

**SB – 2****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.

**SB – 3****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 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.
- (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:**

#### **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.
  - (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.
  - (5) 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.
  - (6) 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.

**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.

**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.
- (iv) 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.
- (x) 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.
- (xi) All honoraria received for consultation work shall be shared between the University and the Consultant on the basis of 1/3 and 2/3.
- (xii) 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.



- (xiii) 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.
- (xiv) 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.
- (xv) 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/-
- (xvi) 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/-.
- (xvii) 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.
- (xviii) 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 (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.

**Schedule SSB-1**

**Deleted**

**SC-2**

**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 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 prescribed Form shown in Appendix C.

**SC-2 (iii)** Deleted

**SC-2 (iv)** Deleted

**SC-3 (i)** **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)** Deleted

**SC-3(i) (3)** Deleted

**SC-3(i) (4)** 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, 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.

**SC-3 (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.

**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 as approved by the Government from time to time.

**SC-5**

**Manner and Mode of appointment of Teachers in Colleges:**

**SC-5 (i)**

**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)**

**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 extraordinary leave.

**SC-5 (iii)**

**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)**

**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)**

**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)**

**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)**

**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)**

**Duties:**

(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)**

**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 extra curricular 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)**

##### **Code of Conduct:**

- (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 relevant Statute/Ordinance 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 (xi)**

##### **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)**

**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 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 (xiii)**

**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)** Deleted

**SC-5 (xv)** Deleted

**SC-5 (xvi)** Deleted

**SC-5 (xvii)** Deleted

**SC-6 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 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 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.
- (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;
    - (a) 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 - Deleted**

**SC-9**                    **Life Members/Founder Members – Deleted**

**SC-10**                   **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 (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 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 (4)**              **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 (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 (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 (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 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 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) 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 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 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.

**SC – 12** 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** Renumbered as SC-12

**SC-14** Deleted

**Schedule SSC-1** Deleted

Sd/-  
(Prof. V.P. Kamat)  
REGISTRAR

Place: Taleigao Plateau, Goa.

Date: 2<sup>nd</sup> August, 2013.

To

1. The Special Secretary to Hon'ble Governor of Goa & Chancellor of Goa University, Raj Bhavan, Dona Paula, Goa.
2. The Director, Directorate of Higher Education, Govt. of Goa, D.T.E. Complex, Opp. Directorate of Education Alto Porvorim Goa.
3. All the Deans/Principals of affiliated colleges
4. All the Directors of recognized institutions.
5. All the Heads of University Teaching Departments.
6. All the Divisional/Sectional Heads of University Offices.
7. The President, University & College Teachers Association, C/o Shree Damodar College of Commerce & Economics, Margao, Goa.
8. The Secretary, Goa University Teacher's Association
9. The Registrar, High Court of Bombay at Panaji, Goa
10. Adv. A. A. Agni, University Counsel, Navelkar Trade Centre, 2<sup>nd</sup> Floor, Opp. Azad Maidan Panaji Goa
11. The P.S. to Vice-Chancellor
12. The P.A. to Registrar
13. The Office copy
14. The Guard File.

