, to a temporary teacher who leaves services after due notice or to a temporary teacher whose services are terminated.

SC-10 (10) Other Conditions

- (a) Statutes SC-5(ix) pertaining to age of retirement applicable to confirmed teachers shall be applicable to temporary teachers.
- (b) Temporary teachers shall be governed by the code of conduct applicable to confirmed teachers and they shall perform the duties laid down for confirmed teachers.
- (c) Temporary teachers shall be allotted supervision and other examination work as allotted to confirmed teachers without any remuneration.
- (d) Temporary teachers shall be assigned co-curricular and administrative work related to training programme and other curricular activities, besides actual teaching as assigned to confirmed teachers.
- (e) The manner and mode of selection and appointment shall be as laid down for filling in temporary vacancies of teachers in statute.

SC-10 (10) (Effective from 19th June, 2013) Other Conditions:

- (a) The age of retirement applicable to confirmed teachers shall be applicable to temporary teachers.*
- (b) Temporary teachers shall be governed by the code of conduct applicable to confirmed teachers and they shall perform the duties laid down for confirmed teachers.*
- (c) Temporary teachers shall be allotted supervision and other examination work as allotted to confirmed teachers without any remuneration.*
- (d) Temporary teachers shall be assigned co-curricular and administrative work related to training programme and other curricular activities, besides actual teaching as assigned to confirmed teachers.*
- (e) The manner and mode of selection and appointment shall be as laid down for filling in temporary vacancies of teachers in statute.*

SC-10 (11) Leave, Vacation and other benefits

The temporary teachers shall be entitled to leave, vacation and other benefits as specified in Schedule SSC-1.

SC-10 (11) (Effective from 19th June, 2013) Leave, Vacation and other benefits applicable to the teachers appointed on contract Basis / temporary basis.:

1. Vacation

A temporary teacher shall be entitled to vacation as prescribed in Statute SA – 19.

2. Leave

- a) General:** *No leave can be claimed as a matter of right, discretion to refuse or revoke in exceptional circumstances lies with the sanctioning authority.*
- b) Casual Leave:** *A teacher appointed on a temporary basis shall be entitled to casual leave prescribed in Statute SA-19.*
- c) Extra-ordinary leave without pay:** *Extra-ordinary leave without pay may be granted under special circumstances as prescribed in Statute SA-19.*
- d) Other kinds of leave:** *A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kinds of leave as laid down in statutes SA-19 after he/ she completes one year's continuous and active service.*

SC-11 Statute governing the terms and conditions of service of part-time teachers appointed in non-government affiliated Colleges in the faculties of Arts, (including education), Science, Commerce and Law.

- (i) Consequent to the revision of pay-scales of teachers in Universities and Colleges from 1.1.1986, the University had passed Statute S.111 extending the provisions of Statute applicable to full-time teachers, mutatis mutandis to part-time teachers and providing for certain other terms and conditions of service of such teachers. The UGC vide letter No. F.15-7/88(CPP) dated 14.3.1988, has issued revised guidelines in respect of appointment of and payment of honorarium to part-time teachers. It has therefore become necessary to revise the provisions of Statute S.111 to bring it in conformity with the UGC guidelines. The present Statute is, therefore issued in supersession of Statute S.111 of this University.

SC-11 (ii) Definitions:

A part-time teacher will be one as defined under Statute SA 1 (xxxii)(a).

SC-11 (iii) Appointment

Part-time teachers may be appointed in exceptional circumstances in such specialised fields/subjects where professional expertise is required, as also where the work-load does not justify the appointment of a full-time teacher. The procedure followed for making temporary appointments shall be followed for appointing part-time teachers. Part-time teachers shall be appointed initially for one academic year, and the appointment may be renewed on a yearly basis. Persons more than 60 years of age shall not be appointed as part-time teachers.

SC-11 (iv) Honorarium

Part-time teachers shall be paid fixed honorarium as under:

| <u>Work load per week</u> | <u>Honorarium</u> |
|---------------------------|----------------------|
| 4-6 hours(6-8 periods) | Rs. 1000/-per month |
| 7-8 hours(9-11 periods) | Rs. 1500/- per month |

Part-time teachers having a work load of less than 4 hours per week shall be paid Rs. 75/- per lecture/ tutorial/practical of 45 minutes duration. Full-time -teachers who have full work load and are assigned additional work shall also be paid at this rate for the additional work assigned to them.

SC-11 (v) Other benefits

Part-time teachers shall not be entitled to the benefit of any allowances, provident fund, pension, gratuity, etc. admissible to full-time teachers. They shall however, be eligible for casual leave of 6 days in an academic year and extra ordinary leave without pay as provided under Statute SSC-1 (iii)(f).

SC-11 (vi) Part-time teachers presently in service

- (a) Part-time teachers appointed prior to 7.8.1990 on a time scale of pay or fixed honorarium, and later placed in the revised scales of pay as per Statute S.111, possessing qualifications prescribed by the UGC/University shall continue to draw the pay and allowances, and shall be entitled to the retirement benefits extended to them under the rules then in force. However, they shall not be eligible for career advancement. New appointments in vacancies created by the retirement/resignation of such teachers shall be made in accordance with paras (iii) and (iv) of this Statute.
- (b) Part-time teachers appointed prior to 7.8.1990 on time scale or fixed honorarium and later placed in the revised scales of pay as per Statute S.111, not possessing the qualifications prescribed by the UGC/University shall, with effect from 20.6.1998, be governed by paras (iii), (iv) and (v) of this Statute. Provided, however that no recovery shall be made of any payments already made to them under Statute S.111 or other rules then in force.
- (c) Part-time teachers appointed on or after 7/8/1990, shall with effect from 20.6.1998 be governed by the provisions of paras (iii), (iv) and (v) of this Statute. Provided, however, than no recovery shall be made of any payments already made to them under Statute S.111.

SC-11 (viii) Part-time teachers serving in two Colleges under the same management:

A part-time teacher serving in two Colleges managed by the same Governing Body and

having a total work-load of 12 or more periods per week shall be deemed to be full time teachers in any one of two Colleges, as recommended by the Governing Body, for all purposes.

SC-11 (Effective from 19th June, 2013) Statutes relating to the service conditions of the Administrative staff of the Non-Government Colleges affiliated to Goa University

The Central Civil Service conditions (Pay and Allowances, CCS Leave Rules, 1972, CCS Conduct Rules, CCS Classification, Control and appeal Rules, FR, SR, GPF Rules, Pension Rules, CCS Regulation, Duties and Responsibilities and other such Rules) including recruitment Rules, as amended from time to time and as made applicable to the employees of Govt of Goa shall be applicable to the administrative/non-teaching staff of the Non-Govt. Colleges affiliated to Goa University.

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SC-12 (Effective from 30th June, 1997) Statute relating to the service conditions of the Administrative Staff of the Non-Government Colleges affiliated to Goa University.

The Central Civil Service Conditions (Pay and Allowances, CCS Leave Rules 1972, CCS Conduct Rules, CCS Classification, Control and appeal Rules, FR, SR, GPF Rules, Pension Rules, CCS Regulation, Duties and Responsibilities and other such Rules) including recruitment Rules, as amended from time to time and as made applicable to the employees of Govt. of Goa shall be applicable to the administrative/non-teaching staff of the Non-Govt. Colleges affiliated to Goa University with effect from the date it receives the assent of the Visitor. (Notified on 5th August, 1997) The State Govt. has conveyed its agreement to framing of the Statute vide their letter No. 14/1/95/EDN dated 19th March, 1997.

SC – 12 (Effective from 19th June, 2013) For service matters not covered by these Statutes, the University shall follow the general rules governing the Government servants namely the Central Civil Services Rules as amended from time to time.

SC-13 (Effective from 3rd January, 2000). For service matters not covered by these Statutes, the University shall follow the general rules governing the Government servants namely the Central Civil Services Rules as amended from time to time.

SC – 13 (Effective from 19th June, 2013) Renumbered as SC-12

SC-14 (Effective from 28th January, 2009) New Statute relating to Selection Committee/ Screening for College Librarian.

SC-14(i)(A) There shall be a Selection Committee for making recommendations to the Governing Body for the appointment of College Librarians.

The Selection Committee shall consist of the following members:

- (a) *Chairman of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.*
- (b) *Principal of the college concerned.*
- (c) *One senior teacher from the concerned college, preferably having not less than 10 years of service as a college teacher.*
- (d) *Two nominees of the Vice-Chancellor of whom one shall be the Subject Expert.*
- (e) *Two subject experts, not concerned with the college, to be nominated by the Chairperson of the Governing Body from panel of names approved by the Vice-Chancellor.*

Quorum: *Five members of whom at least two shall be from the Subject Experts.*

(B) *Screening Committee for the screening of College Librarian for placement in senior scale shall be same as above.*

(C) *Screening Committee for the screening of College Librarian (Senior Scale) for placement in Selection Grade shall have in addition to the seven members of the Selection Committee given at (A) above, there shall be a Chancellor's nominee selected from the panel consisting of the Deans of the Faculty or equivalent suggested by the University.*

SC-14 (Effective from 19th June, 2013) Deleted.

SC- 15 **(Effective from 26th July, 2013) Statute relating to Autonomous Colleges (under section 5(10) and 22 (r) of the Goa University Act, 1984).**

SC- 15.1.1 **Introduction**

The role of University in the affiliating system of colleges is to oversee the working of the colleges, act as an examining body and award degrees. Autonomy to colleges provides academic freedom to design their own programmes, courses, methods of instruction and evaluation system. Autonomy may be granted to those colleges with adequate potential.

SC- 15.1.2 **Objectives of Autonomy**

a. *The National Policy on Education (1986-92) formulated the following objectives for autonomous colleges. An autonomous college will have the freedom to:*

- *Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs; and*
- *Prescribe rules for admission in consonance with the reservation policy of the state government;*
- *Evolve methods of assessment of students' performance, conduct of examinations and notification of results;*
- *Use modern tools of educational technology to achieve higher standards and greater creativity; and*
- *Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood programmes, etc.*

b. *Relationship with the parent university, the state government and other educational institutions:*

Autonomous colleges are free to make use of the expertise of university departments and other institutions to frame their curricula, devise methods of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures laid down by the UGC/University from time to time (for private and government colleges).

The parent university will accept the methodologies of teaching, examination, evaluation and the course curriculum of its autonomous colleges. It will also help the colleges to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the colleges.

The role of the parent university will be:

- *To bring more autonomous colleges under its fold;*
- *To promote academic freedom in autonomous colleges by encouraging introduction of innovative academic programmes;*
- *To facilitate new courses of study, subject to the required minimum number of hours of instruction, content and standards;*
- *To permit them to issue their own provisional, migration and other certificates;*
- *To do everything possible to foster the spirit of autonomy;*
- *To ensure that degrees/diplomas/certificates issued indicate the name of the college;*
- *To depute various nominees of the university to serve in various committees of the autonomous colleges and get the feedback on their functioning; and*
- *To create separate wings wherever necessary to facilitate the smooth working of the autonomous colleges.*

The state government will assist the autonomous colleges by:

- *Avoiding, as far as possible, transfer of teachers, especially in colleges where academic innovation and reforms are in progress, except for need-based transfers;*
- *Conveying its concurrence for the extension of autonomy of any college to the Commission within the stipulated time of 90 days after receipt of the review committee report, failing which it will be considered that the state government has no objection to the college continuing to be autonomous; and*
- *Deputing nominees on time to the governing body of government colleges and other bodies wherever their nominees are to be included.*
- *All three stake holders, the parent University, the State Govt. and UGC have to play a very harmonious and proactive role as facilitators in letter and spirit.*

c. Conferring autonomous status:

Autonomy granted to the Institution is Institutional and covers all the courses at U.G., P.G., Diploma, M.Phil. level, which are being run by the Institution at the time of conferment of autonomous status. Also all courses introduced by the Institution after the conferment of autonomous status shall automatically come under the purview of autonomy. Partial autonomy cannot be given to any Institution.

Autonomous status covers certificate, diploma, undergraduate, postgraduate and M. Phil. programmes offered in colleges that are autonomous and those seeking autonomous status. The parent university will confer the status of autonomy upon a college that is permanently affiliated, with the concurrence of the state government and the University Grants Commission. Once the autonomy is granted, the University shall accept the students of autonomous college for award of such degrees as are recommended by the autonomous college. The Act and Statutes of the universities ought to be amended to provide for the grant of autonomy to affiliated colleges. Before granting autonomy, the university will ensure that the management structure of the applicant college is adequately participatory and provides ample opportunities for academicians to make a creative contribution.

SC- 15.2 *Colleges which are covered under Section 2(f), and 12(B) of the UGC Act and accredited by National Assessment and Accreditation Council are eligible to apply for autonomous status.*

SC- 15.3 *The College desirous of having autonomous status shall apply to the Registrar of Goa University, in the prescribed form, along with fees as may be prescribed by the University, from time to time.*

SC- 15.4 *The Vice-Chancellor of Goa University shall constitute a Scrutiny Committee to scrutinize the applications received. The Committee shall include:*

- | | |
|---|-----------------|
| <i>1) One member of the Executive Council</i> | <i>Chairman</i> |
| <i>2) One member of the Academic Council</i> | <i>Member</i> |
| <i>3) Director of Higher Education</i> | <i>Member</i> |
| <i>4) Chairman of the Principals' Forum</i> | <i>Member</i> |
| <i>5) President of University and College Teachers' Association</i> | <i>Member</i> |

The report of the Scrutiny Committee shall be placed before the Academic Council for its consideration. After careful consideration of the report, the Academic Council shall recommend the cases of such Colleges to the Executive Council for its consideration and final decision.

SC- 15.5

The Scrutiny Committee shall inter alia, apply the following criteria in examining the application and in making its report thereon:

- (a) Whether the College provides adequate facilities for the pursuit of excellence and academically suitable climate of scholarship.*
- (b) Whether it has the reputation of having high standards and has consistent good record of performance of students at the University examinations, for the preceding five years.*
- (c) Whether the faculty members have attained reputation, in terms of good academic qualifications, performance in teaching, research, research publications and extension activities.*
- (d) Whether it admits students on the basis of merit.*
- (e) Whether it has an academically viable and administratively feasible student population.*
- (f) Whether the reservation of seats for the students, belonging to the reserved categories, is as per the norms prescribed by the Government.*
- (g) Whether it has adequate physical facilities in the form of buildings, library, laboratories, equipments, gymkhana, play ground etc. of its own.*
- (h) Whether it provides the administrative set up and the pattern of governance involving the faculty, which is conducive to academic innovation and development.*
- (i) Whether the College has made sufficient provision of financial resources so as to enable it to meet its responsibilities as an Autonomous College over and above the salary and non salary grants receivable from the Govt. of Goa as per the grant-in-aid scheme and grants receivable from University Grants Commission, and whether it has continuous access to financial resources to provide for further development.*
- (j) Whether the preparation for the autonomy in respect of staff, departments and the management has been adequately made as visualized in the UGC guidelines on autonomous colleges.*
- (k) Such other matters as may be deemed necessary for meeting the aims and objectives of an autonomous institution.*

SC-15.6.1 (a) *Once the application is rejected by the University, the reasons thereof shall be communicated to the applicant.*

SC-15.6.1 (b) *Once the application is rejected, the University shall ordinarily not entertain fresh application of the said College before the expiry of two years from the date of rejection of such application.*

SC-15.6.2 (a) *The Registrar shall send the proposal along with the application, and resolution of the Executive Council and all the relevant documents to the University Grants Commission, for its approval.*

SC-15.6.2 (b) *On receipt of approval of the University Grants Commission, the Registrar shall notify and communicate that the autonomous status is conferred on the College subject to conditions, if any. The autonomous status shall be conferred to the institution as a whole and shall be introduced in a phased manner and be effective from the beginning of an academic year as specified by the University in the Notification.*

*First Year of autonomy : First Year of a Program/One Year Programs.
Second year of autonomy : First Year and Second Year of a Program
/Two year Programs.*

Third Year of autonomy : *First Year, Second Year and Third Year of a Program/Three year Programs.*

Fourth Year of autonomy : *First Year, Second Year, Third Year and Fourth Year/Four year Programs.*

Fifth Year of autonomy : *First Year, Second Year, Third Year, Fourth Year and Fifth Year / Five year Programs.*

SC-15.7 *The Autonomous College so notified by the University shall be entitled to receive salary, non-salary and other grants from the State Government from time to time as applicable to the aided colleges in the State.*

SC-15.8 *Procedure for Monitoring/Evaluation and release of grant:
The right of autonomy may not be conferred once and for all. It has to be continuously earned by the college. The status of autonomy shall be granted initially for a period of six years.*

SC-15.8.1 *Each autonomous college shall with the approval of its Academic Council, formulate an appropriate mechanism to evaluate its academic performance, improvement of standards, and assess the extent and degree of success in the utilisation of autonomy. Self-evaluation shall be made annually. In addition, there shall be two external evaluations, the first after four years and the second after six years. The latter shall determine the continuance or revocation of autonomous status.*

SC-15.8.2 *(a) Autonomous College shall evolve the mechanism for annual self-evaluation by an internal evaluation committee. The detailed procedure such as the constitution of the Committee, terms of reference of the Committee etc. shall be decided by the Academic Council of the concerned autonomous institution.*

(b) The report of the self-evaluation Committee shall be placed before the Governing Body for further action.

SC-15.9 *The Autonomous College shall-*

- a) frame, determine and prescribe its own courses of studies and syllabi for the course(s), subject(s) for which autonomy is granted.*
- b) admit the students to the professional courses as per the Government rules from time to time.*
- c) impart instruction and training, using modern methods.*
- d) conduct tests and examinations using innovative methods for award of the degrees on behalf of the University and diplomas and certificates of its own.*
- e) subject to prior permission of the Government and/ or the University, create posts of teachers, non-vacational academic staff and non-teaching employees and appoint suitable persons as per the provision of Statutes and Govt. rules as the case may be.*
- f) appoint the panel of paper-setters, examiners, moderators and invigilators on the recommendations of the Examination Committee.*
- g) declare the dates of examinations and their results, as per the recommendations of the College Examination Committee.*
- h) collaborate with other national and international institutions, agencies, industries and similar organizations in the teaching, research, extension programmes, production of teaching material and institute awards, medals,*

scholarships and freeships.

i) perform such other duties and responsibilities as may be necessary to fulfill the obligations of autonomous status.

SC-15.10

1. Institution shall have the powers to make, amend or repeal its own rules and regulations on matters of academics, admissions, examinations, administration, financial procedures, etc., within the framework of these Statutes.

2. The rules and regulations shall be made, amended or repealed subject to the prior approval of the Governing Body and shall come into effect from the date of its approval.

3. The University may recommend certain matter(s) to the Autonomous College for making necessary rules or regulations.

4. The autonomous college shall notify the rules and regulations so framed or the change(s)/ amendment(s) and repeals and communicate the same to all concerned from time to time.

5. If any question arises regarding interpretation of provision of any rules or regulations, the matter may be referred to the Vice-Chancellor who shall, after taking such advice as he thinks necessary, decide the question and his decisions shall be final.

SC-15.11

1. The autonomous college shall not ordinarily create any additional direct or indirect financial liability on the part of Government without its prior permission. Provided that no autonomous college shall create any new teaching non-teaching positions without the prior permission of the University or the State Govt. as the case may be.

2. The autonomous college shall not exercise powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subject(s) or course(s).

3. However, in case due to shift to an autonomous status involving structural changes introduced by the autonomous college, some teaching and non-teaching personnel are rendered surplus, the autonomous college shall retain all personnel in service on the date of grant of autonomy to the autonomous college by giving them suitable assignments in the institution.

SC-15.12

Governing Body

Constitution of Governing Body of Government Autonomous College

| Number | Category | Nature |
|--|---|---|
| 3 members, one of them to be chairperson | Educationist, Industrialist, Professional | Nominated by the state government persons of proven academic interest with at least PG level qualification. |
| 2 members | Teachers of the College | Nominated by the Principal based on seniority. |
| 1 member | Educationist or industrialist | Nominated by the Principal |
| 1 member | UGC nominee | Nominated by the UGC |
| 1 member | State govt. nominee | Nominated by the state Govt. |
| 1 member | University nominee | Nominated by the university |

| | | |
|----------|----------------------|------------------------------|
| 1 member | Principal of college | Ex-officio. Member-Secretary |
|----------|----------------------|------------------------------|

SC-15.13

Governing Body

Constitution of Governing Body of University Constituent Autonomous College

| Number | Category | Nature |
|---|---|--|
| 3 members, One of them to be chairperson | Educationist, Industrialist, Professional | Nominated by the university persons of proven academic interest with at least PG level qualification. |
| 2 members | Teachers of the college | Nominated by the Principal based on seniority. |
| 1 member | Educationist or industrialist | Nominated by the Principal. |
| 1 member | UGC nominee | Nominated by the UGC |
| 1 member | State Govt. nominee | Nominated by the state Govt. |
| 1 member | Principal of college | Ex-officio. Member-Secretary |

SC-15.14

Governing Body

Constitution of the Governing Body of Private Management Autonomous College

| Number | Category | Nature |
|---------------|----------------------------------|--|
| 5 members | Management | Trust or Management as per the constitution or by law, with the chairman or president/director as the chairperson. |
| 2 members | Teachers of the college | Nominated by the Principal based on seniority. |
| 1 member | Educationist or industrialist | Nominated by the management. |
| 1 member | UGC nominee | Nominated by the UGC |
| 1 member | State govt. nominee | Nominated by the state Govt. academician not below the rank of professor or state Govt. official of Directorate of Higher Education |
| 1 member | University Nominee | Nominated by the university. |
| 1 member | Principal of college | Ex-officio. Member- |

SC-15.15 Governing Body

Functions:

The Governing Body of the Autonomous College shall have following powers and perform the following duties:

- i) To determine the fees and other charges payable by the students.*
- ii) To institute scholarships, fellowships, studentships, medals, prizes and certificates.*
- iii) To approve institution of new programmes of studies leading to degrees, diplomas or certificates.*
- iv) To accept on behalf of Autonomous College the endowments, donations etc.*
- v) To consider and adopt the financial estimates and audited statements of accounts etc.*
- vi) To perform such other functions and constitute such other Committees, as may be necessary, for the proper development of the autonomous college and to fulfill the objectives and obligations of autonomy.*
- vii) To make, amend and repeal rules and regulations.*
- viii) To consider the reports of the internal and external review committee of the Autonomous College on the recommendations of the Academic Council and take further necessary action.*
- ix) To prepare academic calendar of the Autonomous College.*
- x) To assess the feasibility and approve proposals received from Academic Council for academic programmes.*

SC-15.16 (a) *There shall be not less than three meetings of the Governing Body in an academic year.*

SC-15.16 (a) **(Effective from 21st January, 2017)** *There shall be not less than two meetings of the Governing Body in an academic year.*

(b) The meeting of the Governing Body shall be held on the date(s) determined by the Chairperson. The Principal/ Head shall issue a notice of meeting at least fifteen clear days before the date of the meeting. The Principal/ Head shall issue an agenda of the meeting to the members at least seven clear days prior to the date of the meeting.

Provided however, in case of an emergency meeting the period notice or agenda shall be waived.

Provided further that, in case of any emergency, other items may be taken up for consideration with the approval of the Chairman, even if these items are not included in the agenda.

SC-15.17 *Five members shall constitute the quorum. In case of want of quorum the meeting shall be adjourned by half an hour and no quorum shall be required for such adjourned meeting.*

SC-15.18 *The Chairperson, or in his/her absence, a member nominated by him/her for the purpose shall preside over the meeting. However, in the absence of the so nominated member, the members present shall elect the Chairperson for the meeting.*

SC-15.19 *The Governing Body may refer any of the subjects within its purview to the relevant Committee/Body of the Autonomous College. The report of such Committee Body shall be considered by the Governing Body.*

SC-15.20 *The decision of the Governing Body shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussion and whether*

- the decision is unanimous or otherwise, except the mention of any dissent specifically requested for by the member(s) for being so recorded.
- SC-15.21** The Member-Secretary shall read the minutes of the meeting at the end and the same shall be approved by the Chairperson. The minutes of meeting shall be circulated to the members of the Governing Body.
Upon approval of the minutes by the Chairperson, the Member-Secretary shall proceed with implementation of the said resolutions. The action taken on the resolutions shall be reported to the Governing Body in its subsequent meeting(s).
- SC-15.22** The Member-Secretary shall ensure that the action taken on every resolution of the Governing Body is duly reported to the Governing Body as soon as the action thereon is completed. In order to ensure proper reporting, the Secretary may adopt suitable administrative measure such as maintaining the register of the items the resolutions thereon and the nature of action taken.
- SC-15.23** The members of the Governing Body shall safeguard the interest of the Autonomous College and honour the resolutions.
- SC-15.24** The term of the members other than ex-officio members shall be of two years, except for the UGC nominee whose term will be full six years.

SC-15.25

Academic Council:

The Academic Council shall be solely responsible for all academic matters, such as framing of academic policy, approval of courses, regulations and syllabi. The Council shall involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council shall not be subject to any further ratification by the Academic Council or other statutory bodies of the university.

(a)Composition:

1. The Principal (Chairman).
 2. All Heads of Departments in the college.
 3. Four teachers of the college representing different categories of teaching staff, by rotation on the basis of seniority of service in the college.
 4. Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
 5. Three nominees of the University.
 6. A faculty member nominated by the Principal (Member Secretary).
- (b)The term of the nominated members shall be two years.

(c)Meetings:

There shall be not less than two meetings of the Academic Board in an academic year. One-third members of the Academic Board shall constitute the quorum. In case of want of quorum the meeting shall be adjourned by half an hour and no quorum shall be required for such adjourned meeting.

(d) Functions:

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (i) Scrutinise and approve with or without modification, the proposals of Boards of Studies, with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation procedures relevant thereto.

However, where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies

- concerned or reject it, after giving reasons.
- (ii) Make regulations regarding the admission of students to different programmes of study in the college.
 - (iii) Make regulations for sports, extra-curricular activities.
 - (iv) Recommend to the Governing Body proposals for institution of new programmes of study.
 - (v) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
 - (vi) Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.
 - (vii) Perform such other functions as may be assigned by the Governing Body.

SC-15.26

Board of Studies:

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system.

(a)Composition:

1. Head of the Department concerned (Chairman).
2. All faculty members of the concerned subject.
3. Two experts in the subject from outside the college to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One alumnus with post-graduate qualification in the subject concerned, to be nominated by the Principal.
7. The Chairman, Board of Studies, may with the approval of the Principal of the college, co-opt experts from outside the college whenever special courses of studies are to be formulated.

(b)Functions:

The Board of Studies of a subject in the college shall:

- (i) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (ii) Recommend methodologies for innovative teaching and evaluation techniques;
- (iii) Recommend panel of names to the Academic Council for appointment of examiners; and
- (iv) Coordinate research, teaching, extension and other academic activities in the department/college.

(c)The term of the nominated members shall be two years.

(d)Meeting:

The Principal of the college shall draw the schedule for meeting of the Board of Studies for different subjects. The meeting may be scheduled as and when necessary, but at least once a year.

SC-15.27

Examination Cell & System :

Autonomous College shall have an Examination Cell headed by Controller of Examination who will be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief Controller, Examinations. The Controller of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the college.

There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.

Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body. Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.

There shall be continuous, comprehensive evaluation of students through internal and external examination. At least 2 internal examinations per semester and 1 semester ending examination should be conducted.

In order to motivate students to be free of rote learning, various mechanism of internal evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university.

SC-15.28

Powers and Duties of the Examination Committee:

1. The Examination Committee shall:

- i) Ensure proper organization of Examinations and tests including moderation, tabulation and declaration of the results. The examinations and evaluation shall be carried out in such a manner as to enhance the faith and credibility in the minds of the Students and the society, by being fair, rational and transparent.*
- ii) Appoint Examiners, Moderators and Paper Setters from amongst the persons included in the panels prepared by the respective Boards of Studies.*
- iii) Undertake exercise and experiment in examination reforms.*

2. In order to investigate and take disciplinary action for malpractices and lapses, the part of candidates, Paper-Setters, Examiners, Moderators teachers or any other persons connected, with the conduct of examination, the Committee shall constitute a sub-Committee consisting of three members, one of whom shall be the Chairman.

3. The recommendations of the Sub-Committee shall be placed before the Examination Committee, which shall take disciplinary action in the matter as deemed fit.

4. Two-third members shall constitute the quorum. In case of want of quorum the meeting shall be adjourned by half an hour and no quorum shall be required for such adjourned meeting.

5. The Committee shall meet at least twice during the academic year and such other times as may be required.

6. The Committee shall perform such other duties and responsibilities, which is assigned to it from time to time by the Governing Body.

- SC-15.29 Award of Degrees:**
Goa University shall award degrees to the students evaluated and recommended by the autonomous colleges. The degree certificates shall be in a common format devised by the University. The name of the college will be mentioned in the degree certificate.
- SC-15.30 Finance Committee:**
a) The Autonomous College shall constitute a Finance Committee which shall consist of:
i) Chairman of the Governing Body or his/her nominee- Chairperson;
ii) Principal-Member Secretary;
iii) Two teachers nominated by the Principal by rotation according to seniority;
iv) Vice-Chancellor's nominees not below the rank of Asstt. Registrar from the Finance Section of the University.
v) One member of the Governing Body of the Society/ Trust managing the Autonomous College.
- SC-15.31 Purchase Committee:**
1. The Autonomous College shall constitute a Purchase Committee, which shall consist of:
(i) Chairperson of the Governing Body or his/her nominee – Chairperson/ Principal-Member Secretary.
(ii) Two senior teachers/ two professors to be nominated by the Principal.
(iii) One representative of the Governing Body.
- 2. The Powers and duties of the Purchase Committee:**
i) All matters pertaining to purchases wherein individual cost of each items, exceeds the amount as specified by the Governing Body shall be placed before Purchase Committee.
ii) Ordinarily, the Superintendent of the Autonomous College shall act as the Secretary to the Purchase Committee.
- iii) The Committee may, if necessary, suggest the name(s) of the expert(s) to scrutinize the purchase, which are of technical nature.
iv) The Committee may maintain rate contracts with approved dealers for supply of consumable etc.
- SC-15.32 Resource Mobilisation:**
1. The Autonomous College shall be competent to raise its own resources by:
a) Accepting endowments and/or donations, which are not linked with admissions/appointments.
b) Revising fees with the permission of the Governing Body and the State Govt.
c) Accepting grant-in-aid as applicable to aided colleges in the State.
d) Inviting other assistance from funding agencies.
e) Generating such other sources, which are legally permissible and in consonance with the objectives of the University and of the Autonomous College.
2. The resources realized by the Autonomous College shall be utilized solely for the purpose of the conduct and development of the Autonomous College.
- SC-15.33 Evaluation/ Review Committee:**
A **Review Committee** constituted by the Chairman, UGC, with a few experts may visit the colleges to review the working of the autonomous colleges as under:-

(1) 3 Experts out of which one shall be the Chairman.

(2) One Nominee of the Affiliating University

(3) UGC Officer (Member Secretary)

The UGC Review Committee may visit the college in between 5th and 6th year of autonomy.

The University shall send its own Review Committee consisting of its members and a State Government nominee, at least once during the tenure of the autonomy.

To avoid hardship to existing autonomous colleges, provision of 80% of the admissible grant will be released to such autonomous colleges by the Regional Offices as an "On Account" grant, in case the review of the autonomous colleges is delayed beyond the expiry of tenure of autonomy.

Also in the event of delay in the review report and renewal of autonomy, the college will continue to enjoy autonomy with the entitlements of benefits, fiscal or otherwise so conceived under the scheme, unless the government or Goa University, by a special Order, withholds such continuation. In the event of the availability of evidence confirming decline in standards in an autonomous college, it shall be open to the UGC and the University to revoke the autonomous status of that college after careful scrutiny, and mutual consultation and due notification to the management. In such cases the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status.

SC-15.34

1. The autonomous college has to submit the compliance report in response to the University Review Committee report for consideration of the University Academic Council.

2. Notwithstanding anything contained in the foregoing provisions, the University may, suo-motu, or on receipt of complaints that the Autonomous College has violated any or all applicable provisions of these Statutes or guidelines of the University Grants Commission, the Government or Goa University, and as a result has adversely affected or jeopardized the principles observing the conferment of autonomous status, appoint a special committee and obtain report there from which shall be considered by Academic Council in a special meeting convened for the purpose.

SC-15.35

Evaluation/ Review Committee:

1. The Academic Council, on the basis of the reports of the Review Committee(s), and of the compliance thereof, may decide to extend or revoke the autonomous status conferred on the College and recommend accordingly to the Executive Council.

2. If the Executive Council decides to revoke the autonomous status, the autonomous college shall be given sufficient and proper opportunity, to submit its say.

3. The Executive Council, after examining the say of the concerned institution, may revoke the autonomous status if not satisfied and recommend the same to the Government and the University Grants Commission for concurrence.

4. On receipt of the concurrence of the Government and of the University Grants Commission, the Registrar shall communicate to the Autonomous College and the autonomy thereof shall be revoked, as stated in the following clauses, by stages.

5. The revocation of the autonomy conferred on the Autonomous College shall be in phases. The students admitted prior to the revocation of autonomous

status shall continue to be treated as students of Autonomous College and shall be given reasonable period to complete their respective course, to which they were admitted.

SC-15.36 *In case the Autonomous College as per recommendations of its Governing Body, desires to surrender the autonomous status, it shall apply to the Registrar in writing, stating reasons. On receipt of such request, the Registrar shall place the same before the Executive Council for its decision.*

SC-15.37 *The Autonomous College of which autonomous status is revoked or surrendered shall resume the status of Affiliated College as the case may be prior to grant of autonomous status and subject to the conditions, as may be prescribed by the competent authorities.*

SC-15.38 **Other Committees:**

1. In addition to the Committees mentioned in foregoing Statutes, the Autonomous College may constitute Committees such as Planning and Evaluation Committee, Grievances Committee, Library Committee, Admission Committee and Committee on Students' Welfare and extra-curricular matters as deemed necessary.

2. Composition of such Committees, the quorum, the powers and duties shall be as prescribed by the Governing Body of the college.

SC-15.39 **General matters**

Starting of new programs:

An autonomous college may offer Diploma (undergraduate and postgraduate) or Certificate programs with the prior approval of the College Academic Council. Such diplomas and certificates shall be issued under the seal of the Autonomous College. An autonomous college may also offer a new Bachelor's Degree or Master's Degree program, with the approval of the Academic Council of the College. Such programs shall fulfill the minimum standards prescribed by the University/UGC in terms of number of hours, curricular content and standards, and the University shall be duly informed of such programs.

An Autonomous College may rename an existing program after restructuring/redesigning it with the approval of the college Academic Council as per UGC norms. The University should be duly informed of such proceedings so that it may award new degrees in place of the old.

The University shall have the right to review all new programs of an autonomous college. Where there is evidence of decline in standards or quality, the University may, after careful scrutiny, and in consultation with the UGC, either help to modify them, wherever possible, or cancel such programs.

SC-15.40 *1. The recruitment of the teaching faculty, and their qualifications, reservation rules and service conditions of the teaching faculty shall be as per the statutes, prepared by the University, from time to time.*
2. The service conditions, qualifications, recruitment rules and reservation rules, for the appointment of the non-teaching employees shall be prescribed by the State Government from time to time.

SC-15.41 *All such Statutes/ Ordinances/ Circulars/ Resolutions passed by Goa University prior to the setting up of the Autonomous College and which are [\[Go To Index\]](#) these statutes shall not apply to the autonomous college. In all matters which are not governed by these Statutes, University statutes/ordinances/circulars /resolutions in force from time to time shall apply.*

SC-15.42 *Notwithstanding anything contained in these Statutes, no provision therein shall be deemed to authorize or empower any of the body or bodies constituted under the Statutes to take any decision involving financial commitments or empowering receipt of any financial aid or donations, without the prior approval of the Governing Body.*

Schedule SSC-1

Regarding Vacation Leave etc. admissible to the Principals and teachers of Non-Government colleges affiliated to Goa University.

Vacation

SSC-1 (i) The calendar for an academic year including vacation shall be fixed by the University from time to time.

A teacher, other than Principal, is entitled to 90 days vacation during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his/her duties as a teacher as may be assigned to him by the Principal provided that every teacher shall enjoy over the year a total of 60 days vacation.

Note:- A teacher shall be considered to have availed himself/herself a vacation or a portion of a vacation unless he/she has received instructions in writing from the Principal of the College to remain on duty during that vacation or a portion thereof before the commencement of that vacation.

SSC-1 (i) (Effective from 22nd November 2000) Vacation

The calendar for an academic year including vacation shall be fixed by the University from time to time.

A teacher, other than Principal, is entitled to 10 weeks vacation during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal provided that every teacher shall enjoy over the year a total of 60 days vacation.

Vacation Salary

SSC-1 (ii) A teacher shall be entitled to vacation as may be specified from time to time. A teacher who ceases to be a member of the staff in the college at the end of the first term or at the end of the second term, as the case may be, shall be paid for vacation his pay and allowances in the following manner: -

- (a) If he/she has served for the whole of the first term or for the major part of the first term, he/she shall be paid his/her pay & all allowances upto the last day of the first vacation following the end of the first term;

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- (b) If he has served for the whole of the second term or for the major part of the second term, he shall be paid his pay and allowances for the period upto 30 days after the end of the second term ;
- (c) If he has served for the whole of the academic year or for the major part of the whole academic year, he shall be paid his pay and allowances upto the last day of the second vacation following the end of the second term;

Explanation

Major part means more than one-half period. Provided that any such teacher shall be entitled to the pay and allowances for the vacation only for a part or whole of the vacation period, as the case may be, if he/she is not gainfully employed elsewhere.

- (d) If a teacher is not present either on the first working day or on the last working day of a term without a valid reason, the college shall be entitled to deduct his pay and allowances for 15 days.
- (e) If a teacher is not present on the last working day of a term as well as on the first working day of the term following without a valid reason, the college shall be entitled to deduct his pay and allowances for 30 days;
- (f) If a teacher is not present on the first working day and/or the last working day of a term for a valid reason, the college shall not make any deduction from his/her pay and allowances.

SSC-1 (iii) Leave :

No leave can be claimed as a matter of right. (Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority.)

The following shall be the kinds of leave :-

- (1) Casual leave.
- (2) Earned leave
- (3) Half-pay leave

- (4) Study leave
- (5) Deputation leave
- (6) Extra-ordinary leave
- (7) Maternity leave
- (8) Leave preparatory to retirement
- (9) Special disability leave
- (10) T.B./Cancer leave
- (11) Special leave
- (12) Sabbatical leave

SSC-1 (iii) (Effective from 22nd November 2000) Leave

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No leave can be claimed as a matter of right. (Discretion to refuse to revoke leave in exceptional circumstances lies with the sanctioning authority).

Leave treated as duty, viz.;

Casual leave;

Special Causal leave; and

Duty leave

Leave earned by duty, viz.;

Earned Leave;

Half Pay leave; and

Commutated leave

Leave not earned by duty viz.;

Extraordinary leave; and

Leave not due

Leave not debited to leave account

(a) Leave for academic pursuits, viz.; Study leave; and

Sabbatical leave/Academic leave

(b) Leave on grounds of health; viz.; Maternity leave.

(c) Leave for other purposes

Quarantine leave

Paternity leave & Adoption leave

SSC-1 (iii) (1) Casual Leave

- (a) All teachers, including the Principal, shall be entitled to 15 days casual leave in a year the

word 'year' referring to the academic year.

- (b) Not more than 7 days casual leave and holidays enjoyed in continuation at one time can be granted to a teacher or a Principal save only in exceptional circumstances when it may be extended upto 10 days.
- (c) Casual leave shall be evenly distributed during the year as far as possible Casual leave cannot be prefixed or suffixed to vacations or any kind except special leave.
- (d) In the case of the Principal, Casual Leave cannot be prefixed or suffixed to earned leave or any other kind of leave except special leave.
- (e) A teacher appointed on temporary basis shall be entitled to casual leave of 15 days in a year as stated above and shall not be eligible for any other kind of leave.
- (f) Casual leave shall not be combined with any other kind of leave, but may be permitted either at the beginning or at the end of the holidays declared by the sanctioning authority and/or Sundays, provided that the period of total absence does not exceed 7 days at one time save only in exceptional circumstances when it may be extended up to 10 days (vide(2) above).
- (g) Holidays or Sundays falling during the period of casual leave shall be excluded in the amount of casual leave. [\[Go To Index\]](#)
- (h) Ordinarily all applications for casual leave shall be sent before the date from which the casual leave is required.
- (i) A record of all casual leave of all teachers shall be maintained. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

SSC-1(iii)(1) (Effective from 22nd November 2000) Casual Leave:

- (a) *All teachers including the Principal of the College shall be granted casual leave not exceeding eight days in an academic year.*
- (b) *Casual Leave cannot be combined with any other kind of leave except special causal leave. It may be combined with holidays including Sundays.*
- (c) *Holidays or Sundays falling during the period of causal leave shall be excluded in the account of Casual Leave.*
- (d) *As far as possible all applications for casual leave shall be sent before date from which the causal leave required.*
- (e) *A record of all causal leave of all teachers in a College/Institution shall be maintained by the Head of the College/Institution.*

SSC-1 (iii) (2) Earned Leave

- a) The Principal being the administrative Head of the college shall be treated as a non-

vacation teacher and shall not be entitled to vacations to which teachers are ordinarily entitled. He/she shall however, be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to a maximum accumulation of 240 days.

- b) A teacher is required to do any work during vacations for which he/she does not receive any additional remuneration during the period of vacations, he/she shall be entitled to earn leave equal to one third of the number of days on which he/she works during the vacations subject to a maximum of 30 days

Provided, however, that such leave cannot be accumulated for more than 240 days.

SSC-1(iii)(2) (Effective from 22nd November 2000) Earned Leave:

- (i) *Earned Leave admissible to teacher shall be (a) 1/30th of actual service including vacation; plus (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.*

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Note: *For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.*

- (ii) *Earned leave at the credit of a teacher shall not accumulated beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.*

Note - 1: *When teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.*

Note-2: *In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.*

Note-3: *Encashment of earned leave shall be allowed to teaching staff as applicable to the employees of Central/State Governments.*

SSC-1(iii)(2)(ii)Note-3 (Effective from 24th April, 2001) Encashment of Earned Leave:

Encashment of Earned Leave shall be allowed to teaching staff as applicable to the employees of Central/State Government who were eligible for vacation.

SSC-1 (iii) (3) Half-pay leave :

- (a) 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 or medical grounds
- (b) An application for half-pay leave on medical grounds shall have to be supported by a Medical Certificate from a Registered Medical Practitioner.
- (c) A teacher shall be allowed leave on medical grounds at the rate of 10 days for each completed year of service on commuted basis or 20 days on half-pay basis.
- (d) Half-pay leave can be accumulated to the credit of a teacher and allowed to be commuted without any limit.

SSC-1(iii)(3) (Effective from 22nd November 2000)Half-Pay Leave:

- (1) *Half Pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.*

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Note: *A "Completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.*

SSC-1(iii)(4) Study Leave

A teacher shall be eligible for study leave according to the following rules. The Governing Body shall be the sanctioning authority for such leave.

1. General

- 1. (a) A teacher in a college may be granted study leave at the discretion of the Governing Body of the College to enable him/her to undertake higher studies or specialised training either in India or abroad in the subject having a direct and close connection with his/her sphere of duties which will increase his/her usefulness to the College.
- (b) A teacher shall ordinarily not be eligible for more than 24 months of study leave.
- (c) A teacher must apply for study leave sufficiently well in advance (atleast six months) before he intends to avail himself/herself or such leave and shall specify the course or courses of study or research contemplated or any examination he/she may propose to undergo alongwith a detailed programme.
- (d) Leave due and admissible may be combined with study leave if and as may be permitted by the Governing Body provided that the total period of absence after combination does not exceed 28 months.

- (e) Where a teacher takes advantage of assistance from other sources such as travel grants, teaching assistantship, fellowships, visiting professorships etc. the teacher shall be eligible for study leave as follows :-
- (i) Leave earned by a teacher on full pay.
 - (ii) Extra-Ordinary leave for the rest of the period. However, additional benefits such as lump-sum grant, if any, may be determined by the Governing Body having regard to the circumstances of each case.
 - (f) Study leave shall not ordinarily be granted to more than one teacher in a college at a time during the term.
 - (g) The total period of study leave during the entire service of a teacher in the college shall not ordinarily exceed 48 months.

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2. Eligibility

Study leave with full-pay may be granted to a teacher who is confirmed in his/her post and who has put in continuous service of not less than 3 years on the date when such leave is granted.

3. Agreement of Study Leave

- (a) A teacher who is granted study leave shall enter into an agreement with the Governing Body to serve the college for a period of at least 3 years if the study leave does not exceed 24 months and for a period of at least 5 years if the study leave exceeds 24 months.
- (b) If a teacher fails to rejoin and/or fails to continue to serve as agreed on the completion of study leave, he/she shall be liable to refund the entire amount received by him/her by way of emoluments during the study leave.
- (c) Similarly, if a teacher on study leave fails to fulfill the purpose for which he was granted study leave or leaves service of the college, he/she will in addition to refunding the amount received by him/her by way of emoluments during his/her study leave, pay to the Governing Body a sum of Rs.4,000/- if the study leave, is for a period not exceeding 24 months and Rs.6,000/- if the study leave is for a period exceeding 24 months but not exceeding 48 months.
- (d) The Governing Body shall be empowered to prescribe further conditions under the agreement to be entered into by a teacher, as it may deem fit, if the study leave is for a period exceeding 48 months.

4. Other Terms and Conditions

In the case of approved course of instruction, approved course of research and educational tour, a teacher may be granted study leave on such terms and conditions as the Governing Body, may decide in individual cases.

SSC-1(iii)(4) (Effective from 22nd November 2000) Commuted Leave:

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;*
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and*
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 day at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.*

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SSC-1(iii) (5) Deputation Leave

A teacher may, at the discretion of the Governing Body, be deputed to any of the institutions including Universities/Colleges on the following terms and conditions:-

- (a) The Governing Body may, at its discretion, consider the request from other institutions for a lien of service of a teacher of the college, provided that he/she is confirmed in his/her post.
- (b) No teacher shall be deputed to other institutions against his/her will.
- (c) The deputation of such teacher may be in the first instance for a period of one year. After having reviewed the case at the end of this period the Governing Body may extend the period, if necessary, but not exceeding one year.
- (d) In the case of a teacher whose services are loaned on deputation, the institution, concerned shall be required to send to the colleges on or before the 5th of each month the provident fund contributed equivalent to the amount that the teacher would have drawn ordinarily has he/she continued in the college in the post in which he/she is confirmed alongwith the equal share of the teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the college. If the teacher is eligible for gratuity, the institutions contribution towards gratuity shall be sent to the college on or before the 5th of each month for crediting the same to the teacher's account in the Gratuity Fund of the college.

- (e) The institution concerned shall also pay to the college the leave salary for the leave earned by the teacher during the period of deputation.
- (f) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to draw the same on rejoining.
- (g) The seniority of the teacher on deputation shall not be affected on his/her return to the parent college.
- (h) The teacher on deputation shall not apply for any post during the period of deputation without prior permission of the institution concerned and the parent college.

SSC-1(iii)(5) (Effective from 22nd November 2000) Study Leave:

- (i) *Study leave may be granted to a confirmed whole time teacher after a minimum of 3 years of continuous service, to pursue as special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of University organization and methods of education. The paid period of study leave shall be for 3 years, but 2 years will be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The number of teachers given study leave, will not exceed the stipulated percentage of teachers in any department. Provided that the Governing Body of the College may, in the special circumstances of a case, waive the condition of three years service being continuous.*

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Explanation:

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

- (1) *the person is a teacher on the date of the application*
 - (2) *there is no break in service.*
- (ii) *Study leave shall be granted by the Governing Body of the College on the recommendation of the Principal of the concerned College. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Governing Body of the College is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College.*
 - (iii) *Study leave shall not be granted to a teacher who is due to retire within five years of the date of which he/she is expected to return to duty after the expiry of study leave.*
 - (iv) *Study leave shall be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.*

- (v) *No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Governing Body of the concerned College. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body of the concerned College to treat the period of shortfall as ordinary leave has been obtained.*
- (vi) *Subject to the provision of sub clause (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the College/Principal.*
- (vii) *The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.*
- (viii) *Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.*
- (ix) *A teacher granted study leave on his/her return and re-joining the service of the College may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.*
- (x) *Study leave shall count as service for pension/contributory provident fund provided the teacher joins the College on the expiry of his/her leave.*
- (xi) *Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.*

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xiii) *A teacher availing himself/herself of study leave shall undertake that he/she shall serve the College for a continuous period of at least three years to be calculated from the date of*

his/her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Principal or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security to two permanent teachers for the amount which might become refundable to the College in accordance with sub-clause (xii) above.

(xiv) The teacher shall submit to the Principal six monthly reports of the progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

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SSC-I(iii) (6) Extra - Ordinary Leave :

- (a) A teacher who is elected or nominated as a member of Parliament or State Legislature shall be on leave during the period of his/her membership of such body and his/her lien on his/her original post shall be retained. The period of his membership shall be treated as extra-ordinary leave and shall not be counted towards increments. This period shall be considered as active service for purposes of the normal benefits except of the benefits of Provident Fund and Gratuity.
- (b)(1) Extra-Ordinary leave may be granted to a confirmed teacher in special circumstances, viz.
- (a) when no other leave is by rule admissible; and
 - (b) When other leave is admissible but a teacher applied in writing for the grant of extra-ordinary leave.
- (2) Extra-Ordinary leave is not debited against the leave account.
- (3) Extra-Ordinary leave may be granted in combination of any other kind of leave that is admissible.
- (4) Except in the case of extra-ordinary leave granted to a confirmed teacher as study leave or in the case of periods of suspension converted into leave under Statutes the duration of extra-ordinary leave to a teacher shall not ordinarily exceed three months on any one occasion.

SSC-1(iii)(6) (Effective from 22nd November 2000) Extraordinary Leave:

- (i) A permanent teacher, may be granted extraordinary leave when:
- (a) No other leave is admissible;
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary

leave.

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

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SSC-I(iii) (7) Maternity Leave

- (a) A female teacher shall be eligible for maternity leave on full pay for 90 days from the date of its commencement. Such leave shall not be debited to leave account. A female teacher who has less than two surviving children is entitled to such leave.
- (b) In the case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act 1971, maternity leave not exceeding six weeks shall be admissible on the production of medical certificate and irrespective of the number of surviving children.

SSC-1(iii)(7) (Effective from 22nd November 2000) Maternity Leave:

- (i) *Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.*
- (ii) *Maternity leave shall be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave shall be granted if the request is supported by a medical certificate.*

SSC-1(iii)(7)(Effective from 13th September, 2007)relating to Maternity Leave to College Teachers:

- (i) *Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 180 days to be availed of twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.*
- (ii) *Maternity leave shall be combined with earned leave, half pay leave or extra ordinary leave but any leave applied for in continuation of maternity leave shall be granted if the request is supported by a medical certificate.*

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SSC-I (iii) (8) Leave Preparatory to Retirement

- (a) *When a teacher applies for earned leave preparatory to retirement sufficiently in advance (at least one month before the date on which he intends to proceed on leave), but when the governing body considers that it will not be in the interest of the college to allow him to proceed on leave applied for, the teacher concerned shall be automatically granted lumpsum cash equivalent to leave salary admissible for the Number of days of earned leave at the credit of the teacher on the last day of his service subject to 240 days."*
- (b) *The earned leave applied for by a teacher shall not be refused except when it is necessary to do so in the interest of the college.*
- (c) *A teacher on earned leave preparatory to retirement desiring to take up another employment shall be given the option of retiring forthwith but in such a case all leave due to him shall lapse.*

SSC-1 (iii) (8) (Effective from 22nd November 2000) Sabbatical leave:

- (i) *Permanent, whole-time teachers of the College who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College and higher education system. The Principal of the College who has completed three years of continuous service shall be eligible for sabbatical leave for a period not exceeding six months within the country or abroad for increasing professional/administrative competence thereby increasing usefulness to the college, and not for obtaining a degree or any other academic qualifications.*
- (ii) *The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.*

(iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, shall be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she shall, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advance studies, provided that in such cases the Governing Body may, if it so desires, sanction sabbatical leave on reduced pay and allowances. [\[Go To Index\]](#)

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

Note-1 The programme to be followed during sabbatical leave shall be submitted to the College for approval along with the application for grant of leave.

Note-2: On return from leave, the teacher shall report to the College the nature of studies, research or other work undertaken during the period of leave.

SSC-I(iii) (9) Special Disability Leave

Special disability leave shall, on the recommendation of a Registered Medical Practitioner from among the panel of Registered Medical Practitioners appointed by the Governing Body of the college be granted as follows :-

- (a) on full pay for a period not exceeding 3 months at a time or one year during the entire service.
- (b) on half-pay for a period not exceeding 6 months at a time or two years during the entire service. A teacher, who has been granted such special disability leave on a medical

certificate, shall not return to duty unless he/she produces a certificate of physical fitness to resume duty from a Registered Medical Practitioner appointed by the Governing Body.

SSC-1(iii) (9) (Effective from 22nd November 2000) Special Casual Leave:

- (i) *Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:*
 - (a) *To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions; and*
 - (b) *To inspect academic institutions attached to a statutory board, etc.*

Note:

- (i) *In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.*
- (ii) *In addition, special casual leave to the extent mentioned below may also be granted;*
 - (a) *to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and*
 - (b) *to female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.*
- (iii) *Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It shall be granted in combination with holidays or vacation.*

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SSC-I(iii) (10) T.B./Cancer Leave

A teacher, after the expiry of earned leave and half-pay leave admissible to him/her, shall be granted T.B./Cancer leave on full-pay provided that he produces a medical certificate from the Head of a medical institution specialised for such disease to the effect that he was suffering from the said disease during the leave period. The total period of T.B./Cancer leave shall not exceed one year at a time.

SSC-1(iii) (10) (Effective from 22nd November 2000) Duty Leave :

- (i) *Duty leave may be granted for*
 - (a) *Attending conferences, congresses, symposia and seminars on behalf of the College or with the permission of the College.*
 - (b) *Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this College, and accepted by the Principal.*
 - (c) *Working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the College.*
 - (d) *Participating in a delegation or working on a committee appointed by the Government of*

India, State government, the University Grants Commission, a sister University or any other Academic Body, and

(e) *For performing any other duty for the College.*

- (ii) *The duration of leave should be such as may be considered necessary by the Sanctioning Authority on each occasion.*
- (iii) *The leave may be granted or full pay. Provided that if the teacher received a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and*
- (iv) *Duty leave may be combined with earned leave, half-pay leave or extraordinary leave.*
- (v) *Duty leave shall also be given for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.*

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SSC-1 (iii) (11) Special Leave

A teacher shall be sanctioned leave of absence from duty which shall be treated as special leave for academic purpose for not more than fifteen days in an academic year for extramural work and for attending meetings, seminars convened by this University and the like convened by Government and the recognised teachers, organisations at the University, State and National levels. If a teacher is required to leave his/her place of duty for the work pertaining to examinations held by the Goa Board of Secondary and Higher Secondary Education, he/she shall be sanctioned leave of absence from duty which shall be treated as special leave. A teacher shall not be refused special leave for attending meetings convened by this University. For attending meetings, seminars, etc. convened by other bodies, special leave may be sanctioned at the discretion of the sanctioning authority provided that the total number of days of special leave in an academic year does not exceed fifteen days as stated above.

SSC- 1(iii) (11) (Effective from 22nd November 2000) Leave not Due:

- (i) *Leave not due, shall, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days, at a time and 180 days in all shall be granted otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.*
- (ii) *'Leave not due' shall not be granted unless the Principal is satisfied that as far as it can reasonably be foreseen, the teacher will return on duty on the expiry of the leave and earn the leave granted.*
- (iii) *A teacher to whom leave not due is granted shall not be permitted to tender his/her resignation from service so long as the debit balances in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances*

for the period not so earned. In a case where retirement is unavoidable on account of reasons of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further Governing Body may, in any other exceptional case, waive, for the reasons to be recorded, the refund of leave salary for this period of leave still to be earned.

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12. Sabbatical Leave:

- (1) The Principal of a college who has completed three years of continuous service shall be eligible for sabbatical leave for a period not exceeding six months within the country or abroad for increasing professional/administrative competence thereby increasing usefulness to the college, and not for obtaining a degree or any other academic qualifications. Such leave can be availed of only twice during the entire period of service. The sabbatical leave shall not be granted to a Principal who has less than three years service in the college before the age of retirement.
- (2) During the period of sabbatical leave, the Principal shall be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to proceeding on sabbatical leave. In addition, he/she may receive subsistence allowance from an institution abroad if he/she is spending a period of sabbatical leave in a foreign University/Laboratory. The college shall not however, fill up his/her post.
- (3) During the period of sabbatical leave, the Principal shall be allowed to draw his/her normal increment on the due date and the period of leave shall also count as regular service for the purposes of retirement benefits provided that he/she rejoins the college on the expiry of leave.
- (4) The Principal on sabbatical leave shall not take up, during the period of such leave, any regular appointment in any other organisation in India or abroad.

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Note:-

- (1) The programmes to be followed during sabbatical leave shall be submitted for approval of the Governing Body alongwith the application for grant of leave.
- (2) On return from leave the Principal shall report to the Governing Body within three months the nature of study, research, or writing work undertaken during the period of leave.

SSC-1(iii)(12) (Effective from 22nd November 2000) Quarantine Leave:

The Governing Body of the concerned College shall, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

SSC-1(iii)(13) (Effective from 22nd November 2000) Paternity Leave:

Paternity leave of 15 days shall be granted to male teachers during the confinement of his/their wife/wives, provided, the limit is up to two children.

SSC-1(iii)(14) (Effective from 22nd November 2000) Adoption Leave:

Adoption leave shall be provided as per the rules of the Central Government

SSC-1 (iv) Combination of Leave

Any kind of leave under these Statutes can 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 Governing Body. However, casual leave can be granted in combination with or in continuation of duty leave.

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SSC-1 (v) Surrender of Earned Leave for Encashment

- a) A teacher who is eligible for earned leave and who avails of leave for a period of not less than 30 days shall be allowed to surrender the balance of the earned leave to his/her credit on the date of commencement of leave, at his/her option, subject to a maximum of 30 days. He/she shall be granted leave salary equivalent to the amount of pay, dearness allowance and compensatory local allowance admissible for the first thirty days of leave enjoyed.
- b) The benefit of surrender of earned leave for encashment shall be granted even if the leave applied for is refused on the grounds of the exigencies of work; it being understood that such refused leave can be availed of at later date, within a period of six months but the same shall not be available for surrender for the purpose of encashment in future.
- c) Such benefit of surrender of earned leave for encashment shall be allowed in a block of one year commencing from 1st April every year,

SSC-1 (vi) Leave Sanctioning Authority

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

| <u>Kind of leave</u> | <u>Sanctioning Authority</u> |
|---|------------------------------|
| 1. All kinds of leave to Principal | Governing body |
| 2. Study Leave, Deputation Leave, Leave without pay, Extra-ordinary leave without pay; T.B./Cancer leave to teachers. | Governing Body |
| 3. All kinds of leave to teachers other than those specified above | Principal. |

SSC-1 (vii) Leave Salary :

- 1) A teacher on earned leave is entitled to leave salary equal to the monthly pay and allowances to which he/she is entitled immediately before the commencement of leave. A female teacher on maternity leave shall be entitled to leave salary equal to the monthly pay and allowances to which she is entitled.
- 2) A teacher on half-pay leave is entitled to leave salary equal to half of the monthly pay drawn by him/her before the commencement of leave plus D.A., C.L.A. and H.R.A. admissible on such half-pay.
- 3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (1) above.

SSC-1 (viii) Vacation, leave and other benefits applicable to the teachers appointed on contract basis/temporary basis.

1. Vacation

A temporary teacher shall be entitled to vacation as prescribed in Statutes SSC-1(i).

2. Leave

- e) **General:** No leave can be claimed as a matter of right. Discretion to refuse or revoke in exceptional circumstances lies with the sanctioning authority.
- f) **Casual Leave:** A teacher appointed on a temporary basis shall be entitled to casual leave prescribed in Statutes SSC-1(iii)(1).
- g) **Extra-ordinary leave without pay :** Extra-ordinary leave without pay may be granted under special circumstances as prescribed in Statutes SSC-(iii)(6).
- h) **Other kinds of leave :** A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kinds of leave as laid down in statutes SSC-1 (iii) after he/ she completes one year's continuous and active service.

Schedule SSC-1 (Effective from 19th June, 2013) Deleted

FORM A-1
(See SSA-1(vii)(1) of Part A)
Nomination Paper

Election to _____
by the constituency of _____

(To be filled in by the Proposer)

I hereby nominate _____
to be a candidate for election as member of _____
of the Goa University.

1. Full name of proposer _____
2. Number of proposer in the voters list _____
3. Name of the candidate's father/husband _____
4. Full postal address of the candidate _____
5. Number of candidate in the voters list _____

Date: _____

Signature of proposer

(to be filled by the candidate)

I, the, above mentioned candidate, give my assent to the above nomination.

Date: _____

Signature of Candidate

(To be filled by the Returning Officer)

Serial No. of the nomination paper _____

This nomination was delivered to me at my office at _____ (hours) on _____
(date) by _____ candidate/proposer

Date: _____

Returning Officer

Decision of Returning Officer accepting or rejecting the nomination paper.

I have examined this paper and decided as follows:-

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Date:_____

Returning Officer

Receipt of Nomination paper.

(To be handed over to the person presenting the nomination paper)

Serial No. of Nomination paper_____

The nomination paper of_____

a candidate for election to_____ was

delivered to me at my office at_____ (hours)

on_____ (date) by_____

Date:

Returning Officer

FORM A-2

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(See SSA-1(xiv)(i) of Part A)

Ballot Paper

Election to _____ of the

Constituency of _____

Number of seats to be filled in _____

| Sr. No. | Name of candidate | (x) cross |
|---------|-------------------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |

Form B-I

FORM OF CONTRACT UNDER STATUTES SB-2 AND SB-3

(See Statute SSB-I (I) (c))

Memorandum of Agreement made this the _____
day of _____ One Thousand Nine Hundred and _____
_____ between
_____ (hereinafter
called the "Teacher") of the First Part, and the Goa University being a body corporate constituted
under the Goa University Act 1984 (hereinafter called the University) of the Second Part. It is
hereby agreed as follows:

1. That the University hereby appoints _____
to be a member of the teaching staff of the University with effect from the
date the said _____ takes charge of
the duties of his/her post and the said _____ hereby accept the engagement, and
undertakes to take such part in the activities of the University and perform such duties in the
Universities as may be required by and in accordance with the said Act, the Statutes and
Ordinances, Regulations and Rules framed thereunder, for the time being in force. Whether
the same relate to organisation of instruction or teaching, or research or the examination of
students or their discipline or their welfare, and generally to act under the direction of the
authorities of the University.
2. (1) The teacher shall be on probation for a period of twelve months which may be
extended so as not to exceed twenty four months in all.

(2) The University shall have the power to relax the provisions contained in sub-paragraph (1)
and shall also have the right to assess the suitability of the teacher for confirmation even
before the expiry of the period of twelve months from the date of his/her appointment but not
earlier than nine months from that date.

(3) If the University is satisfied with the suitability of the teacher for confirmation he/she shall be
confirmed in the post to which he/she was appointed at the end of the period of his/her
probation.

(4) In case the University decides not to confirm the teacher whether at the end of twelve
months period of his/her probation or at end of the extended period of probation as the case
may be the teacher shall be informed in writing, at least, 30 days before the expiration of that
period that he/she would not be confirmed and would, consequently, cease to be in the
service of the University at the end of the period of his/her probation.

* This paragraph will not apply to teachers appointed under Statutes SB-3.

3. That the said _____ shall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty years.
4. That the University shall pay _____ during the continuance of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. _____ per mensem, raising by annual increment of Rs. _____ to a maximum salary of Rs. _____ per mensem.

Provided that whenever there is any change in the nature of appointment or the emoluments of the Teacher, particulars of the charge shall be recorded in the schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice Chancellor to it, and after the Teacher has been given sufficient opportunity to make his/her written representation.

5. That the said Teacher agrees to be bound by the provisions of the Act, Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.
6. That the Teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached but his prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission, or to any consultancy work or any literary work or publication or Radio talk or extension lectures, or with the permission of the Vice-Chancellor, to any other academic work.
7. It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in relevant provisions of Statutes (reproduced below):

S 22(1) Where there is an allegation of misconduct against a Teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the Teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the Circumstances of the case do not warrant the suspension of the Teacher, revoke that order:

S 22(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive shall be entitled to remove a Teacher on the ground of misconduct.

S 22(3) Save as aforesaid, the Executive Council shall not be entitled to remove a Teacher except for good cause and after giving three months notice in writing or payment of three months salary in lieu of notice.

S 22(4) No teacher shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

S 22(5) The removal of a Teacher shall require a two-third majority of the members of the Executive present and voting.

S 22(6) The removal of a Teacher shall take effect from the date on which the order of removal is made.

Provided that where a Teacher is under suspension at the time of his removal, the removal shall take effect, on the date on which he was placed under suspension.

Any dispute arising out of this contract shall be settled in accordance with the provisions of clauses of 2,3,4 of Section 26 of the Goa University Act, 1984.

The Teacher may at any time, terminate his/her retirement by giving the Executive Council three months notice in writing provided that the Executive Council may waive the requirement of notice at its discretion.

On the termination of this engagement, from whatever cause, the Teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties here to affix their hands and seal.

1. Signature
Designation

In the presence of :

1. Signature
Designation

2. Signature
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council
by:

1. Signature
Designation

In the presence of:

1. Signature
Designation

2. Signature
Designation

SCHEDULE

Name of Teacher in Full _____

Address _____

Designation _____

Salary Rs. _____ in the grade of _____

Note: The changes in grade, salary or designation should be briefly described.

| Change of designation or grade | Date of approval of E.C. | Date from which change takes effect | Signature of Teacher | Signature of Officer of University |
|--------------------------------|--------------------------|-------------------------------------|----------------------|------------------------------------|
| | | | | |

Form B-2

CONTRACT UNDER STATUTES SB-4

(See Statute SSB-I(i)(C))

For Appointment for a Fixed Tenure under Statute SB-4

Memorandum of Agreement made this the _____ day of _____
One Thousand Nine Hundred and _____ between

(hereinafter called the 'Teacher') of the FIRST PART, and the Goa University being a body corporate constituted under the Goa University Act, 1984 (hereinafter called the 'University') of the SECOND PART.

It is hereby agreed as follows :

1. That the University hereby appoints _____ to be a member of the teaching staff of the University with effect from the _____ and the said _____ hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances, Regulations and Rules framed thereunder, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said _____ shall be a part-time/ whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the Teacher before the expiry of the term of his/her appointment for which he/ she is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his appointment as aforesaid.
3. That the University shall pay _____ during the continuance of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. _____ plus usual allowances per mensem, raising by annual increments of Rs. _____ to a maximum salary of Rs. _____ per mensem:
Provided that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice Chancellor to it, and after the Teacher has been given sufficient opportunity to make his/her written representation.
4. That the said Teacher agrees to be bound by the provisions of the Goa University Act,

Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of Teacher shall be made after his/her appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him/her.

5. That the teacher shall devote his/her whole-time/part-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply work undertaken in connection with the examination Universities or learned bodies or Public Service Commissions, or to any consultancy work, or any literary work or publication or Radio talk or extension lectures, or, with the permission of Vice-Chancellor, to any other academic work.
6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance with the procedure laid down in relevant provisions of the Statute 22(1).

S.22(l) Where there is an allegation of misconduct against a Teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the Teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made.

Provided that the Executive Council may if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

S.22(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a Teacher on the ground of misconduct.

S.22(3) Save as aforesaid, the Executive Council shall not be entitled to remove a Teacher except for good cause and after giving three months notice in writing or payment of three months salary in lieu of notice.

S.22(4) No Teacher shall be removed under Clause (2) or under Clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

S.22(5) The removal of a Teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

S.22(6) The removal of a Teacher shall take effect from the date of which the order of removal is made.

Provided that where a Teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

7. Any dispute arising out of this contract shall be settled in accordance with the provisions of clause 2,3,4 of Section 28 of the Goa University Act, 1984.
8. The Teacher may, at any time, terminate his/her engagement by giving the Executive Council three months notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.
9. On the termination of this engagement, from whatever cause, the Teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her

In witness whereof the parties hereto affix their hand and seal.

1. Signature
Designation

In the presence of:

1. Signature
Designation

2. Signature
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

[\[Go To Index\]](#)

1. Signature
Designation

In the presence of:

1. Signature
Designation

2. Signature
Designation

Form of assessment report for submission during the period of probation and for confirmation in service of the Teacher

(See SSB-i(v)(c))

I. Basic Information :-

(i) Name of the Teacher (in full)

(Beginning with surname)

(ii) Date of Birth :-

(iii) Academic qualification of

the Teacher:-

| Degree & Postgraduate Degree Examination | Special/ Principal subject offered | Allied/Additional/ subordinate subject offered | Class obtained | Year of passing | University |
|--|------------------------------------|--|----------------|-----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(iv) Designation: _____

(v) Subject taught: _____

(vi) Teaching experience at the college level, if any: _____

_____ months

(vii) Teaching and research experience at P.G. level: _____

| Name of the Institutions where employed previously | Period of service with | Designation | Class taught | Subject taught | Scale of Pay |
|--|------------------------|-------------|--------------|----------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

II. Nature and date of completion of orientation programme:

III. Participation in extra-mural activities :

(i) Extra-curricular activities - Debates, Cultural activities, Counselling to Students, Planning Forum, Union, NSS, Scouting etc.

(ii) Service to community - Adult Education, Extension service etc.

Assistance rendered in University administration as member of any Committee(s) appointed by any University Authority;

General Observations:

(i) Attendance

(a) Regularity _____

(b) Punctuality _____

(ii) Student-Teacher relationship _____

(iii) Class control _____

(iv) Research publication(s) _____

Recommendation of the Head of the Department

Place:

Date :

Signature of the Head of the Department

Recommendation of the Dean of the Faculty

[\[Go To Index\]](#)

Place:

Date :

Signature of the Dean of the Faculty
Recommendation of the Vice-Chancellor

Place:

Date :

Signature of the Vice-Chancellor

Bond to be executed by the Faculty members when granted Study Leave/ Sabbatical Leave

(See Statute SSB-1 (xi) (D) (n) (6))

This agreement made on this _____ day of _____ 1999 _____

between the Goa University being a body corporate constituted under the Goa University Act 1984 (hereinafter called the University of the ONE PART) and

(i)

resident of _____

(hereinafter called the Obliger of the SECOND PART):

(ii)

resident of _____

and

(iii)

resident of _____ and (iii)

(hereinafter called (ii) - jointly the sureties of the THIRD PART).

WHEREAS the Obliger is employed in Goa University in the

AND WHEREAS the Obliger has applied for study leave for the following purpose:

AND WHEREAS the University has agreed to grant study leave on the condition that after the completion of studies, the Obliger will re-join the University and serve the University for a minimum period of years. The Obliger has agreed

to these conditions and the sureties have also assured that University that the Obliger will perform these obligations faithfully.

1. THAT the Obliger undertakes that after completion of studies as aforesaid shall re-join the University and shall serve under the University for a minimum of _____ years.

2. THAT in case the Obliger fails to complete studies within the period of study leave or fails to

re-join the service of the University on the expiry of study leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University or is dismissed or removed from the service by the University within the period aforesaid and the Obliger and the sureties shall forthwith pay to the University or as may be directed by the University a sum of Rs. _____ as liquidated damages and refund the advances received by the Obliger from the University and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of study leave, provided always that if the Obliger completes 18 months service after return from study leave, then the sureties and the Obliger shall be liable to pay only half of the amount of the liquidated damages.

3. THAT the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per Clause 2 above.
4. THAT the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them.
5. THAT the hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorised by it or any other indulgence or concession shown by the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either of them.
6. THAT the University may at its discretion extend the study leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respect for the amounts payable under these presents during the original period as well as during the extended period.
7. THAT if any amount is paid by the University outside India than the Obliger and the sureties shall be liable to pay the equivalent amount in Indian currency according to the

prevalent official rate of exchange at the time of payment.

IN WITNESS WHEREOF the parties have set their hand hereto in presence of witness:

Witness No. 1

Signature

(Name: _____)

Signature

Obliger

Witness No. 2

Signature

(Name: _____)

Witness No. 1.

Signature

(Name: _____)

Signature

Surety No 1.

Witness No. 2.

Signature

(Name:)

Signature

Surety No 2.

Witness No. 2.

Signature

(Name:)

Witness No.1.

Signature

(Name:)

[\[Go To Index\]](#)

Officer of the University

Witness No.2.

Signature

(Name:)

Form B-5

[\[Go To Index\]](#)

FORM OF CLEARANCE CERTIFICATE

(See Statute SSB-1 (x viii))

This is to certify that no dues are outstanding against Shri/Smt/Kum

.....
(Name of the Teacher)_____

(Designation) in the _____
Department.

Place:

Date :

Head of the Department

Form B-6

FORM OF DISCHARGE CERTIFICATE

(See Statutes SSB-1 (xix))

This is to certify that Shri/Smt/Kum _____

_____ was in the service of this University _____

from _____ He/She has left/has been relieved from the service of the
University from _____ (BN/AN). The pay drawn by him/her on in the pay
scale of Rs. _____ was Rs. p.m. The date of
his/her next increment in the said pay-scale is

Place :

Date :

Registrar of the University

Proforma showing the information required for grant of Study Leave/ Extraordinary Leave/Sabbatical Leave to a University Teacher:

(See SSB(xi)(l)and(E))

| Sr.No | Particulars | Remark |
|-------|---|-------------------------------|
| 1. | Name & Designation of the Teacher: | |
| 2. | Department: | |
| 3. | Nature of leave applied for and duration there beginning with: | |
| 4. | Purpose: | |
| 5. | Whether the period of leave applied for at ' 3' above is covered under any of the U.G.C. programme such as Cultural/Bilateral Exchange Programme Common Wealth Academic Staff Fellow-ship/Scholarships etc., if so a copy of the U.G.C. letter of sanction. | |
| 6. | Date of joining the University service and total service put in as on the date of commencement of the leave asked for: | |
| 7. | Whether appointment is temporary or permanent, if permanent the date of confirmation and the number and the date of letter of confirmation: | |
| 8. | Date of retirement: | |
| 9. | A xerox copy of the letter of appointment in the Foreign University/Body etc. for which the leave has been applied has to be attached herein: | |
| 10. | A copy of the Agreement/Contract entered into along with the Foreign University/ Body has to be enclosed herein: | |
| 11. | Amount of remuneration/honorarium/ Fellowship and other benefits to be received from the Foreign University/ Body during the leave period together with the Corresponding value in Indian Rupees: | [Go To Index] |

12. Period of Study Leave granted in the past together with the exact date :
13. Whether the Teacher is willing to serve the University at least for a period of three years after resuming the duties. If so, he has to give necessary undertaking in the prescribed proforma on a stamp paper:
14. Whether the purpose for which the above leave has been granted is going to benefit the University/ Department in any way? If so, give the details:
15. Other information if any:

Date:

Place: Signature of the Teacher

CERTIFICATE

This is to certify that the above information is true and correct. It is recommended that the study Leave/Extra-ordinary Leave/Sabbatical Leave applied for by Dr./Shri/Kum/Prof.

_____ may/may not be granted for the reason

Date:

Place:

Signature of Head of the University Department

Recommendation of the Dean of the Faculty

Date:

Place: Signature of the Dean of the Faculty

Form B-8

**Request for Long Leave: Study Leave/Extra ordinary Leave/ sabbatical Leave/
Lien/Deputation to a University teacher.**

- A.
1. Name :
 2. Designation:
 3. Department:
 4. a) Date of joining the University:
b) Designation:
 5. Nature of leave applied for: Study/Sabbatical/Commuted/Extraordinary/Lien/MOU/
Deputation.
 6. Duration of Leave/Lien:

| | |
|------|----|
| From | To |
|------|----|
 7. Purpose:
 8. Amount of remuneration/honorarium/fellowship and or other benefits to be received from the Foreign University/Body during the leave period (Attach Offer):
 9. Period(s) of long leave/lien if any, availed in the past:

| | |
|------|----|
| From | To |
|------|----|

(i)

(ii)
- B.
1. Arrangement regarding teaching, examinations, etc., during absence.
 2. Sponsored Projects/Consultancy, if any, and the arrangement proposed during absence.
 3. M.Phil/Ph.D. students, if any, and the arrangement proposed during absence.
 4. If staying in a University quarter: will retain the quarter for the:

-family to stay _____
-will vacate the quarter _____

Date:

Signature of Teacher

- (i) The arrangements proposed in Part - B are satisfactory/not satisfactory.
- (ii) It is recommended that the leave applied for by Dr./Shri/Smt./Prof. _____
_____ may be granted.
- (iii) May not be granted for the following reasons:

Date

Signature of the Head
University Department

Recommendation of the Dean of the Faculty

Date:

Signature of Dean of the Faculty

FORM C-1

(See Statute SC-2(ii))

FORM OF DEED OF CONTRACT OF SERVICE TO BE EXECUTED BY A COLLEGE TEACHER

DEED of contract of service made at _____ this _____ day _____ in the year one thousand nine hundred and _____ BETWEEN Shri/Smt/Kum _____ of the one part and the Governing Body of the _____ College of the other part.

WITNESSETH and it is hereby agreed and declared as follows :-

1. That the said Shri/Smt/Kum _____ has read and understood thoroughly the terms and conditions of appointment laid down by the Statutes made under Section 22 (t) of the Goa University Act 1984 called "statutes governing terms and conditions of service of teachers appointed in non-Government Constituent Colleges and affiliated Colleges of the Goa University."
2. That the said Shri/Smt/Kum _____ do hereby covenants with the said Governing Body as follows :-
 - (i) That the said Shri/Smt/Kum _____ do hereby agrees with all the terms and conditions laid down by the above mentioned Statutes.
 - (ii) That the said Shri/Smt/Kum _____ shall at all times during the period of this contract, abide by all the terms and conditions laid down by the above mentioned Statutes.
 - (iii) That the said Shri/Smt/Kum _____ shall abide all general rules of service which are now or may hereafter be in force including amendments to the above mentioned Act and Statute and including Ordinances, Regulations, Rules and directions of the said Goa University affecting this contract of service
 - (vi) That the said Shri/Smt/Kum _____ of his/her own free will and accord do hereby accepts appointment to the full-time/part-time post of _____ in the above mentioned college under this Deed.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET their hands and seals of the day and year first above mentioned.

Signature

Signature

Signed by the said _____

Signed and sealed by _____

on behalf of the Governing

Body of _____

in the presence of _____

Name and Address

Signature

1. _____

2. _____

Name and Address

Signature

1. _____

2. _____

FORM C-2
(see statute SC-3(i))

FORM OF APPOINTMENT LETTER OF A TEACHER

From _____

To _____

Dear Sir/Madam,

With reference to your application dated _____ the Governing Body/Principal is pleased to inform you that you are hereby appointed to the full-time/part-time post of Lecturer in the subject of _____ /Principal in _____ college, _____ on the starting pay of Rs. _____ p.m. in the time-scale of pay of Rs. _____ with effect from _____.

Your appointment is on probation for a period of two years/purely temporary upto

Your service will be governed by the Provisions of the Goa University Act, 1984 and the Statutes, ordinances, Regulations and Rules of the University for the time being in force and the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

You will be entitled to receive the allowances as per rules

If your acceptance is not received upto _____ your appointment is liable to be cancelled.

In case you accept the appointment, you shall have to submit discharge certificate(s) from your present employer(s) if any, and to execute a deed of contract of service in the enclosed form at the time of joining the duties.

Please acknowledge.

Encl :

Place:

Date :

Yours faithfully,

Chairman/Secretary of the
Governing Body/Principal of
the _____ (College)

Form C-3

(See Statute SC-5(viii)(i))

Form of six-monthly report for submission during the period of probation and for confirmation in service of the teacher

I. Basic Information:-

(i) Name of the teacher (in full) _____
(Beginning with surname)

(ii) Qualifications of the teacher:-

| Degree and Postgraduate degree examination | Special/ Principal subject | Allied Additional/ Subordinate subject offered | Class obtained | Year of Passing | University |
|--|----------------------------|--|----------------|-----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(iii) Subject taught _____

(iv) Designation _____

(v) Date of Birth _____

(vi) Date of joining the present college _____

(vii) Teaching experience at the college level _____

| Name of the Institution where employed previously | Period of service with dates | Designation | Class taught | Subject taught | Scale of pay |
|---|------------------------------|-------------|--------------|----------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |

II. Participation in extra-mural activities _____

(i) Extra-curricular activities - debates, cultural activities, counselling to students, Planning Forum, Union, NSS, NCC, Scouting etc.

(ii) Service to community - Adult Education, Extension Service etc.

III. Help rendered in college administration of various committees such as Discipline Committee, Admission Committee, Student Welfare Committee, etc.

IV. General Observations :

(i) Attendance

(a) Regularity

(b) Punctuality

(ii) Student - teacher relationship _____

(iii) College relationship _____

(iv) Class control _____

(v) Reading habits and other matters _____

Place: _____

Signature of the Principal

Date : _____

(Seal of the College)

Form C-4[\[Go To Index\]](#)

(See Statute SC-5(viii))

FORM OF SELF-ASSESSMENT REPORT FOR COLLEGE LECTURER

Date on which the teacher reached or will reach the stage at

Rs. 1300 in the pay scale of Rs.700-1600

I. Basic Information:-(i) Name of the College in full _____

(ii) Region in which situated (Urban/Rural) _____

(iii) Name of the Lecturer (in full) _____
(Beginning with surname)

(iv) Qualifications of the Lecturer: _____

| Degree and Postgraduate degree Examination | Special / Principal subject offered | Allied Additional/ subordinate Subjects offered | Class Obtained | Year of Passing | University |
|--|-------------------------------------|---|----------------|-----------------|------------|
| | | | | | |

(v) Subject taught and faculty _____

(vi) Designation _____

(vii) Date of Birth _____

(viii) Date of joining the present college _____

(ix) Teaching experience at the college level _____ years, _____ months.

| Name of the Institutions where employed previously | Period of service with dates | Designation | Class taught | Subject taught | Scale of Pay |
|--|------------------------------|-------------|--------------|----------------|--------------|
| | | | | | |

| II. Courses taught and work load | Number of periods per week | | | |
|----------------------------------|----------------------------|-----------|------------|-----------------------|
| | Lectures | Tutorials | Practicals | Subject/Papers taught |
| (i) Under-graduate | | | | |
| (ii) Post-Graduate | | | | |
| (iii) M. Phil. | | | | |

III. Teaching Methods applied :-

Name and describe new teaching methods used, if any (besides lecture method) i.e.

- (i) Distributing lecture synopsis and bibliography _____
- (ii) Encouraging questions in class _____
- (iii) Announcing topics for discussion in advance _____
- (iv) Holding Seminars _____
- (v) Use of audio-visual aids _____ (wherever facilities exist)

IV. Contribution to COSIP & COHSSIP Schemes in the college or through ULP (wherever such scheme exists)

V. Any other contribution in :-

- (i) Teaching Methods _____
- (ii) Evaluation Techniques _____
- (iii) Course Development etc. _____

VI. Academic and Professional Growth (During the year)

- (i) Research qualifications acquired _____
- (ii) Research projects undertaken _____

- (iii) Research papers published indicating titles and names of journals in
which published _____
- (iv) Guidance rendered to Research Scholar's _____
- (v) Participation in Seminars, workshops, and Conferences _____
- * (vi) Participation in orientation programmes,
refresher courses, etc _____
- * (vii) Faculty improvement programme _____
- * (viii) Any other type of training _____

VII. Participation in Extra-mural activities _____

- (i) Extra-mural activities - debates, cultural activities counselling to students, Planning Forum,
Union, NSS, NCC Scouting etc.

- (ii) Service to community - Adult Education, Extension Service etc.

*(Wherever such facilities exist)

VIII. Help rendered in college administration by membership of various committees such as
Discipline Committee, Admission Committee, Student welfare Committee, etc.

IX. Any other information about his contribution (not conveyed above) relevant to all proper
assessment of activities

X. General Observations:

- (i) Attendance
 - (a) Regularity _____
 - (b) Punctuality _____
- (ii) Student - teacher relationship _____
- (iii) Colleague relationship _____
- (iv) Class control _____

(v) Reading Habits and other matters _____

Place : _____

Signature of the Lecturer

Date : _____

Evaluation by the senior-most Lecturer in the Department or Head of the Department or Principal.

| Item | Factual verification | | Evaluation | | | | |
|------|----------------------|-------------|------------|-----------|------|---------|------|
| | Correct | Exaggerated | Excellent | Very Good | Good | Average | Poor |
| *I | | | | | | | |
| *II | | | | | | | |
| III | | | | | | | |
| IV | | | | | | | |
| V | | | | | | | |
| VI | | | | | | | |
| VII | | | | | | | |
| VIII | | | | | | | |
| IX | | | | | | | |
| X | | | | | | | |

* Evaluation is not expected in respect of columns No.I and II.

Date :

Signature of the Senior-most
Lecturer of the Department/Head
of the Department/Principal.

Observations of the Principal _____

Place :- _____

Signature of the Principal

Date:- _____

(Seal of the College)

(See Statute SC-5(viii)(i))

Form of report for consideration at the time of interview for a higher post, for triennial assessment of the work of the teacher and for other specific purposes.

I. Basic Information :-

(i) Name of the College in full _____

(ii) Region in which situated (Urban/Rural)

(iii) Name of the Lecturer (in full)
(Beginning with Surname) _____

(iv) Date of Birth _____

(v) Qualification of the Lecturer:-

| Degree and Postgraduate degree examination | Special/Principal subject offered | Allied Additional/subordinate subject offered | Class obtained | Year of Passing | University |
|--|-----------------------------------|---|----------------|-----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(vi) Subjects taught and faculty _____

(vii) Designation _____

(viii) (a) Date of joining the present college _____

(ix) Teaching experience at the college level _____ years, _____ months.

| Name of the Institutions where employed previously | Period of service with dates | Designation | Classes taught | Subject Scale of taught pay |
|--|------------------------------|-------------|----------------|-----------------------------|
| | | | | |

| II Courses Taught and workload | Number of periods per week | | | |
|--------------------------------|----------------------------|-----------|------------|--------------------------|
| | Lectures | Tutorials | Practicals | Subjects & papers taught |
| i) Under Graduate | | | | |
| ii) Post Graduate | | | | |
| ii) M.Phil. | | | | |

III. Contribution :-

- (i) Teaching Methods _____
- (ii) Evaluation Techniques _____
- (iii) Course Development etc. _____

IV Academic and Professional Growth (During the year) :-

- (i) Research qualifications acquired _____
- (ii) Research Projects undertaken _____
- (iii) Research papers published indicating titles and names of journals in which published _____

- (iv) Guidance rendered to Research Scholars _____
- *(v) Participation in Seminars, Workshops, and Conferences _____

- *(vi) Participation in Orientation Programmes, Refresher Courses etc. _____

- *(vii) Faculty improvement programme _____
- *(viii) Any other type of training _____

Place: _____

Date: _____

Signature of the Principal

Seal of the College

* Wherever such facilities exists.

Form C-6

(See Statute SC-5(xiv))

FORM OF CLEARANCE CERTIFICATE

This is to certify that no college dues are outstanding against Shri/Smt./Kum ___
_____(Name of the teacher), _____
_____(Designation), in the _____
college.

Place:

Date:

Principal of the College

(See Statute SC-5(xv))

FORM OF DISCHARGE CERTIFICATE

This is to certify that Shri/Smt./Kum. _____
was in the service of this college as _____ from _____
He/She has left/ has been relieved from the service of the college from _____ BN/AN.
The pay drawn by him/her on _____ in the pay scale of Rs _____
was Rs _____ p.m. The day of his her next increment in the said scale is _____

Place:

Date:

Principal of the college

Form C-8

(See statute SC-7 (v) (B)(6))

FORM OF SUSPENSION ORDER

(Registered Post A/D)

To

As decided by the Governing Body of the college by the Resolution No. _____
Passed at it's meeting held on _____. I _____ do hereby
suspend you Shri/Smt./Kum. _____ from the service of the college with effect from
_____ BN/AN. on the charges mentioned below

- (1)
- (2)
- etc.

2. It is also ordered that a regular Departmental Inquiry be held in to your conduct. Orders appointing a Inquiry Officer for the purpose are being issued separately.
3. You should note that it is not permissible for you to accept any gainful employment or to engage in trade or 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 half of your salary i.e. half pay on the date of suspension plus such other allowances as may be admissible.

Place:

By Order,

Chairman of the Governing Body/Principal of the_____

Date:

College

Form C-9
(see statute SC-7(v)(c))

FORM OF APPOINTMENT ORDER OF INQUIRY OFFICER

As it has been decided to hold a Departmental Inquiry into the
conduct of Shri/Smt/Kum. _____
(Designation) _____ on the charge(s) mentioned in the enclosed statement.
Shri/Smt/Kum _____
_____ is appointed as Inquiry Officer to hold the Inquiry in accordance with procedure
prescribed in the Statutes. A form in which the memo of charges is to be served on Shri/Smt/
Kum. _____
is attached. Shri/Smt/Kum _____ is requested to see
that he/she completes the inquiry and submits his/her report expeditiously and in any case on or before .

Place: _____ Chairman of the Governing
Date: _____ Body/Principal of the _____

College

To,

FORM C-10

(see Statute SC-7(v)(D))

FORM OF MEMO OF CHARGES

(Registered Post A/D)

To,

I, (Name and Designation) _____

_____ appointed as Inquiry Officer by the order issued
by _____ under his No. _____ dated

_____ to hold a Departmental Inquiry into your conduct, to hereby charge you

Shri/Smt/Kum _____

_____ as under:

- (1)
 - (2)
 - etc.
2. A statement of allegations on which the charges are based is sent herewith. Copies of the relevant documents which have been relied upon while framing the charges are also sent herewith.
3. You are called upon to submit 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 a period of fourteen days from the date of receipt of this memo 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 submit your statement or to furnish the names and addresses of your witnesses 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 your 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 Goa 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 penalty is passed.

Place:

Date:

Inquiry Officer

(See Statute SC-7(v)(I))

FORM OF SHOW CAUSE NOTICE

(Registered Post A/D)

To,

Subject: Disciplinary Action.

Dear Sir/Madam,

I am to forward herewith a copy of the report submitted by the Inquiry 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 memo of charges served upon you have been proved against you. It is, therefore, proposed to dismiss/remove you from the service of College/retire you compulsorily from the service of the College/reduce you to a lower post or pay-scale or the lower stage of increment in your present time-scale of pay.

2. You are hereby called upon to show cause within a period of fourteen days from the date of receipt of this notice why the proposed penalty should not for good and sufficient reasons, be imposed upon 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.

[\[Go To Index\]](#)

3. You are requested to acknowledge receipt of this notice.

Yours faithfully,

Place:

Date:

Chairman of the Governing Body/

Principal of the _____

_____ College.

(See Statute SC-7(v)(j))

FORM OF ORDERS FOR IMPOSING PENALTY

(Registered Post A/D)

To,

As decided by the Governing Body of the College by Resolution No. _____ passed at its meeting held on _____ the _____ Chairman of the Governing Body hereby directs that Shri/Smt/Kum _____ should be charged with the penalty of

_____ dismissal/removal from the service of the college with effect from _____ (BN/AN).

Hence you are charged with the penalty of _____ dismissed/removal from the service of the College with effect from _____ (BN/AN).

BY ORDER,

Chairman of the Governing Body,

Place:

Principal of the _____

Date:

_____ College.

No :

Form No. C-13

(See Statute SC-17(viii))

Form of Appointment Order of Non-Teaching Staff

From

To,

Dear Sir/Madam,

With reference to your application, dated the Registrar/Principal is pleased to inform you that you are hereby appointed to the post of _____ in the College/ University on a starting pay of Rs. _____ p.m. in the time-scale of Rs. _____.

2. Your appointment is on probation/temporary upto _____. During the period of probation, your services are likely to be terminated by giving one month's notice on either side.
3. After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned head of the Section/Unit.
4. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
5. Your services will be governed by the provisions of the Goa University Acts 1984 and Statutes including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and/or the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University. Your appointment is subject to the approval from Director of Education, Government of Goa.
6. You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.
7. If your acceptance is not received upto _____ your appointment is liable to be cancelled/ withdrawn.

8. In case you are accepting the appointment, you shall have to submit the discharge certificate from your present employer, if any, will have to give an undertaking/agreement in the prescribed form (enclosed) before joining the duties, medical fitness certificate from a Government Medical Officer and two character certificates before joining the duties.

Yours faithfully,

Management/Registrar/Principal.

Form C-14

[\[Go To Index\]](#)

(See Statute SC-18 (i))

Undertaking

From:

Shri/Smt./Kum.

Address:

Date:

To,

The Registrar/Principal,

Dear _____,

I have received the letter of appointment and the conditions mentioned therein and I declare that I agree to abide by the terms and conditions mentioned therein.

Name of the Department or Section where appointed.

Designation

Letter of appointment No.
and date

Name and signature of the employee

FORM C-14A

[\[Go To Index\]](#)

(See Statute SC-18(i))

Agreement

This agreement made on the _____ day of _____ 19 _____ between Shri/Smt. _____ and the Registrar/Management/ Principal of the College/Head of Recognised Institution established by it is hereby agreed by and between the parties hereto as under:-

(1) The Registrar/Management/Principal

(2) Shri/Smt.

appointed under letter No. _____ dated _____

We hereby agree to abide by the provisions of the Goa University Act, 1984, the Statutes, Ordinances, Regulations and Rules made there under from time to time and/or rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

Signature

Signature of the Employee

Signed and Sealed on
behalf of the Management

Registrar/Principal of the College/Head of the
Recognised Institution.

Place :

Place :

Date :

Date :

Witnesses :

Name

Address

Signature

(1)

(2)

(See Statute SC-19(iii))

Report about the ability and conduct of a probationer

- | | | | |
|----|-------------------------------|----|----|
| 1. | Name | .. | .. |
| 2. | Designation | .. | .. |
| 3. | Period of Report | .. | .. |
| 4. | Leave taken during the period | .. | .. |

I. Performance

- | | | | |
|-----|--------------------------|----|----|
| 1. | Industry | .. | .. |
| 2. | Application | .. | .. |
| 3. | Initiative | .. | .. |
| 4. | Accuracy | .. | .. |
| 5. | Punctuality in work | .. | .. |
| 6. | Promptness | .. | .. |
| 7. | Relations with superiors | .. | .. |
| 8. | Relations with colleague | .. | .. |
| 9. | Dependability | .. | .. |
| 10. | | | |

II. General

- | | | | |
|----|----------------------|----|----|
| 1. | General impression | .. | .. |
| 2. | Leadership qualities | .. | .. |
| 3. | Knowledge | .. | .. |
| 4. | Technical ability | .. | .. |

III. Recommendations

1. Fit to be continued in the post or not

Signature