

ઇનિયન ઇન્સ્ટિટ્યુટ ઓફ ટીચર એજ્યુકેશન, ગાંધીનગર

એક્ઝિક્યુટિવ કાઉન્સીલની બારમી બેઠકનો અહેવાલ

આઇ.આઇ.ટી.ઇ. ખાતે તા. ૦૫/૦૬/૨૦૨૧ના રોજ સાંજે ૫.૦૦ કલાકે માન. કુલપતિશ્રીની અધ્યક્ષતામાં એક્ઝિક્યુટિવ કાઉન્સીલની બેઠક મળેલ હતી, જેમાં નીચેના સભ્યો હાજર/ગેરહાજર રહેલ હતા.

સભ્યનું નામ	હોદ્દો	હાજર/ગેરહાજર
ડૉ. હર્ષદ પટેલ, કુલપતિશ્રી, આઇ.આઇ.ટી.ઇ.,	અધ્યક્ષ	હાજર
ડૉ. કલ્પેશ પાઠક, ડાયરેક્ટર સેન્ટર ઓફ એજ્યુકેશન, આઇ.આઇ.ટી.ઇ.	સભ્ય	હાજર
અગ્રસચિવશ્રી, શિક્ષણ વિભાગ, ગુજરાત રાજ્ય	સભ્ય	ગેરહાજર
અગ્રસચિવશ્રી, નાણાં વિભાગ, ગુજરાત રાજ્ય	સભ્ય	ગેરહાજર
કમિશ્નરશ્રી, ઉચ્ચ શિક્ષણ વિભાગ, ગુજરાત રાજ્ય	સભ્ય	ગેરહાજર
ડૉ. એચ. બી. પટેલ, પ્રોફેસર એન્ડ ડીન, સ્કૂલ ઓફ એજ્યુકેશન, સેન્ટ્રલ યુનિ. ઓફ ગુજરાત	સભ્ય	ઓનલાઇન
શ્રી વિક્રલ પટેલ, ચીફ એકાઉન્ટ ઓફિસર, આઇ.આઇ.ટી.ઇ.	સભ્ય	હાજર
ડૉ. હિમાંશુ પટેલ, રજીસ્ટ્રાર, આઇ.આઇ.ટી.ઇ.	સભ્ય સચિવ	હાજર

મિટિંગની શરૂઆતમાં સભ્ય-સચિવ તથા રજીસ્ટ્રાર દ્વારા યુનિવર્સિટીની એક્ઝિક્યુટિવ કાઉન્સીલની આ બારમી બેઠકમાં સર્વે સભ્યશ્રીઓનું સ્વાગત કરવામાં આવ્યું. ત્યારબાદ મિટિંગનું કામકાજ શરૂ કરવામાં આવેલ હતું. મીટિંગમાં નીચે મુજબની ચર્ચા/નિર્ણયો અંગે ભલામણ થયેલ હતી

એજન્ડા-૧ તા.૩૦/૦૪/૨૦૨૧ અને ૦૫/૦૫/૨૦૨૧ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સીલની અગીયારમી બેઠકની કાર્યવાહીની નોંધ વંચાણે લઈ બહાલ રાખવા બાબત.

ઠરાવ-૧ તા.૩૦/૦૪/૨૦૨૧ અને ૦૫/૦૫/૨૦૨૧ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સીલની અગીયારમી બેઠકની કાર્યવાહીની નોંધ વંચાણે લઈ બહાલ રાખવામાં આવી.

એજન્ડા-૨ તા. ૩૦/૦૪/૨૦૨૧ અને ૦૫/૦૫/૨૦૨૧ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સીલની અગીયારમી બેઠકની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીનો અહેવાલ વંચાણે લઈ બહાલ રાખવા બાબત.

ઠરાવ-૨ તા. ૩૦/૦૪/૨૦૨૧ અને ૦૫/૦૫/૨૦૨૧ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સીલની અગીયારમી બેઠકની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીનો અહેવાલ વંચાણે લઈ બહાલ રાખવામાં આવી.

એજન્ડા-૩ આઇ.આઇ.ટી.ઇ. ની બિલ્ડિંગ વર્ક્સ કમિટી રેઝ્યુલેશન ૧૫(સી) માં દર્શાવેલ "The Executive Engineer, (Capital project division, Gandhinagar) or his nominee not below the rank of DE" તેવો સુધારો કરવાનો થાય તે અંગે ચર્ચા બાબત.

ઠરાવ-૩ આઇ.આઇ.ટી.ઇ. ની બિલ્ડિંગ વર્ક્સ કમિટી રેઝ્યુલેશન ૧૫(સી) માં દર્શાવેલ "The Executive Engineer, (Capital project division, Gandhinagar) or his nominee not below the rank of DE" તેવો સુધારો કરવા અંગે ચર્ચા-વિચારણા કરી સદર સુધારો મંજૂર રાખવાનું ઠરાવવામાં આવ્યું. (બિડાણ-૧)

એજન્ડા-૪ આઇ.આઇ.ટી.ઇ. ખાતે શિક્ષણ વિભાગના તા. ૨૯/૦૭/૨૦૧૧ ના ઠરાવ ક્રમાંક: ટી.ઇ.યુ./૨૬૧૦/૧૭૭૫/ખ, અનુસાર મંજૂર થયેલી બિન શૈક્ષણિક જગ્યાઓ અન્વયે ડેપ્યુટી

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રજીસ્ટ્રાર, યુનિવર્સિટી ડેવલોપમેન્ટ ઓફિસર, પરીક્ષા નિયામક, ઓફિસ સુપ્રિટેન્ડન્ટ અને વોર્ડન(બોઈઝ) ની નિમણૂક આપવામાં આવેલ. તા. 13/10/2017 ના શિક્ષણ વિભાગના ઠરાવ ક્રમાંક:આઈ.ટી.ઈ./1217/57/ખ-2 થી ઉપરોક્ત 005 જગ્યાઓને સાતમા પગારપંચનો લાભ આપવા માટે સમાવેશ કરવામાં આવેલ નથી. હાલમાં, શિક્ષણ વિભાગના ઠરાવ ક્રમાંક આઈ.ટી.ઈ./1217/57/ખ-2 તા. 02/02/2021 દ્વારા સદર જગ્યાઓને તા. 28/02/2021 સુધી મંજૂરી આપવામાં આવેલ છે. જે અંગે તા. 30/04/2021ની એક્ઝિક્યુટિવ કાઉન્સિલની મિટિંગમાં ઠરાવ નં. 11 થી સદર 05 જગ્યાઓને તા. 28/02/2021 સુધી સાતમા પગાર પંચ નો લાભ આપવાનું ઠરાવવામાં આવેલ. જેથી ઉપરોક્ત 05 જગ્યાઓ સાડું તા. 01/03/2021 થી સાતમા પગાર પંચ મુજબ પગાર ચાલુ રાખવા મંજૂરી બાબત.

ઠરાવ-4 આઈ.આઈ.ટી.ઈ. ખાતે શિક્ષણ વિભાગના તા. 29/07/2011 ના ઠરાવ ક્રમાંક: ટી.ઈ.યુ./2610/1775/ખ, અનુસાર મંજૂર થયેલી બિન શૈક્ષણિક જગ્યાઓ અન્વયે ડેપ્યુટી રજીસ્ટ્રાર, યુનિવર્સિટી ડેવલોપમેન્ટ ઓફિસર, પરીક્ષા નિયામક, ઓફિસ સુપ્રિટેન્ડન્ટ અને વોર્ડન(બોઈઝ) ની નિમણૂક આપવામાં આવેલ. ઉપરોક્ત 05 જગ્યાઓ સાડું ગહન ચર્ચા વિચારણાને અંતે તા. 01/03/2021 થી સાતમા પગાર પંચ મુજબ પગાર ચાલુ રાખવાનું ઠરાવવામાં આવ્યું.

એજન્ડા-5 મહેકમ વિભાગને સંલગ્ન નીચે મુજબના રેગ્યુલેશન્સ મંજૂરી અર્થે ચર્ચા વિચારણા બાબત.

1. Leave rules
2. Qualification, Pay, Duties, and recruitment of Teaching Posts
3. Qualification, Pay, Duties, and recruitment of Non-Teaching Posts
4. Appointment of Adjunct Faculty
5. Appointment of visiting Teacher
6. Appointment of Contractual and Adhoc
7. Appointment of Project fellow, Consultant and Advisor
8. Career advancement Scheme (CAS)
9. Performance Appraisal Report for Non-Teaching staff
10. Performance based Appraisal system for Teachers

ઠરાવ-5 મહેકમ વિભાગને સંલગ્ન ઉક્ત રેગ્યુલેશન્સ બાબતે એકેડેમીક કાઉન્સિલની તા. 5/6/2021ની બેઠકના ઠરાવ-8 થી થયેલ ભલામણ પર ગહન ચર્ચા વિચારણા કરવામાં આવી અને નીચેની વિગતે રેગ્યુલેશનમાં સામેલ કરવાનું મંજૂર કરવામાં આવ્યું.  
(બિડાણ-2)

Regulation 69 – Qualification, Pay, Duties, and recruitment of Teaching Posts  
Regulation 70 – Qualification, Pay, Duties, and recruitment of Non-Teaching Posts  
Regulation 71 – Appointment of Adjunct Faculty  
Regulation 72 – Appointment of visiting Teacher  
Regulation 73 – Appointment of Contractual and Adhoc  
Regulation 74 – Appointment of Project fellow, Consultant and Advisor  
Regulation 75 – Quarterly PAR for Non Teaching  
Regulation 76 – Quarterly FAR for Teaching Staff  
Regulation 77 – Career advancement Scheme (CAS)  
Regulation 78 – Performance based Appraisal system for Teachers  
Regulation 79 – Performance Appraisal Report for Non-Teaching staff  
Regulation 80 – Leave benefits for University Employees

  
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- વધુમાં, રેગ્યુલેશન 48(4)(a) અને (b) માં નીચે મુજબ ફેરફાર કરવાનું મંજૂર કરવામાં આવ્યું અને તે મુજબ રેગ્યુલેશન 48માં સુધારો કરવાનું મંજૂર કરવામાં આવ્યું. (બિડાણ-3)
- Regulation 48(a) – Department of Developmental Disability  
Regulation 48(b) – Department of Sensory Disability
- એજન્ડા-6 એકેડેમિક કાઉન્સિલની તા. 5/6/2021ની બેઠકના એજન્ડા-6 માં રજૂ થયેલ આઈ.આઈ.ટી.ઈ. ઓર્ડિનન્સ-૨૦૨૦ માં રિસર્ચ સુપરવાઇઝરની માન્યતા અંગેના ઓર્ડિનન્સ ૯(૪) થી (૭) અને ૧૫(૮)(a) માં સામેલ સૂચિત સુધારા અન્વયે થયેલ ભલામણ બાબતે નિર્ણય થવા અંગે.
- ઠરાવ-6 એકેડેમિક કાઉન્સિલની તા. 0૫/0૬/૨૦૨૧ની બેઠકના ઠરાવ-6થી થયેલ ભલામણ આઈ.આઈ.ટી.ઈ. ઓર્ડિનન્સ-૨૦૨૦ માં રિસર્ચ સુપરવાઇઝરની માન્યતા અંગેના ઓર્ડિનન્સ ૯(૪) થી (૭) અને ૧૫(૮)(a) માં સામેલ સૂચિત સુધારા અન્વયે થયેલ ભલામણને માન્ય રાખવાનું ઠરાવવામાં આવ્યું. (બિડાણ - 4 અને 5)
- વધુમાં, આઈ.આઈ.ટી.ઈ. ઓર્ડિનન્સ 2(2) માં લોકલ ઇન્સ્પેક્શન કમિટી ફી અને એફિલિએશન ફી બાબતે ચર્ચા કરવામાં આવી. ચર્ચાના અંતે લોકલ ઇન્સ્પેક્શન કમિટી ફી રૂ. ૨૫૦૦૦ અને એફિલિએશન ફી રૂ. ૧૦૦૦૦૦ નિયત કરવામાં આવી અને તે મુજબ ઓર્ડિનન્સ 2(2)માં સુધારો કરવાનું મંજૂર કરવામાં આવ્યું. (બિડાણ-6)
- એજન્ડા-7 આઈ.આઈ.ટી.ઈ. રેગ્યુલેશન્સ-૨૦૨૧ મંજૂર થયેલ છે. સદર રેગ્યુલેશન્સમાં નીચેના રેગ્યુલેશન્સ ઉમેરો કરવાનો થાય છે.
- Nomination in Selection Committee for affiliated colleges except Government colleges
  - Recruitment in affiliated government colleges / Institutes
- ઉપરોક્ત રેગ્યુલેશન એકેડેમિક કાઉન્સિલની બેઠકના એજન્ડા-7 થી રજૂ થયેલ સદર બાબત અન્વયે થયેલ ભલામણ બાબતે નિર્ણય થવા અંગે.
- ઠરાવ-7 આઈ.આઈ.ટી.ઈ. રેગ્યુલેશન્સ-૨૦૨૧માં ઉક્ત રેગ્યુલેશનનો ઉમેરો કરવા અંગેની તા.05/06/2021 ની એકેડેમિક કાઉન્સિલની બેઠકના ઠરાવ ક્રમાંક-7 અન્વયે થયેલ ભલામણ મંજૂર રાખવાનું ઠરાવવામાં તથા નીચેની વિગતે રેગ્યુલેશનમાં સામેલ કરવાનું મંજૂર કરવામાં આવ્યું. (બિડાણ-7)
- Regulation 67 – Recruitment in affiliated Government Colleges / Institutes  
Regulation 68 – Nomination in Selection Committee for affiliated colleges
- પ્રમુખસ્થાનેથી રજૂ થયેલ મુદ્દાઓ
- એજન્ડા-8 આઈ.આઈ.ટી.ઈ. ખાતે સ્ટુડન્ટ એલ્યુમની એસોશિએશન "TOSHA" ના બંધારણ ડ્રાફ્ટને મંજૂર રાખવા અંગે ચર્ચા વિચારણા અંગે.
- ઠરાવ-8 આઈ.આઈ.ટી.ઈ. ખાતે સ્ટુડન્ટ એલ્યુમની એસોશિએશન "TOSHA" ના બંધારણ અંગેની તા.05/06/2021 ની એકેડેમિક કાઉન્સિલની બેઠકના ઠરાવ ક્રમાંક-13 અન્વયે થયેલ ભલામણ મંજૂર રાખવાનું ચર્ચા વિચારણાને અંતે મંજૂર રાખવાનું તથા તે મુજબ નોંધણી કરવાનું ઠરાવવામાં આવ્યું.

તા. ૨૨.૦૬.૨૦૨૧

  
કુલસચિવશ્રી  
સભ્ય-સચિવ

એક્ટ્રિક્યુટિવ કાઉન્સિલની અગીયારમી બેઠકની કાર્યવાહીની નોંધનો "એક્શન ટેકન રિપોર્ટ"

- ઠરાવ-૧ તા. ૩૦/૦૪/૨૦૨૧ અને ૦૫/૦૫/૨૦૨૧ના રોજ યોજાયેલ એક્ટ્રિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ વંચાણે લેવામાં આવી અને સર્વાનુમતે મંજૂર કરવામાં આવેલ.
- ઠરાવ-૨ તા. ૩૦/૦૪/૨૦૨૧ અને ૦૫/૦૫/૨૦૨૧ના રોજ યોજાયેલ એક્ટ્રિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીના અહેવાલની નોંધ લેવામાં આવી અને તેને બહુલ રાખવામાં આવેલ.
- ઠરાવ-૩ તા. ૨૪/૧૨/૨૦૨૧ના રોજ યોજાયેલ એક્ટ્રિક્યુટિવ કાઉન્સિલની બેઠક (ખાસ)ની કાર્યવાહીની નોંધ વંચાણે લેવામાં આવી અને સર્વાનુમતે મંજૂર કરવામાં આવેલ.
- ઠરાવ-૪ તા. ૨૪/૧૨/૨૦૨૦ના રોજ યોજાયેલ એક્ટ્રિક્યુટિવ કાઉન્સિલની બેઠક(ખાસ)ની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીના અહેવાલની નોંધ લેવામાં આવી અને તેને બહુલ રાખવામાં આવેલ.
- ઠરાવ-૫ આઈ.આઈ.ટી.ઈ. ખાતે શૈક્ષણિક વર્ષ: ૨૦૨૧-૨૨ માટે વિવિધ ડાયટ કોલેજના બી.એડ. કોર્સના જોડાણ ચાલુ રાખવા અંગે ઓર્ડિનન્સ ફોર એડિલિએશન, એપ્રુવલ એન્ડ રેક્રેકિશનના ઓર્ડિનન્સ-૪ અનુસાર, સ્થાનિક તપાસ સમિતિના અહેવાલ પર ચર્ચા કરવામાં આવી અને ચર્ચાના અંતે સર્વાનુમતે શૈક્ષણિક વર્ષ: ૨૦૨૧-૨૨ માટે નીચેની ૧૮ ડાયટ કોલેજના બી.એડ. કોર્સના જોડાણ ચાલુ રાખવાનું મંજૂર કરવામાં આવ્યું.
૧. જિલ્લા શિક્ષણ અને તાલીમ ભવન, અમદાવાદ-શહેર
  ૨. શ્રી મહાલક્ષ્મી જિલ્લા શિક્ષણ અને તાલીમ ભવન, અમદાવાદ-રૂરલ
  ૩. જીવરાજ મહેતા જિલ્લા શિક્ષણ અને તાલીમ ભવન, અમરેલી
  ૪. જિલ્લા શિક્ષણ અને તાલીમ ભવન, આણંદ
  ૫. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ભરૂચ
  ૬. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ભાવનગર
  ૭. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ભુજ
  ૮. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ગાંધીનગર
  ૯. જિલ્લા શિક્ષણ અને તાલીમ ભવન (સરકારી મહિલા બી.એડ. કોલેજ), ઇડર
  ૧૦. જિલ્લા શિક્ષણ અને તાલીમ ભવન, જામનગર
  ૧૧. જિલ્લા શિક્ષણ અને તાલીમ ભવન, કઠલાલ-ખેડા
  ૧૨. જિલ્લા શિક્ષણ અને તાલીમ ભવન, નવસારી
  ૧૩. જિલ્લા શિક્ષણ અને તાલીમ ભવન, પાલનપુર
  ૧૪. જિલ્લા શિક્ષણ અને તાલીમ ભવન, પાટણ
  ૧૫. જિલ્લા શિક્ષણ અને તાલીમ ભવન, રાજપીપળા
  ૧૬. જિલ્લા શિક્ષણ અને તાલીમ ભવન, સુરત
  ૧૭. જિલ્લા શિક્ષણ અને તાલીમ ભવન, સુરેન્દ્રનગર
  ૧૮. જિલ્લા શિક્ષણ અને તાલીમ ભવન, વડોદરા

અમદાવાદ સેન્ટ્રલ જેલ ખાતે સેન્ટર ઓફ એક્સટેન્શન અંતર્ગત યુનિવર્સિટીનું સ્ટડી સેન્ટર રેક્રુઈટ કરવા અંગે ઓફિન્સ-૩ અંતર્ગત કરવામાં આવેલ સ્થાનિક તપાસ સમિતિના અહેવાલ પર ચર્ચા કરવામાં આવી અને તેને વર્ષ ૨૦૨૧-૨૨ માટે યુનિવર્સિટીના સ્ટડી સેન્ટર તરીકે રેક્રુઈટ કરવાનું ઠરાવવામાં આવેલ.

વધુમાં, એક્ઝિક્યુટિવ કાઉન્સિલની તા. ૧૯/૦૭/૨૦૨૦ની બેઠકમાં ઠરાવ-૮થી ૧૮ કોલેજોને આઈ.આઈ.ટી.ઈ.ના સેન્ટર ઓફ એક્સટેન્શનના એપુલ્ક સેન્ટર તરીકે મંજૂર કરેલ. આ તમામને વધુ ૦૧ વર્ષ માટે સેન્ટર ઓફ એક્સટેન્શનના એપુલ્ક સેન્ટર તરીકે મંજૂર કરવાનું ઠરાવવામાં આવ્યું. ઉપરોક્ત વિગતે મંજૂર કરેલ આઈ.આઈ.ટી.ઈ.ના સેન્ટર ઓફ એક્સટેન્શનના એપુલ્ક સેન્ટરની યાદી નીચે મુજબ છે.

1. સેન્ટ્રલ જેલ, અમદાવાદ
2. શ્રીમતી ઉલ્લાસબેન ગોરધનદાસ કોલેજ ઓફ એજ્યુકેશન, અમદાવાદ
3. એ.જી. ટીયર્સ કોલેજ, અમદાવાદ
4. ડી.ડી.ચોક્સી કોલેજ ઓફ સેકન્ડરી એજ્યુકેશન, પાલનપુર
5. સેકન્ડરી ટીયર ટ્રેઈનીંગ કોલેજ, વિસનગર
6. બી.ડી.શાહ કોલેજ ઓફ એજ્યુકેશન, મોડાસા
7. કોલેજ ઓફ એજ્યુકેશન, દરામલી
8. એસ. ડી. શેઠિયા કોલેજ ઓફ એજ્યુકેશન, મુંદ્રા
9. આણંદ એજ્યુકેશન કોલેજ, આણંદ
10. શ્રીમતી એસ. આઇ. પટેલ ઇન્ફોવાલા કોલેજ ઓફ એજ્યુકેશન, પેટલાદ
11. શ્રી આર પી.અનડા કોલેજ ઓફ એજ્યુકેશન, બોરસદ
12. એચ.એમ.પટેલ ઇન્સ્ટિટ્યૂટ ઓફ ઇંગ્લિશ ટ્રેઈનીંગ એન્ડ રીસર્ચ, વલ્લભ વિદ્યાનગર
13. દરબાર ગોપાલદાસ શિક્ષણ મહાવિદ્યાલય, અલીયાબાડા
14. શ્રી પી. ડી. માલવીયા ગ્રેજ્યુએટ ટીયર્સ કોલેજ, રાજકોટ
15. શેઠ મોતીલાલ નાથાભાઈ કોન્ક્રેટર કોલેજ ઓફ એજ્યુકેશન, ડભોઇ
16. શ્રીરંગ શિક્ષણ મહાવિદ્યાલય, બીલીમોરા
17. વી.ટી.ચોકસી સર્વજનિક કોલેજ ઓફ એજ્યુકેશન, સુરત
18. કોલેજ ઓફ એજ્યુકેશન, ખરોડ
19. સ્નાતક અધ્યાપન મંદિર, વેડછી

ઠરાવ-૭ આઈ.આઈ.ટી.ઈ.ના સેન્ટર ઓફ એજ્યુકેશન ખાતે ૧૨૬ ની દરખાસ્ત અનુસાર દર્શાવેલ ડીપાર્ટમેન્ટને ધ્યાને લેવા સર્વાનુમતે મંજૂર કરવામાં આવેલ.

ઠરાવ-૮ આઈ.આઈ.ટી.ઈ. ખાતે આસિસ્ટન્ટ પ્રોફેસર ઇન એજ્યુકેશનની નિયમિત જગ્યા પર ડો. જ્યોતિ પંકજકુમાર દવેની (ઓપન કેટેગરી)માં અને ઓફિસ સુપ્રિટેન્ડન્ટની નિયમિત (ફિક્સ-પો)ની જગ્યા પર શ્રી હિતેન્દ્રસિંહ રાજેન્દ્રસિંહ વાઘેલાની (ઓપન કેટેગરી)માં નિમણૂક કરવામાં આવેલ છે, તેની એક્ઝિક્યુટિવ કાઉન્સિલ દ્વારા નોંધ લેવામાં આવેલ.

ઠરાવ-૯ આઈ.આઈ.ટી.ઈ. ખાતે એસોસિએટ પ્રોફેસર ઇન એજ્યુકેશનની નિયમિત જગ્યા પર ડો. અનિલ કે. વરસાત (એસ. ટી. કેટેગરી)માં નિમણૂક કરવામાં આવેલ છે, તેની એક્ઝિક્યુટિવ કાઉન્સિલ દ્વારા નોંધ લેવામાં આવેલ.





- ઠરાવ-10 માન. ચેરમેનશ્રીની સૂચનાથી આ એજન્ડા રદ કરવામાં આવેલ.
- ઠરાવ-11 આઈ.આઈ.ટી.ઈ. ખાતે બિન શૈક્ષણિક જગ્યાઓ ડેપ્યુટી રજીસ્ટ્રાર, યુનિવર્સિટી ડેવલોપમેન્ટ ઓફિસર, પરીક્ષા નિયામક, ઓફિસ સુપ્રિટેન્ડન્ટ અને વોર્ડન (બોઈઝ) જગ્યાઓને તા. ૨૮/૨/૨૦૨૧ સુધી સાતમા પગારપંચનો લાભ આપવાનું સર્વાનુમતે ઠરાવવામાં આવેલ.
- ઠરાવ-12 યુનિવર્સિટીના વિવિધ તૈયાર કરાયેલ રેઝ્યુલેશનને પુનઃ અવલોકન કરવા અંગે બનેલ રેઝ્યુલેશન કમિટીનો ભલામણ સાથેનો રિપોર્ટ તથા તૈયાર કરેલ રેઝ્યુલેશન ૧ થી ૬૬ તા. ૩૦/૦૫/૨૦૨૧ની એકેડેમિક કાઉન્સિલની બેઠકમાં ઠરાવ-૭થી મંજૂર કરેલ છે અને ભલામણસહ સાદર થયેલ છે. ચર્ચા-વિચારણા અંતે સભ્યોની ભલામણ મુજબ સુધારા સાથે આઈ.આઈ.ટી.ઈ.ના રેઝ્યુલેશન ૧ થી ૬૬ મંજૂર કરવામાં આવેલ. જેને અમલમાં મૂકવામાં આવેલ છે.
- ઠરાવ-13 આઈ.આઈ.ટી.ઈ. સંલગ્ન સરકારી તથા ગ્રાન્ટ ઇન એઇડ બી.એડ. કોલેજોના વિવિધ સંવર્ગના આસીસ્ટન્ટ પ્રોફેસર/અધ્યાપક સહાયકની નિમણૂક માટેના ઇન્ટરવ્યુ માટેના પસંદગી સમિતિ અન્વયે સભ્યોની યાદી માટે વિવિધ કેટેગરી અનુસારની તૈયાર કરાયેલ તજજ્ઞોની યાદી તા. ૩૦/૦૫/૨૦૨૧ની એકેડેમિક કાઉન્સિલની બેઠકમાં ઠરાવ-૮થી મંજૂર કરેલ છે જેને સર્વાનુમતે ચર્ચા-વિચારણા અંતે મંજૂર કરવામાં આવેલ.
- ઠરાવ-૧૪ માન. ચેરમેનશ્રીની સૂચનાથી આ એજન્ડા એક્ઝિક્યુટિવ કાઉન્સિલની આગામી બેઠકમાં રજૂ કરવાનું નક્કી કરવામાં આવેલ. જે અંગે કોઈ કાર્યવાહી કરવાની રહેતી નથી.
- ઠરાવ-૧૫ આઈ.આઈ.ટી.ઈ. ખાતે શૈક્ષણિક વર્ષ ૨૦૨૦-૨૧ના એડમીશન માટેની પ્રવેશ પરીક્ષા, પ્રવેશ પ્રક્રિયા, એનરોલમેન્ટ - રજીસ્ટ્રેશન માટેની પ્રક્રિયા અને તૃતીય વાર્ષિક પદવીદાન સમારોહ ના આયોજન માટે કેન્દ્ર અને રાજ્ય સરકારશ્રીના નીચે પ્રમાણેના નિયમો / માર્ગદર્શિકાઓનું પાલન કરવામાં આવેલ.
1. એડમીશન ૨૦૨૦ અંતર્ગત 13T પ્રવેશ પરીક્ષા નું આયોજન કરવા માટે યુ.જી.સી. ની તા. ૮ જુલાઈ ૨૦૨૦ ના રોજ જાહેર કરેલ SOP
  2. એડમીશન ૨૦૨૦ અંતર્ગત એનરોલમેન્ટ / રજીસ્ટ્રેશન અને ફી પરત કરવાની પ્રક્રિયા માટે યુ.જી.સી. ની તા. ૨૨ સપ્ટેમ્બર, ૨૦૨૦ ના રોજ જાહેર કરેલ માર્ગદર્શિકા
  3. યુનિવર્સિટીના ૩જા પદવીદાન સમારોહના આયોજન માટે ગુજરાત સરકાર દ્વારા બહાર પાડવામાં આવેલ તા. ૯ સપ્ટેમ્બર ૨૦૨૦ નું જાહેરનામું
- ઉપરોક્ત નિયમો / માર્ગદર્શિકાઓ અન્વયે કરેલ કામગીરી બહાલ રાખવામાં આવેલ.



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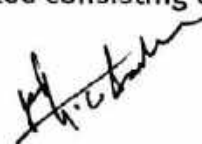
15 BUILDING AND WORKS COMMITTEE

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- [f] University Librarian shall be member-secretary.
- [2] The Committee shall meet at-least once in every term and at such other times as the meeting thereof is convened by the Chairman. Half of the members of the Committee shall form a quorum for a meeting of the Committee.
- [3] Functions:
- [a] The committee shall make recommendations to the Academic Council;
    - [i] regarding the budget preparation and utilisation of Library;
    - [ii] regarding the facilities for the readers at Library;
    - [iii] regarding the procurement of books, periodicals, journals, subscription of digital books, journals and periodicals;
    - [iv] regarding other matters connected with Library;
  - [b] The committee shall report to the Academic Council, for information, the purchase of books and disposal of such books as in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purpose of the regulation, books shall include manuscripts and periodicals;
  - [c] The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them.
  - [d] The Committee shall have the power to write off books lost during any year, of the value not exceeding Rs.10,000/- after holding necessary inquiry.

**Reg 15 Building and Works Committee**

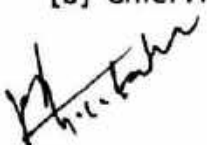
- [1] There shall be a University Building and Works Committee consisting of:
- [a] The Vice Chancellor;



- [b] The City Engineer, GMC, Gandhinagar;
  - [c] The Executive Engineer (R & B Circle, Gandhinagar) or his nominee not below the rank of DE;
  - [d] Two expert members appointed by the Vice - Chancellor for a period of three years;
  - [e] University Development Officer;
  - [f] University Engineer or Structural Engineer to be nominated by the Vice Chancellor for a period of three years;
  - [g] AR - Estate;
  - [h] Registrar as a member secretary;
- [2] The Committee shall meet twice every year and at such other times as a meeting thereof is convened by the Vice Chancellor.
- [3] Half of the members shall form a quorum for a meeting of the Committee.
- [4] The Committee shall recommend to the Executive Council in the matter of:
- [a] Construction of building, their plans and estimates, etc;
  - [b] Acceptance of tenders after scrutiny of Estate Work;
  - [c] Repairs, alterations or additions to the existing building;
  - [d] All other matters like security, housekeeping, maintenance etc. relating to the University Estate.

**Reg 16 Purchase Committee**

- [1] There shall be a University Purchase Committee consisting of:
- [a] Vice Chancellor's nominee as Chairman.
  - [b] Chief Account Officer





68 *NOMINATION IN THE SELECTION COMMITTEE FOR AFFILIATED COLLEGES.*

**Reg 67 Recruitment in affiliated Government Colleges / Institutes.**


- [1] The recruitment of Teachers / Principals in affiliated government colleges / institutes done by the Gujarat Public Service Commission or any body / committee constituted by the Government of Gujarat shall be deemed to be approved by the University.

**Reg 68 Nomination in the Selection Committee for affiliated colleges.**

- [1] UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher Education, 2018 and NCTE regulation / Government of Gujarat guide lines / IITE guide lines shall be read by the concerned for this regulation.
- [2] This regulation is for the nomination in the Selection Committee Composition for Non-Government i.e. grant in aid and self financed affiliated colleges.
- [3] For the selection committee of Professor / Associate Professor / Assistant Professors / Adhyapak Sahayak:

- [a] Two nominees of the Vice Chancellor of the IITE, of whom one should be a subject expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice Chancellor of IITE, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.

Provided that, for the selection committee of Professor / Associate Professor, one of the nominated member shall be the Dean or equivalent position or not below the rank of Professor in the University and other must be expert in the concerned subject.

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- [b] Two subject experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/ declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
  - [c] An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- [4] Nomination in the Selection Committee Composition for Principal in affiliated colleges except Government Colleges:
- [a] Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/ field concerned out of which at least one shall be a person not connected in any manner with the IITE. 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 IITE of whom one should be a subject expert.
  - [b] Three Higher Education 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 of the college out of

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**69 QUALIFICATION, PAY, DUTIES AND RECRUITMENT OF TEACHING POSTS**

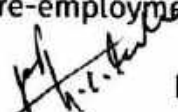

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a panel of six experts approved by the relevant statutory body of the university concerned).

- [c] An academician representing SC/ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- [d] Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/ declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body 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 relevant statutory body.

**Reg 69      Qualification, Pay, Duties and Recruitment of Teaching Posts**

- [1] UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher Education, 2018 and NCTE regulation / Government of Gujarat guide lines / ITE Act shall be read by the concerned for this regulation.
- [2] Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years. Provided further that all such re-employment shall

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be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

[3] The committee for the appointment of Professor shall be as prescribed in the section 37 of the IITE Act.

[4] Selection Committee Composition for other University Teachers

[a] The Selection Committee for the post of Assistant Professor, Associate Professor in the University shall consist of the following persons :

[i] Vice Chancellor who shall be the Chairperson of the Committee.

[ii] An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.

[iii] Three experts in the subject/ field concerned to be nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

[iv] Dean.

[v] Head of the Department.

[vi] An academician belonging to the SC/ST/OBC/EWS/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 does not belong to that category.

[b] At least four members, including two outside subject experts, shall constitute the quorum.



**[5] Assistant Professor (Education) (Direct Recruitment)**

1	Name of the Post	Assistant Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 2
4	Scale of Pay	6th CPC: PB-3 (15600 - 39100) with Grade Pay 6000 7th CPC: Level 10 (57,700)
5	Educational and other qualification required for direct recruits	Essential:  (1) Post Graduate Degree in Arts / Humanities/ Sciences/ Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)  (2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)  (3) Doctor of Philosophy in Education as prescribed by UGC Regulation, 2018.
6	Period of probation, if any	Two Year

**[6] Assistant Professor (Subject) (Direct Recruitment)**

1	Name of the Post	Assistant Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 2
4	Scale of Pay	6th CPC: PB-3 (15600 - 39100) with Grade Pay 6000 7th CPC: Level 10 (57,700)





5	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>(1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>(2) Degree in Education (B.Ed.) with minimum 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(3) Doctor of Philosophy in the Subject as prescribed by UGC Regulation, 2018.</p> <p>Desirable:</p> <p>(1) M.Ed. or M.A. Education</p>
6	Period of probation, if any	Two Year

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**[7] Associate Professor (Education) (Direct Recruitment)**

1	Name of the Post	Associate Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 9000 7th CPC: Level 13A (1,31,400)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>(1) Post Graduate Degree in Arts / Humanities / Sciences / Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(3) Ph.D. Degree in Education</p> <p>Experience:</p> <p>(1) An Assistant Professor or above who has a minimum 08 years of teaching experience in Department of Education at University level / College of Education and / or as a Teacher Educator in institution of Teacher Education with PG Teacher recognition and /or research experience at equivalent level at the University / National Level / State Level Institutions with evidence of having successfully guided doctoral candidates and / or equivalent research work.</p> <p>(2) A minimum of 7 publications in the peer reviewed or UGC listed journal and a total research score of 75 as per the criteria given in Appendix II, Table-2, UGC Regulations-2018.</p>
6	Period of probation	Two Year



[8] Associate Professor (Subject) (Direct Recruitment)

1	Name of the Post	Associate Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 9000 7th CPC: Level 13A (1,31,400)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> <li>(1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</li> <li>(2) Degree in Education (B.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed)</li> <li>(3) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.</li> </ol> <p>Experience:</p> <ol style="list-style-type: none"> <li>(1) A minimum of 08 years or experience of teaching equivalent to that of assistant professor in a University/ College and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates and /or equivalent research work.</li> <li>(2) A minimum of 7 publications in the peer reviewed or UGC listed journal sand a total research score of 75 as per the criteria given in Appendix II, Table-2, UGC Regulations-2018.</li> </ol> <p>Desirable:</p> <ol style="list-style-type: none"> <li>(1) M.Ed. or M.A. Education</li> </ol>
6	Period of probation, if any	Two Year

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**[9] Professor (Education) (Direct Recruitment)**

1	Name of the Post	Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 10000 7th CPC: Level 14 (1,44,200)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> <li>(1) Post Graduate Degree in Arts / Humanities / Sciences / Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</li> <li>(2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed)</li> <li>(3) Ph.D. Degree in Education</li> </ol> <p>Experience:</p> <ol style="list-style-type: none"> <li>(1) An Associate Professor or above who has a minimum 10 years of teaching experience in Department of Education at University level/ College of Education and/ or as a Teacher Educator in institution of Teacher Education with PG Teacher recognition and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates; or</li> <li>(2) An outstanding professional having a Ph.D. degree in Education from any academic institutions, Industry, who has made significant contribution to the knowledge in the field of Education, supported by documentary evidence provided he/she has ten years experience.</li> <li>(3) Published work of high quality, actively engaged research with evidence of published work with a minimum of 10 research publications in the peer reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table - 2, UGC Regulations-2018.</li> </ol>
6	Period of probation, if any	Two Year

[10] Duties of University Teachers

- (1) Teaching (Number of classes taught / total classes assigned which includes sessions on tutorials, lab and other teaching related activities) shall be more than 80 %.
- (2) He/She shall be involved in atleast three activities of the University like administration /examination /research /Book writing /E-content /MOOCs /start up /consultancy /co-curricular related activities / etc. as assigned by the authority.
- (3) The workload of teachers shall not be less than forty hours a week. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development /Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post Graduate courses.
- (4) Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.
- (5) Every teacher shall follow code of professional ethics.





**Reg 70 Qualification, Pay, Duties and Recruitment of Non-Teaching Posts****[1] Registrar**

1	Name of the Post	Registrar
2	Number of Posts	01
3	Classification	Group A
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 10000 7th CPC: Level 14 (1,44,200)
5	Whether Selection post or Non selection post	Not Applicable
6	Age limit for direct recruitment	Not exceeding 57 years. 5 years tenure post on Deputation (including Short Term Contract) for a period of 5 years (extendable by 5 years) or till attaining the age of 62 years whichever is earlier, or as fixed by State Government issued in this regard from time to time.
7	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>Master's Degree with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Experience:</p> <ol style="list-style-type: none"> <li>(1) At least 15 years of experience as Assistant Professor in the Academic Level 11 (AGP 7000) and above or with 8 years of service in the Academic Level 12 (AGP 8000) and above including as Associate Professor along with 3 years experience in educational administration; or</li> <li>(2) Comparable experience in research establishment and/or other institutions of higher education; or</li> <li>(3) 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</li> </ol> <p>Desirable:</p> <ol style="list-style-type: none"> <li>(1) Qualification in the area of Management/ Engineering / Law.</li> <li>(2) Experience in computerized administration/ legal/ financial/ establishment matters.</li> </ol>



**70 QUALIFICATION, PAY, DUTIES AND RECRUITMENT OF NON-TEACHING POSTS**

8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	Direct recruitment, failing which on Deputation/ Transfer on Deputation/ on Contract basis for tenure of up to 5 (Extendable by 5 years) years or till attaining the age of 62 years, whichever is earlier or as fixed by State Government from time to time.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<p>DEPUTATION OR ON CONTRACT BASIS</p> <p>Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. Laboratory or PSU.</p> <p>(1) Holding analogous post;</p> <p>(2) With at least 15 years' experience as Assistant Professor in the AGP of Rs.7000/-(Level 11 of the 7th CPC) and above or with 8 years of service in the AGP of Rs.8000/-(Level-12 of the 7th CPC) and above including as Associate Professor along with 3 years' experience in educational administration; or</p> <p>(3) Comparable experience in research establishment and/ or other institutions of higher education; or</p> <p>(4) 15 years of administrative experience of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs 8700/-, Level 13 of the 7th CPC) or equivalent.</p>
12	If a DPC exists, what is the composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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14	Duties	<p>(1) He/She has to work as member secretary of statutory authorities and committees as defined in the Act / Statutes / Ordinances / Regulations.</p> <p>(2) He/She has to work or execute the work as per the direction of the Vice Chancellor for the smooth administration of the University.</p> <p>(3) He/She is custodian of the University.</p> <p>(4) He/She has to monitor the status of available grant and shall communicate to State Government for grant and new items.</p> <p>(5) He/She has to work as Applet Authority as per the RTI Act 2005.</p>
----	--------	--

**[2] Selection Committee Composition for Other Non teaching staff**

- [a] The committee in Regulation 43 shall recommend the qualification, pay, duties of the required posts as per the guidelines of State Government or prevailing norms.
- [b] The Selection Committee for the post of Class 1 and 2 posts:
- [i] The Vice Chancellor or his nominee who shall be the Chairperson of the Committee.
  - [ii] An academican not below the rank of Professor to be nominated by the Vice Chancellor.
  - [iii] Three experts in the subject/ field concerned to be nominated by the Vice Chancellor.
  - [iv] A person belonging to the SC/ST/OBC/EWS/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor.
  - [v] At least four members, including two experts, shall constitute the quorum.
- [c] The Selection Committee for the post of Class 3 and 4 posts:
- [i] The Vice Chancellor or his nominee who shall be the Chairperson of the Committee.

- [ii] Two experts in the subject/ field concerned to be nominated by the Vice Chancellor.
- [iii] A person belonging to the SC/ST/OBC/EWS/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor.
- [iv] At least three members, including two experts, shall constitute the quorum.

### **Reg 71 Appointment of Adjunct Faculty**

#### **[1] Target Groups:**

Professionals, experts, officials and managers having experience of working in:

- [a] Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.
- [b] Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- [c] Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and NCTE, both serving and retired;
- [d] Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- [e] NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Teacher Education.
- [f] Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

#### **[2] Qualifications**

Candidate for adjunct faculty should satisfy the following norms

**[a] For Conventional Higher Education Courses:**

- [i] Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory council / IITE from time to time. OR**
- [ii] A person of eminence with or without a postgraduate or Ph.D. qualifications**

**[b] For Skill based Courses:**

- [i] Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR**
- [ii] Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.**

- [c] In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.**

**[3] Selection Criteria:**

- [a] Adjunct Faculty will be appointed by the Vice Chancellor. The Vice Chancellor may ask for the opinion to the committee of Regulation(43). Period of empanelment will vary from 6 months to 3 years as decided by the Vice Chancellor on mutually agreed terms and conditions.**
- [b] The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.**

**[4] Honorarium:**





[a] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 1,00,000/- (Rs. One Lakh Only) per month.

[5] Roles and Responsibilities:

[a] He/She shall be actively involved in Conventional Higher Education Courses or Skill based Vocational Courses or Research Courses or Training or Research or Services.

[6] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.

[7] The appointed person shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.

**Reg 72 Appointment of Visiting Teacher**

[1] The teaching load where the requirement is not on regular basis as a permanent faculty may be engaged with visiting teacher with prior approval of the Vice Chancellor before the beginning of the academic term.

[2] He/She will be provided an honorarium of Rs. 500/- (Rs. Five Hundred Only) per lecture and Rs. 150/- (Rs. One Hundred Fifty Only) per practical.

[3] The eligibility and scope of work of visiting faculty shall be considered and approved by the committee of Regulation (43).

[4] The visiting teacher shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.



**Reg 73 Appointment of Contractual and Adhoc**

- [1] The posts which are recommended by the committee of Regulation (43) can be filled as Contractual or Adhoc till the sanction obtained from the State Government.
- [2] The appointed person shall be bound to work for Monday - Saturday and in case of requirement Sunday also.
- [3] The pay, allowances, qualification, and job responsibilities shall be decided by the committee of Regulation (43).
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [6] The appointed person shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.
- [7] The appointed person for the academic work shall be responsible to complete the teaching and assessment work of the semester even after the completion of their tenure.
- [8] He/She will not be entitled to get any type of certificates except experience certificate and salary certificate.

**Reg 74 Appointment of Project Fellow, Consultant and Advisor**

- [1] The Project Fellow, Consultant and Advisor may be appointed if the committee of Regulation (43) recommend such requirement.



- [2] The appointed Person/Firm shall be bound to work on Project basis.
- [3] The pay / fees, qualification/eligibility, and job responsibilities shall be recommended by the committee of Regulation (43) to the University.
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person/Firm is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [6] The appointed person/Firm shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.
- [7] He/She will be entitled to get project completion certificate.

*[Handwritten signature]*

**Reg 75 Quarterly PAR for Non Teaching**

[1] Name: \_\_\_\_\_

[2] Designation: \_\_\_\_\_

[3] Quarter: Month \_\_\_\_\_ to \_\_\_\_\_

[4] Date of Presentation: \_\_\_\_\_

[5] Time of Presentation: \_\_\_\_\_

[6] Mobile Number: \_\_\_\_\_

[7] Email Id: \_\_\_\_\_

**[8] Main Duties**

[a] \_\_\_\_\_

[b] \_\_\_\_\_

[c] \_\_\_\_\_

[d] \_\_\_\_\_

[e] \_\_\_\_\_

**[9] Goals - Achievements**

(1) \_\_\_\_\_ (1) \_\_\_\_\_

(2) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (3) \_\_\_\_\_

(4) \_\_\_\_\_ (4) \_\_\_\_\_

[10] Self Assessment ( 1 - Extremely dissatisfied, 2 - Dissatisfied, 3 - Neutra, 4 - Satisfied, 5 - Extremely satisfied)

Completion of works	
Quality of works	
Adherence to work related procedures	
Ability to make work decisions	
Ability to coordinate work matters	

## [11] Participation in various committees

University	
Branch	
Any Other	

## [12] Best Practices

University	
Branch	
Any Other	

## [13] Involvement in Professional Readiness

University	
------------	--



Branch	
Any Other	

Date:

Signature of Applicant

Place:



**Reg 76 Quarterly FAR for Teaching Staff**

- [1] Name: \_\_\_\_\_
- [2] Designation: \_\_\_\_\_
- [3] Subject \_\_\_\_\_ Department \_\_\_\_\_
- [4] Quarter: Month \_\_\_\_\_ to \_\_\_\_\_
- [5] Date of Presentation: \_\_\_\_\_
- [6] Time of Presentation: \_\_\_\_\_
- [7] Academic Qualification: \_\_\_\_\_
- [8] Date of Appointment: \_\_\_\_\_
- [9] Date of Confirmation: \_\_\_\_\_
- [10] Total Experience: \_\_\_\_\_
- [11] Period of Absence and Leave Type: \_\_\_\_\_
- [12] Brief History of work (completed and ongoing) during the quarter:
- [a] Allotted Assignments
- [i] Curricular \_\_\_\_\_
- [ii] \_\_\_\_\_
- [iii] Co-Curricular \_\_\_\_\_
- [iv] \_\_\_\_\_
- [b] Initiative Taken
- [i] by University \_\_\_\_\_
- [ii] \_\_\_\_\_
- [iii] by Department \_\_\_\_\_



[iv] \_\_\_\_\_

[v] by Individual \_\_\_\_\_

[vi] \_\_\_\_\_

**[c] Contribution in Assembly**

[i] \_\_\_\_\_

[ii] \_\_\_\_\_

[iii] \_\_\_\_\_

**[d] Any innovation introduced in the Institute**

[i] \_\_\_\_\_

[ii] \_\_\_\_\_

[iii] \_\_\_\_\_

**[e] Any New Experiment added in the Institute**

[i] \_\_\_\_\_

[ii] \_\_\_\_\_

[iii] \_\_\_\_\_

**[f] Any Step Taken for Resource Generation**

[i] \_\_\_\_\_

[ii] \_\_\_\_\_

[iii] \_\_\_\_\_

**[g] Any Contribution to Student Support**

[i] \_\_\_\_\_

[ii] \_\_\_\_\_

[iii] \_\_\_\_\_

**[h] Any Contribution to Enhance the Capacity Building of the University**

[i] \_\_\_\_\_

[ii] \_\_\_\_\_

[iii] \_\_\_\_\_

**[i] Publications**

(Give total number and details of Local/State/National/International)

[i] Books \_\_\_\_\_

[ii] Articles \_\_\_\_\_

[iii] Research Papers \_\_\_\_\_

[iv] Chapters in Books \_\_\_\_\_

[v] Books Edited \_\_\_\_\_

**[j] Details regarding applications forwarded for various posts at another institute:**

[i] Name of Institute: \_\_\_\_\_

[ii] Post: \_\_\_\_\_

[iii] Pay Scale: \_\_\_\_\_

[iv] Reason for Apply: \_\_\_\_\_

**[13] Creation of ICT Mediated Teaching Learning Pedagogy, Content and Development of New and Innovation Courses and Curricula.**

[a] MOOCs developed in 4 quadrant (Per module/Lecture): \_\_\_\_\_

[b] \_\_\_\_\_

[c] \_\_\_\_\_

[d] \_\_\_\_\_

**[14] Research Guidance**

1				
2				



3				
---	--	--	--	--

## [15] Curriculum Transaction Status:

Month \_\_\_\_\_ Week \_\_\_\_\_

(a) Course: \_\_\_\_\_

(b) Subject and Name of Paper with Code:

\_\_\_\_\_

(c) Name of Chapter: \_\_\_\_\_

(d) Number of Lectures (In Hours): \_\_\_\_\_

(e) Number of Practicals (In Hours): \_\_\_\_\_

(f) Number of Guidance (In Hours): \_\_\_\_\_

(g) Remarks: \_\_\_\_\_

Date:

Signature of Applicant

Place:



**Reg 77 Career Advancement Scheme (CAS)**

- [1] UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 shall be followed for the promotion of teachers under Career Advancement Scheme (CAS).
- [2] The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- [3] The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors:
  - [a] For University teachers:
    - [i] The Vice Chancellor or his/ her nominee shall be the Chairperson of the Committee;
    - [ii] The Dean;
    - [iii] The Head of the Department; and
    - [iv] One subject expert in the subject concerned nominated by the Vice Chancellor from the University panel of experts.
  - [b] For College teachers:
    - [i] The Principal of the college;



- [ii] Head /Teacher-Incharge of the department concerned from the college;
- [iii] Two subject experts in the subject concerned nominated by the Vice Chancellor from the university panel of experts;
- [c] The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.





**Reg 78 Performance Based Appraisal System for Teachers**

[1]

**Part A - Self Information**

(1) Name of Faculty: \_\_\_\_\_

(2) Father's Name: \_\_\_\_\_

(3) Department: \_\_\_\_\_

(4) Present Designation and Pay band: \_\_\_\_\_  
\_\_\_\_\_

(5) Date of first appointment: \_\_\_\_\_

(6) Date of last promotion: \_\_\_\_\_

(7) Which position and Pay Band are you an applicant under CAS?  
\_\_\_\_\_

(8) Date of eligibility for promotion: \_\_\_\_\_

(9) Date and Place of Birth: \_\_\_\_\_

(10) Sex : \_\_\_\_\_

(11) Marital Status: \_\_\_\_\_

(12) Nationality: \_\_\_\_\_

(13) Category: \_\_\_\_\_

(14) Address for Communication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_ Email : \_\_\_\_\_

(15) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[Handwritten signature]*

(16) Performance Appraisal Report for the period:

---

(17) Academic Qualifications (HSC till Post Graduation)

Examination	Board/University	Year of Passing	%	Class	Subject
HSC					
UG					
PG					
B.Ed.					
M.Ed.					

(18) Academic Qualifications (Research Degrees)

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D./ D.Phil.			
D.Sc./ D.Lit.			

(19) Appointments held before joining IITE.

*Handwritten signature*

Designation	Name of Employer	Date of Joining	Date of Leaving	Salary with Grade Pay	Reason of Leaving

## (20) Posts held after appointment in IITE

Designation	Department	Date of joining	Date of Leaving	Salary with Grade Pay

## (20) Period of teaching experience

PG Classes (in Years)		UG Classes (in Years)	
-----------------------	--	-----------------------	--

## (21) Research Experience excluding years spent in M.Phil / Ph.D.

In Years	
----------	--

## (21) Fields of Specialization under the Subject / Discipline.

*Handwritten signature*

(a)	
(b)	

## (22) Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

Date:

Signature of Applicant

Place:



[2]

Part B - Academic Performance Indicators

Category 1 - Teaching, Learning and Evaluation related Activities

[a] Work plan and achievement:

Task to be performed	Deliverables	Actual Achievement

[b] During the period under report, do you believe that you have made any innovation / best practices / extra ordinary contribution? If so, please give a verbal description (within 100 words):

*H. H. H.*

**[c] Initiatives taken:**

Initiative by University	
Initiative by Department	
Initiative by Individual	

**[d] Contribution in Assembly:**

--



[e] Curricular Activities: Lectures(L), Seminars(S), Tutorials(T), Practicals(P),  
Contact Hours(C) (Give semester wise details, where necessary)

S.No.	Course / Paper	Level	Mode of Teaching	Hours per week allotted	% of class taken as per documented record

		API Score
(a)	Class taken (Max 50 for 100 % performance and proportionate score upto 80 % performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norms (Max Score 10)	

[f] Reading / Instructional material consulted and additional knowledge re-  
sources provided to students

S.No.	Course / Paper	Consulted	Prescribed	Additional Resource Provided



API Score based on Preparation and imparting of knowledge / instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. Score 20)				API Score

[g] Creation of ICT Mediated Teaching Learning Pedagogy and Content Development of new and innovative courses and curricula or Use of Participatory and Innovative Teaching - Learning Methodologies, updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
MOOCs		
1		
2		
	Total Score (Max Score: 20)	

[h] Examination duties assigned and performed.

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max Score: 25)			

**Category 2 - Co-Curricular, Extension, Professional Development related Activities**

[a] Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs/Week	API Score
	(1) Extension, Co-curricular and field based activities		
	Total (Max: 20)		
	(2) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score

	Total (Max: 15)		
	(3) Professional Development Activities		API Score
	Total (Max: 15)		
	Total Score ((1)+(2)+(3)) (Max: 25)		

## Category 3 - Research, Publications and Academic Contributions

## [a] Published Papers in Journals

S.No.	Title with page no.	Journal	ISSN / ISBN No.	Whether peer re-viewed? Impact factor if any	No. of Co - authors	Whether you are the main author?	API Score

*Handwritten signature*

**[b] Articles /Chapters published in Books**

S.No.	Title with page no.	Book Title, Editor & Publisher	ISSN /ISBN No.	Whether peer re-viewed?	No. of Co - authors	Whether you are the main author?	API Score

**[c] Full Papers in Conference Proceedings**

S.No.	Title with page no.	Details of Conference Publications	ISSN /ISBN No.	No. of Co - authors	Whether you are the main author?	API Score

**[d] Books Published as single author or as editor**

S.No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN /ISBN No.	Whether peer re-viewed?	No. of Co - authors	Whether you are the main author?	API Score

**[e] Ongoing Research Projects and Consultancies**

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	API Score

**[f] Completed Research Projects and Consultancies**

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	Whether policy document / patent as outcome	API Score

**[g] Research Guidance**

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M. Phil. or equivalent				
Ph. D. or equivalent				



[h] Training Courses, Teaching - Learning - Evaluation Technology programmes, Faculty Development programmes (not less than one week duration)

S.No.	Programme	Duration	Organized by	API Score

[i] Papers presented in Conferences, Seminars, Workshops, Symposia.

S.No.	Title of the paper presented	Title of Conference / Seminar etc.	Organized by	Whether international / national / state / regional / college or university level	API Score

[j] Invited Lectures and Chairmanships at national or international conference / seminar etc.

S.No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether international / national	API Score

--	--	--	--	--	--

**[3] Summary of API Scores**

S.No.	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

**[4]****Part C - Other Relevant Information**

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

S.No.	Details (Mention year, value etc. where relevant)

*h.c. kumar*  
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[5] List of Enclosures: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Place:

Signature of the faculty with

Date:

Designation

Place:

Signature of the HOD

Date:

Place:

Signature of the Director/Principal

Date:

Note: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University / College as necessary and placed before the Screening cum Evaluation Committee for assessment / verification.

**Reg 79 Performance Appraisal Report for Non Teaching Staff**

Form of Performance Appraisal Report up to Class-I and Class-II Administrative Employees of IITE.

[1]

**Section I - Basic Information**  
(To be filled in by Establishment Branch)

(1) Name of the Employee reported upon :

\_\_\_\_\_

(2) Designation:

\_\_\_\_\_

(3) Department:

\_\_\_\_\_

(4) Additional Responsibility, if applicable :

\_\_\_\_\_

(5) Date of Appointment :

\_\_\_\_\_

(6) Quarterly Performance Appraisal Report for the period:

\_\_\_\_\_

(7) Date of Birth :

\_\_\_\_\_

(8) Reporting and Reviewing Authorities:

Authority	Name & Designation	Period Worked
Reporting Authority		

*H. Chandra* Page 317

(51)

Reviewing Authority		
---------------------	--	--

(9) Period of absence due to on leave other reason(S):

Period	Specify Type of Leave	Remarks

(10) Training Programs attended:

Date from	Date to	Institute	Subject

(11) Please give the details if the officer had held the additional charge of any other post for three months or more:

S.No.	Date from	Date to	The name of branch and name of post




(12) Overall Grade of last three year's Performance Appraisal Report:

S.No.	Period	Overall Grade

(13) Details of PAR for the year \_\_\_\_\_ (Previous Year) which has not been reported or reviewed by him/her.

Activity	To be done	Done	Not Done
Reporting			
Reviewing			

Date:

Place:

Signature on behalf of  
Establishment Branch



[2]

## Section II - Self-Appraisal

- (1) Brief description of duties : (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

--

- (2) Work plan and achievement:

Task to be performed	Deliverables	Actual Achievement

- (3) During the period under report, do you believe that you have made any extra ordinary contribution? E.g. You may mention any awards or honors received. (Resulting in Significant benefits to the public and/or reduction in time and costs) If so, please give a verbal description (within 100 words):

- (4) What are the factors that hindered your performance?

- (5) Involvement in Professional Readiness

University	
Branch	
Any Other	



(6) Declaration:

S.No.	Activities	Detail	Date
1	Have you field your immovable property return of previous year before 31st January?	Yes/No	
2	PARS of how many subordinate employees for previous year have to be assessed by you?		
3	PARS of how many subordinate employees for previous year have been assessed and sent to the reviewing officer before 15th June?		

(7) Self Assessment ( 1 - Extremely dissatisfied, 2 - Dissatisfied, 3 - Neutra, 4 - Satisfied, 5 - Extremely satisfied)

Completion of works	
Quality of works	
Adherence to work related procedures	
Ability to make work decisions	
Ability to coordinate work matters	

(8) Participation in various committees

University	
Branch	
Any Other	



## (9) Best Practices

University	
Branch	
Any Other	

(10) Additional Charges: If you have held the additional charge of any other post for 3 months or more, please attach Annexure with following details:

- (1) Name and Post of the officer Reported upon:
- (2) Duration of holding additional charge:
- (3) Achievements under additional charge:
- (4) Any extra ordinary contribution:

Date:

Place:

Signature of

Officer reported Upon



[3]

Section III - Appraisal by Reporting Officer

- (1) Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details. **YES/NO.**

- (2) Please comment on the claim (if made) of extra ordinary contribution by the officer reported upon.

- (3) Has the officer reported upon met with any significant failures in respect of his work or if any disciplinary action has been taken, during the year under report? If yes, please Furnish factual details. **YES/NO**


*[Handwritten signature]*

- (4) Assessment of work output (Grades Should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). (40 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work			
2	Quality of Output			
3	Accomplishment of extraordinary work			
4	Analytical ability			

- (5) Assessment of personal Attributes (Grade should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade). (30 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work			
2	Sense of responsibility			
3	Inter-personal relation and emotional stability			
4	Communication skills			
5	Moral courage			
6	Leadership qualities			



- (6) Assessment of Function Competency (Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade). (25 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of laws/ rules/procedures/ IT skills			
2	Decision making ability			
3	Initiative			
4	Coordination ability			
5	Ability to motivate and Team spirit			

- (7) Assessment of Organization Discipline (5 Marks)

S.No.	Activity	Reporting Authority
1	Filed or not filed the immovable property return before 31 <sup>st</sup> January? If yes 2 mark, otherwise 0 mark.	
2	Has the officer reported upon sent his/her PAR of the current year before 15th May to the reporting officer? If yes 1 marks, otherwise 0 mark.	
3	Has the officer reported upon sent PAR of the subordinate employees for the previous year to the concerned reviewing officer before 15th Jun.? If 85% or more PAR's are sent, give 2 marks otherwise give 0 mark.	

*[Handwritten signature]*

(8) Integrity: Please comment on the integrity of the officer.

(9) Pen picture by Reporting Officer, Please comment (In about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections and ability for field / Secretariat.

(10) Recommendation for domain assignment (Please tick mark any four) :

	Culture and information		Establishment		Legislative and Court matter		Project Planning
	Accounting		Field work		Project management		IT
	Inquiry Matter		Service Matter		Co-ordination		

(11) overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100.)

= \_\_\_\_\_

Date:

Place:

Signature of

Reporting Officer

*[Handwritten Signature]*  
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(61)

[4]

Section IV - Review

- (1) Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes and extraordinary achievements and/ or significant failures in section III? (In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in that section and initial your entries). **YES/NO**

- (2) In case of difference of opinion details and reasons for the same may be given.

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- (3) Comments, if any, on the Pen Picture written by the Reporting Authority.

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- (4) Overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100 in Section 3). (If the reviewing officer differs from reporting officer).

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Date:

Place:



Signature of

Reviewing Authority

**Reg 80 Leave benefits for University Employees**

[1] This regulation shall be applicable to all the permanent University employees.

**[2] Right to Leave**

- [a] Leave is a permission granted by the competent authority, at its discretion to the employee, to remain absent from duty.
- [b] Leave shall not be claimed as a matter of right.
- [c] The leave application of teacher shall include the allotment of teaching load to other staff with their sign or alternate arrangement.
- [d] The leave application of Branch Head shall include the on going work and completion plan.
- [e] The leave application shall contain the date and time of submission and shall be applied at least three days before. In case of fewer than three days of application, the decision of leave approval may not be informed before the date of leave.
- [f] Leave shall be availed with prior approval of the authorities. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- [g] Leave of any kind cannot be claimed as a matter of right.
- [h] The leave sanctioning authority may refuse or revoke leave of any kind.
- [i] Leave sanctioning authority cannot alter the kind of leave due and applied for, except at the written request of the University Employee.
- [j] Absence from duty after expiry of leave entails disciplinary action.
- [k] Absence without leave will constitute an interruption in service.
- [l] A staff on leave should not take up any service or employment elsewhere.

[3] Authority empowered to sanction Leave

[a] For the teaching staff:

- [i] Application for leave other than casual leave shall be addressed to the Director. Director shall forward this application to Registrar, which will be presented to the Vice Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this regulation otherwise.
- [ii] Casual Leave of Director/ Professor/ Deputy Director shall be sanctioned by the Vice Chancellor. Casual Leave of all other teaching staff shall be sanctioned by the Head of the Department. Leave record for the casual leave of teaching staff will be maintained by respective Centre.

[b] For all other staff:

- [i] Applications for leave other than casual leave shall be addressed to the Registrar. It Shall be presented to the Vice Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this regulation otherwise.
- [ii] Casual Leave of Registrar shall be sanctioned by the Vice Chancellor. Casual Leave of all other staff shall be sanctioned by the Registrar. Leave record for the casual leave of staff will be maintained by respective Centre/ Department/ Branch.

[4] Consideration for sanctioning of leave on application

- [a] In case, where applications for grant of leave are more in numbers, and in public interest all applications cannot be granted, the authority competent to grant leave while deciding the applications shall take into consideration the following points, namely:

- [i] The University employee who can be spared for the time being;



- [ii] The amount of leave due to the various applicants;
  - [iii] The amount and character of the service rendered by each applicant since he last returned from leave;
  - [iv] Whether such applicant was compulsorily re-called from his leave;
  - [v] Whether such applicant has been refused leave in the public interest;
- [5] Grant of leave should not unduly deplete cadre
- [a] Leave may not be granted of Registrar / Director / Deputy Director / Branch Head / Head of the Department (COE) to an extent which would deplete the strength of a service or department available for duty below the essential minimum. The charge of the cadre may be given to another employee by the Vice Chancellor in such case.
- [6] Commutation of one kind of leave into another
- [a] At the request of a University Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but such commutation shall not be claimed as a matter of right by the University Employee.
  - [b] The commutation of one kind of leave into another shall be subject of adjustment of leave salary on the basis of leave finally granted to the University Employee. Any amount paid in excess shall be recovered or any arrears due to him shall be paid.
- Note: Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due as per provision of regulation for Leave Not Due (Sr. No. 37).
- [7] Combination of different kinds of leave

- [a] Except as otherwise provided in this regulation, any kind of leave under this regulation may be granted in combination with or in continuation of any other kind of leave.

Explanation: Casual leave which is not recognizing as leave under this regulation shall not be combined with any other kind of leave admissible under this regulation.

**[8] Maximum period of continuous leave**

- [a] Unless University in view of the exceptional circumstances of the case otherwise determines, no University employee shall be granted leave of any kind for a continuous period exceeding three years.

- [b] A University employee shall be deemed to have resigned from the service if, he:

[i] is absent without authorization for a period of 180 days from the date of expiry of sanctioned leave or permission : or

[ii] is absent from the duty for a continuous period exceeding three years even if the period of the unauthorized absence is for less than 180 days. Provided that a reasonable opportunity to explain the reason for such absence shall be given to the University employee before the provisions of sub-rule (8b) are invoked.

**[9] Formal joining of duty at the end of leave with the intention of taking leave again:**

- [a] Formal joining of duty at the end of leave with the intention of taking leave again within a few days should not be permitted. The principle on which the requirements of this regulation should be enforced is that no deliberate or intentional evasion of the regulation should be permitted; but so long as this condition is satisfied, it is at the discretion of the competent authority to grant or refuse the leave.

[10] Acceptance of service or employment while on leave:

- [a] A University employee while on leave shall not take up any service or employment elsewhere without previous sanction of the competent authority.
- [b] The leave salary of a University employee who is permitted to take up employment under Government, other institute or a private employer during leave shall be subject to such conditions as the University may by order specify.
- [c] A University employee who is on leave on Medical Certificate shall not be permitted to undertake any service or employment elsewhere during such leave. When a University employee on leave, whether with or without leave salary, is allowed to take up under this regulation an employment in another Government office, institution or any other employment, all leave salary shall be ipso facto cease on joining the new employment, other than work or service referred to in sub-rule (10a) of this regulation.

[11] Application for leave

- [a] An application for grant or extension of leave shall be made in **Form 1** (Sr. No. 44) to the competent authority. The leave application shall contain the date and time of submission and shall be applied at least three days before.

[12] Leave account

- [a] A leave account in the service book of each permanent employee shall be maintained by the establishment branch.

[13] Combination of holidays with leave:



- [a] When the day, immediately preceding the day on which an employee's leave begins or immediately following the day on which his/ her leave expires, is a holiday or one of a series of holidays, the employee may be permitted to leave his/ her station at the close of the day before, or return to it on the day following such holidays or series of holidays.
- [b] An employee who has availed of half day casual leave and then proceeds on leave from the next day may be allowed to prefix half day's casual leave to the leave.
- [c] A **compensatory leave** granted in lieu of duty performed by a class 4 employee on Sunday or a holiday for a full day granted to an employee may be treated as a holiday for the above purpose.

[14] Verification of title to leave

- [a] The grant of leave shall be subject to verification of leave account by the Establishment Branch and modified sanction for the period of leave shall be issued where necessary.
  - [i] No leave shall be granted to an employee until a report regarding its admissibility has been confirmed by Establishment Branch in the Form 1.
  - [ii] The Establishment Branch shall mention the balance of such leave at his/her credit in the Form 1 **and orders sanctioning earned leave or half pay leave.**

[15] Leave not to be granted in certain circumstances

- [a] Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from the service.

[16] Repeated grant of leave on medical certificate within short intervals

- [a] When an employee applies for leave on medical certificate within short intervals, the attention of the Medical Board or Medical Officer may be drawn with a view to consider the period of absence necessary for his complete recovery.
- [b] An employee shall be required to appear before the Medical Board or Medical Officer, at the discretion of the Vice Chancellor.
- [c] Leave on Medical grounds to the employee may be granted on production of a Medical Certificate in Form-3 (Sr. No. 45) issued by a Civil Surgeon or an authorized Medical Attendant or the Registered Medical Practitioner.

[17] Conditions governing issue of Medical Certificate

- [a] A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties and in such cases, the opinion that the employee is permanently unfit for service shall be recorded in the medical certificate.
- [b] The Vice Chancellor, at its discretion, secure a second medical opinion by requesting a Government Medical Officer, not below the rank of Civil Surgeon, to have the applicant medically examined on the earliest possible date and forward the original medical certificate produced by the applicant to the Medical Officer by whom he /she is to be re-examined.
- [c] The Medical Officer shall express an opinion both as regards to the facts of the illness and as regards the necessity of leave required to be recommended and he shall either require the applicant to appear before him.
- [d] An employee who has been granted leave on a medical certificate shall return to duty only after producing a medical certificate of fitness in

Form-4 (Sr. No. 46).

[18] Medical Certificate not to confer right to Leave

- [a] The grant of a medical certificate under this regulation shall not confer upon the concerned employee any right to proceed on leave. The certificate shall be forwarded to the Vice Chancellor to grant the leave and the order of the Registrar shall be awaited.

[19] Leave in case of an employee unlikely to return to duty

- [a] When the Medical board/officer has reported that there is no reasonable prospect that a particular employee shall ever be fit to return to duty, leave shall not necessarily be refused to such employee. The leave may be granted, if due, by the Vice Chancellor to grant leave subject to the following conditions:

- [i] If the Medical board/Officer is unable to say with certainty that the employee will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to Medical board/Officer;

- [ii] If an employee is declared by a Medical Board/Officer to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Board/Officer has been received, provided such leave is due to him and the amount of leave as debited to leave account does not exceed six months from the date of the report.

- [b] An employee who is declared by a Medical Authority/Officer to be completely and permanently incapacitated for further service shall

- [i] if he is on duty, be invalided from service from the date of relief of his duties, which shall be arranged without delay on receipt of the



report of the Medical Authority/Officer. If, however, he is granted leave he shall be invalided from service on the expiry of such leave.

[ii] if he is already on leave, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him.

[20] Recall to duty before expiry of leave

[a] All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

[b] Where the return to duty is optional, the employee shall not be entitled any concession.

[c] Where the return to duty is compulsory, the employee shall be entitled

[i] if the leave from which he/she is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw

[A] travelling Allowance as per norms in this behalf for the journey; and

[B] leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

[ii] if the leave from which he is recalled is out of India

[A] to count the time spent on the voyage to India as duty for purpose of calculating leave, and to draw

[B] the cost of change in return ticket as travelling allowance in this behalf for the journey.

[21] Return from leave

[a] A University employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority, authorised to grant leave.





[b] An employee who has been granted leave on Medical ground may not return to duty until he has produced a medical certificate of fitness Form 4 (Sr. No. 46).

[c] An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave.

[22] Absence after expiry of leave

[a] Unless the Vice Chancellor approves the extension of leave, an employee who remains absent shall not be entitled to the leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due and the period in excess of such leave due being treated as extraordinary leave.

[b] Willful absence from duty after the expiry of leave shall render an employee liable to disciplinary action.

[23] Leave intervening treated as over-stayed

[a] The entire period (including Sundays and holidays) intervening between the day on which the employee resumes duty shall be treated as over-stayed.

[24] Permanent Teachers shall be considered as vacation staff and all other permanent staff shall be considered as non-vacation staff.

[25] Prefix / Suffix of Leave and Holidays to Vacation

[a] Vacation may be taken by vacation staff in combination with or in continuation of any kind of leave under this regulation :





- [i] provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the employee at a time.
  - [b] Vacation may either be prefixed or suffixed to leave, but may not be both prefixed and suffixed, nor may it be interposed between two periods of leave.
- [26] A vacation staff liable to be recalled at his own expense
  - (a) A vacation staff who leaves his place of duty during vacation is liable to be recalled thereto at his own expenses.
- [27] Kinds of Leave for Permanent Employees of the University:
  - [a] Leave treated as duty;
    - [i] casual leave;
    - [ii] special casual leave;
    - [iii] duty leave;
  - [b] Leave earned by duty;
    - [i] earned leave;
    - [ii] half-pay leave;
    - [iii] commuted leave;
  - [c] Leave not earned by duty;
    - [i] extraordinary leave;
    - [ii] leave not due;
  - [d] Leave for academic pursuits (Only for Teachers);
    - [i] study leave;

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- [ii] sabbatical leave;
- [e] Leave on grounds of health;
  - [i] maternity leave;
  - [ii] paternity leave;
- [f] The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

[28] Casual Leave

- [a] The total casual leave granted to a teacher shall not exceed twelve days in an academic year (1st July to 30th June).
- [b] 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.
- [c] An Employee going on such leave is entitled to full pay including work and conveyance during the period of such leave.
- [d] Holidays and Sunday falling within the period of casual leave will not be counted as casual leave.
- [e] Employee should attend his/her duty at least half of their working hours continuously in case of Half Casual Leave.
- [f] Casual Leave cannot be accumulated and leave not availed of during any particular academic year shall lapse at the end of that year.
- [g] The Head of Department is empowered to sanction maximum three consecutive leaves of teachers. More than that shall be forwarded to the Vice Chancellor through the Director of Centre for the approval.

The Registrar is empowered to sanction maximum three consecutive lea-



ves of all non teaching staff.

More than that shall be forwarded to the Vice Chancellor for the approval.

Important Note: More than three casual leaves shall be asked for unavoidable situation only.

[29] Special Casual Leave

[a] Special casual leave to the extent mentioned below, may be granted;

[i] To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

[ii] To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

[b] The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

[30] Duty Leave

[a] Duty Leave of the maximum of 20 days in an academic year may be granted for the following purposes:

[i] Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Short Term Courses, Symposia and Seminar, as a delegate with the prior permission of the university;

[ii] Delivering lectures in institutions and universities at the invitation of such institutions or universities with prior approval of the Vice Chancellor;



- [iii] Working in another Indian or foreign university, any other agency, institution or organisation, with prior approval of the Vice Chancellor;
- [iv] Participating in a delegation or working on a committee appointed by the Central Government, State Government, UGC, DST, NCTE, RCI, CBSE, NIOS, NCERT, GCERT, GSEB, SEB, SSA, Textbook Board, or any other similar academic body;
- [v] To conduct examination of other university/ Public Service Commission/ Board of Examination or any other similar body/ institution; and
- [b] The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- [c] 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.
- [d] Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- [e] Clarification:  
If any employee shall be nominated/deputed/work assigned/ nominated by the office order of the university then he/she shall be considered on - duty.
- [31] Earned Leave
  - [a] [i] A vacation staff employee shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.

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- [ii] Earned leave admissible to a vacation staff shall be 1/3rd of the period of the vacation days, if any, during which he/she shall be required to perform duty during the vacation.

Provided that such leave shall not be admissible to an employee for the first year of his service and who is not in permanent employment.

- [A] The admissible Earned Leave shall not be more than 30 days in a year.
- [B] The work done by the staff and his/her full day presence during the vacation shall be certified by the Director of the Centre.
- [C] The establishment department shall issue an order for the earned leave to be book in his/her service book after the prior approval of the Vice Chancellor.
- [D] For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- [E] The vacation staff shall be allowed to utilize the earned leave from his/her balance, with prior approval of the Vice-Chancellor during the service period.
- [iii] A non-vacation permanent employee shall be entitled to earned leave at the rate of 15 days for each half year. This shall be credited in advance to the leave account of the employee on first January and first July of every year.
- [iv] The credits under para (31(a)iii) and (31(a)iiC) shall be reduced by 1/10th of the period of extraordinary leave only availed of during the previous half year, subject to a maximum of 15 days.
- [v] Encashment of earned leave shall be applicable to only non vacation permanent staff.
- [vi] Encashment of Earned Leave of permanent non-vacation employee

shall be maximum of three hundred days or as per the norms of the State Government.

- [b] In case of a non-vacation employee who is permanently appointed during the half-year, earned leave shall be credited to his leave account at the rate of two and half days for each completed calendar month of service.
- [c] The earned leave at the credit of the employee on the close of the half-year shall be carried forward to the next half year, subject to the condition that the earned leave so carried forward plus the credit for that half year shall not exceed three hundred days.
- [d] The earned leave at the credit of the employee on the close of the half-year shall be carried forward to the next half year, subject to the following conditions:
  - [i] In the case of a non vacation employee, having at his credit earned leave of 285 days or less as on 1st January or 1st July of a year earned leave of 15 days or proportionately less in respect of retiring persons or those leaving service during the next half-year, shall be credited to his leave accounts in advance.
- [e] The credit for the half-year in which a non vacation employee is due for retirement from service or resigns shall be afforded only at the rate of two and half days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary overdrawn, if any.
- [f] All credit in the leave account shall be made only for complete days, the fraction being rounded off to the nearest day.
- [g] When a non vacation employee is removed or dismissed from the service or dies while in service, credit of earned leave shall be allowed at the rate

of two and half days per completed calendar month in the half-year in which he/she was removed or dismissed from service or dies in service. When the quantum of earned leave is more than the leave enjoyed, the over payment of leave salary shall be recovered.

- [h] Earned Leave may be sanctioned ordinarily to an employee on not more than three occasions during a year, and the minimum period on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning leave may, at its discretion grant leave for a lesser period.
- [i] Earned Leave may be granted to an employee for a period exceeding one hundred twenty days, but not exceeding one hundred eighty days, if the entire leave so granted for travelling abroad.
- [j] Subject to the provisions of sub-regulation (31e), (31h) and (31i), the maximum earned leave that may be granted at a time shall be one hundred twenty days.

[32] Encashment of earned leave while availing of Leave Travel Concessions

- [a] A non vacation employee shall be permitted to encash ten days earned leave at the time of availing of Leave Travel Concession, subject to the following conditions:
  - [i] the total leave so encashed during the entire service shall not exceed sixty days in aggregate;
  - [ii] earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
  - [iii] a balance of at least thirty days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave;



- [iv] the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation;
  - [b] the sanction to the encashment of earned leave shall be accorded by the Vice Chancellor.
- [33] An employee holding two positions:  
An employee holding two positions, of which one is as a vacationing staff and one is not, will not be deemed to serve as a vacationing staff.
- [34] Half-pay Leave
- [a] [i] An employee shall be entitled to Half Pay Leave at the rate of ten days for each half year's service. This shall be credited in advance to the leave account of the employee on first January and first July of every year by the establishment branch.
  - [ii] If an employee is appointed during the half-year, Half pay leave shall be credited to his leave account at the rate of 5/3 days for each completed calendar month of service. The Half pay leave at the credit of the employee on the close of the half-year shall be carried forward to the next half-year;
  - [iii] All credit in the leave account shall be made for complete days, the fraction being rounded off to the nearest day.
- [b] [i] The credit for the half-year in which an employee is due for retirement from service or resigns shall be afforded only at the rate of 5/3 days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary overdrawn, if any;



[ii] When an employee is removed or dismissed from the service or dies while in service, credit of Half pay leave shall be allowed at the rate of 5/ 3 days per completed calendar month in the half-year in which he was removed or dismissed from service or dies while in service. When the quantum of Half pay leave is in excess of the leave enjoyed, the over-payment of leave salary shall be recovered.

[c] Note :

Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of the Government of India/ State Government.

[35] Commuted Leave

[a] Commuted leave not exceeding half the amount of half pay leave may be granted to an employee on medical certificate in Form-3 from Civil Surgeon or authorized Medical Officer or the Registered Medical Practitioner subject to the following conditions :

[i] the Vice Chancellor is satisfied that there are reasonable prospects of the employee returning to duty on expiry of the leave;

[ii] when commuted leave is granted, twice the amount of such leave is debited against the half-pay leave due;

[iii] the authority competent to grant leave obtains an undertaking from the employee that in the event of his voluntary retirement from service he/she shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.

[b] Commuted Leave up to 90 days may be allowed during the entire service,

without production of a medical certificate, where such leave is utilized for an approved course of study whether full time or part-time certified to be in the public interest by the Vice Chancellor.

- [c] Where an employee who has been granted commuted leave is 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 the reason of ill-health incapacitating the employee for further service or in the event of his death.
- [d] Commuted Leave may be granted at the request of the employee even though earned leave is due to him.
- [e] An employee may be granted commuted leave also in case of sickness of any member of his family who is dependent on him on the production of medical certificate from the medical officer **in the Form-5, appended to these rules** who is competent to issue such medical certificate in respect of the employee himself.
- [f] The minimum period of commuted leave sanctioned to an employee on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed and suffixed. If the full period of seven days is not admissible or the medical officer has certified the necessity of leave less than seven days, the Vice Chancellor, at its discretion may grant leave for a lesser period.

[36] Extraordinary Leave

- [a] Extraordinary Leave not exceeding thirty-six months in aggregate during the entire service may be granted to a permanent employee in special circumstances:

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- [i] when no other leave is admissible;
  - [ii] when other leave is admissible but the employee applies in writing for the grant of extraordinary leave;
- [b] Unless the Vice-Chancellor in view of the exceptional circumstances of the case otherwise determines, no employee, shall be granted extraordinary leave for a continuous period in excess of the following limits
- [i] Nine months; except in the case of the period of suspension converted into extraordinary leave.
  - [ii] Twelve months, where the employee who has completed one year of continuous service is undergoing treatment for Cancer in an institution recognized for the treatment of such disease or under a Civil Surgeon or a specialist in such disease.
  - [iii] Fifteen months, where the Government employee who has completed one year continuous service is undergoing treatment for
    - [A] pulmonary tuberculosis or pleurisy of tubercular origin, in a recognised sanatorium;
    - [B] tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon ;
  - [iv] Note: The concession of extraordinary leave up to fifteen months shall be admissible also to an employee suffering from pulmonary tuberculosis or pleurisy of tubercular origin who receives treatment at his residence under a tuberculosis specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.
- [c] Two spell of extraordinary leave, if intervened by a spell of vacation or by any other kind of leave, shall be treated as one continuous spell of

extraordinary leave.

- [d] The Vice Chancellor may commute retrospectively period of absence without leave into extraordinary leave.
- [e] The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - [i] Leave taken on the basis of medical certificates;
  - [ii] Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;
  - [iii] Leave taken for pursuing higher studies; and
  - [iv] 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.
- [f] Extraordinary leave may be combined with any other leave except the 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 the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed **five** years in the entire service period of the individual.

[37] Leave Not Due

- [a] Leave Not Due may be granted to a permanent employee subject to the following conditions :
  - [i] the Vice Chancellor is satisfied that there is a reasonable prospect of the employee returning to duty on expiry of the leave.

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- [ii] Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter.
  - [iii] Leave Not Due during the entire service shall be limited to a maximum of three hundred sixty days out of which not more than ninety days at a time and one hundred eighty days in all may be granted without a medical certificate.
  - [iv] Leave not due shall be debited against the half-pay leave the employee may earn subsequently.
  - [v] The Vice Chancellor obtains an undertaking from the employee that in the event of his resigning or voluntary resignation from service without returning to duty, he shall refund the leave salary paid to him.
- [b] [i] Where an employee who has been granted leave not due, resigns from service or is at his request permitted to retire voluntarily without returning to duty, the leave not due shall be canceled, his resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.
- [ii] Where an employee who has availed leave not due, returns to duty but resigns or retires from service before he has earned such leave, he shall be required to refund the leave salary to the extent of the leave he has not earned subsequently.
- [iii] If the retirement is voluntary, the refund shall be enforced. If it is unavoidable by reasons of ill-health incapacitating him from further services, the refund may be partly or wholly waived on the merits of each case by the authority competent to permit the employee to retire.

- [a] The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./ Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship, provided, that he/ she does not take up any other remunerative jobs, like teaching, in the host country.
- [b] A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/ she be allowed to accept a fellowship or a research scholarship or an ad aching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of his/ her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- [c] The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor of a University, who is otherwise eligible for sabbatical leave) 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/ College/ Institution or to make a special study of the various aspects of University organisation and methods of education, giving a full plan of the work.





- [d] The study leave shall be granted by the Executive Council on the recommendation of the Director of the Centre concerned. The leave shall not be granted for more than three years in one spell, save in 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.
- [e] The 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.
- [f] The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- [g] The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- [h] 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, in the event 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 Extra-Ordinary leave has been obtained.
- [i] Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra ordinary leave of vacation provided that the

earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- [j] The period of study leave shall count as service for purpose of the retirement benefits (pension/ contributory provident fund), provided that the teacher rejoins the University on the expiry of his/ her study leave, and serve the institution for the period for which the Bond has been executed.
- [k] The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- [l] A teacher availing himself/ herself of the 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 on the expiry of the study leave.
- [m] A teacher -
  - [i] who is unable to complete his/her studies within the period of study leave granted to him/her or
  - [ii] who fails to rejoin the services of the University on the expiry of his/her study leave or
  - [iii] who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

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history*



[iv] who, within the said period, is dismissed or removed from the service by the University.

He/She shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/ her or on his/ her behalf in connection with the course of study.

[v] Explanation

[A] If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

[B] Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations 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 these Regulations.

[n] 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 paragraph (38j) to (38m) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer 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 paragraph (38j) to (38m) above.

- [o] The teacher on study leave shall submit to the Registrar six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period 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.
- [p] The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.
- [q] With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

[39] Sabbatical Leave

- [a] The permanent, whole-time teachers of the university who have completed seven years of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- [b] A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from

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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.

- [c] 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.
- [d] A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- [e] 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.

#### [40] Maternity Leave

- [a] 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, 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.
- [b] If an employee has put in two or more years' continuous service, the

leave salary admissible shall be equal to the pay drawn immediately before proceeding on leave.

- [c] If an employee has has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be equal to half the pay drawn immediately before proceeding on leave.
- [d] Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

[41] Paternity Leave

- [a] Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

[42] Miscellaneous

- [a] If any employee applies for leave for the unavoidable situation, which is not mentioned in this regulation from the Gujarat Civil Services (Leave) Rules 2002 and subsequent amendments, then the decision of the Vice Chancellor shall be final and binding.
- [b] In case of any dispute or discrepancy regarding interpretation of any matter under this regulation, the decision of the Vice Chancellor of IITE shall be final and binding.

[43] Encashment of Leave

- [a] The encashment of leave of non vacation permanent staff shall be as per the norms of State Government.




[44]

**Form 1**

One Original copy shall be sent to the Establishment Branch

1	Name of applicant	
2	Designation	
3	Department / Branch	
4	Nature and period of leave	
5	Sundays and holidays, if any, proposed to be prefixed/suffixed to leave	
6	Grounds on which leave is applied for	
7	Date of return from last leave, and the nature and period of that leave	
8	Address during leave period	
9	Alternate Arrangement:	
10	Applicant Signature: Date: Time:	
	Forwarding Authority Signature and Name:	
	Verification of title to leave by Establishment Branch:	
	Registrar / Director Signature:	

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[45]

**Form 3**

Medical certificate for leave or extension of leave or commutation of leave

Statement of the case:

Name: \_\_\_\_\_

Appointment held: \_\_\_\_\_

Age: \_\_\_\_\_ Total Service: \_\_\_\_\_ Previous periods  
of leave of absence on medical certificate: \_\_\_\_\_

Habits: \_\_\_\_\_

Disease: \_\_\_\_\_

(to be filled in by the applicant in the presence of the Civil Surgeon or authorized Medical Attendant).

I \_\_\_\_\_ Civil Surgeon/ Medical Officer of  
\_\_\_\_\_ after careful personal examination of the  
case hereby certify that Mr./Ms. \_\_\_\_\_  
is in a bad state of health and I solemnly and sincerely declare that according  
to the best of my judgement a period of absence from duty is essentially  
necessary for the recovery of his/her health and recommend that he/she  
may be granted leave for \_\_\_\_\_ with effect from  
\_\_\_\_\_.

Remarks:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner



[46]

**Form 4**

**Medical Certificate of Fitness to return to duty**

Signature of the employee: \_\_\_\_\_

I \_\_\_\_\_ Civil Surgeon/ Authorized Medical Attendant/ Registered Medical Practitioner, do hereby certify that I have carefully examined Mr./ Mrs./ \_\_\_\_\_ whose signature is given above, and find that he/ she has recovered from his/ her illness and is now fit to resume duties in Government service. I examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Remarks:

Date:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner

Note: The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate.



[47]

**Form 5**

Medical Certificate for commuted leave on the ground of sickness of a family member of an employee

This is to certify that \_\_\_\_\_ days of leave would be necessary for Mr./Mrs. \_\_\_\_\_ serving in \_\_\_\_\_ Office / Department for looking after the health of his / her wife / husband / Legitimate and step son / daughter / unmarried sister / brother / father / mother who is suffering from \_\_\_\_\_ and is under my treatment.

Date:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner





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48 THE CENTRE OF SPECIAL EDUCATION

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- [g] To plan, propose and develop the ways to make the courses globally accessible and reached.
  - [h] To organise social outreach programmes for spreading in the society the Indian Culture, Science and Art of the Pedagogy, Art and Science of Living etc.
- [10] The Centre of Extension shall have the following Centre Coordination Committee for smooth functioning of Centre.
- [a] Director (Chairperson);
  - [b] Deputy Director;
  - [c] Heads of all Departments;
- [11] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

**Reg 48      The Centre of Special Education**

- [1] The Centre of Special Education is established vide ITE Act, 2010, Section 6(4)(v).
- [2] The Centre of Special Education shall be headed by Director nominated by Hon'able Vice Chancellor.
- [3] There shall be Deputy Director appointed / nominated by the Vice Chancellor to assist in the functions of Centre.
- [4] There shall be following departments under the Centre of Special Education.
  - [a] Department of Developmental Disability;
  - [b] Department of Sensory Disability;
  - [c] Department of Inclusive Education;

- [5] The Head of Department shall be nominated by the Vice Chancellor.
- [6] Responsibilities - To plan, propose, research and implement any such academic and non academic program, project, course etc. as may be deemed necessary for the benefit of persons with disabilities. It may include;
- [a] Provisions for a variety of educational programs and services in the form of degree, diploma, certificate course, vocational and skill course related with any discipline and subject available.
  - [b] Provisions for inclusive education services, counselling and referral services, assessment and identification services, general and special physical education services and education in separate facilities for appropriate intellectual, physical, emotional and social development of persons with special needs.
  - [c] Provisions for supplementary aids, services and support provided in regular education classes, other education - related settings, in curricular and co curricular activities to enable children with special needs to be educated with normal children in inclusive settings.
  - [d] Provisions for Transition services i.e. coordinated set of activities for a child with a special needs which focus on improving the academic and functional achievement of the child with special needs and facilitate the vertical and horizontal movement in education system, career and community.
  - [e] Provisions for buying and or developing the assistive technology and assistive technology device that may facilitate the process of supplementary and transition services.
  - [f] Provisions for developing assessment and evaluation services for clinical identification and assessment, academic evaluation and any such techniques that may facilitate the academic, vocational, career, and commu-

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**9 RECOGNITION OF TEACHERS AND PRINCIPAL**

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the remaining period of study.

[13] The Hostel Administration shall make sure that the following facilities may be made available in the hostels:

- [a] Dining Halls with seating facilities;
- [b] News papers;
- [c] Water coolers;

[14] There shall be notice board showing the following details and contacts:

- [a] Rector and Wardens;
- [b] Emergency medical services and ambulance;
- [c] Housekeeping, Security and Mess contractor;
- [d] Police Station and Women helpline;
- [e] Anti - Ragging notice;

[15] There shall be first aid kit in the office of Rector.

[16] There shall be fire extinguishers in each block.

**Ordinance 9      Recognition of Teachers and Principal**

[1] There shall be two types of teachers /Principal of the University for Instruction

- [a] University teachers appointed by the University for its own Centers;
- [b] Recognised teachers/ Principals/ Director/ Head of institution working in the affiliated colleges or recognised institutions or approved institutions;

[2] The Academic Council shall approve the recognition.

[3] University Teachers - UG/PG

A teacher appointed in the university for the teaching work as per the prevailing norms of UGC/ NCTE /such other authorities as the case may be, shall be recognised as University Teacher

[4] Procedure for Endorsement to the Teacher/Principal of affiliated colleges:

[a] Affiliated college has to publish an advertisement to conduct an interview in at least all over the Gujarat Edition of one leading Gujarati / English newspaper. The minimum size of the advertisement is 96 sq. cm. The advertisement must contain post/cadre, no. of vacancy and last date for application.

[b] Then the college has to request the Vice-Chancellor for nominees along with applications summary and published advertisement. College has to mention venue, interview date and time along with forwarding letter. College has to send the forwarding letter before 15 days from the scheduled interview date.

[c] After following above 4a and 4b by college, college has to conduct the interview as per norms.

[d] Selection file with all relevant documents should be submitted to the University within 14 days after completion of the interview for endorsement. The academic section has to verify the following points for endorsement.

[i] Vice-Chancellor Nominees Report.

[ii] Selection Committee as per Norms or not.

[iii] Procedure followed in selection of teaching staff or not.

[iv] Scrutiny of selected teaching staff.

[v] Basic Qualifications.

[vi] Required supportive documents.

- [vii] Valid Experience documents.
  - [viii] In case of name change of Married lady faculty, requirement of marriage certificate/ gazette.
- [5] Teachers/ Principals of colleges who transferred by the resolution / notification of Government of Gujarat shall have to sent the application form in prescribed format for the recognition.
- [6] Recognition of Teacher for Research Supervisor.
- [a] Every teacher of the University and Affiliated colleges shall have to apply for recognition as a Research Supervisor.
  - [b] Eligibility of the Supervisor
    - [i] Any teacher of the University may be recognized as a Supervisor fulfilling criteria.
      - [A] Any regular Professor of the University with at least five research publications in refereed journals.
      - [B] Any regular Associate Professor of the University with a Ph.D. degree in the relevant subject and at least two research publications in refereed journals.
      - [C] Any regular Assistant Professor of the University with a Ph.D. degree in the relevant subject having at least 3 years of teaching in higher education institution and at least two research publications in refereed journals
    - [ii] Any approved Teacher of the PG Department in affiliated colleges may be recognized as a Supervisor fulfilling following criteria.
      - [A] Any regular Professor of the affiliated college with at least five research publications in refereed journals.
      - [B] Any regular Associate Professor of the affiliated college with a

Ph.D. degree in the relevant subject and at least two research publications in refereed journals.

- [C] Any regular Assistant Professor of the affiliated college with a Ph.D. degree in the relevant subject having at least 3 years of teaching in higher education institution and at least two research publications in refereed journals.

Provided that in areas/ disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.


- [iii] Only a full time regular teacher of the University or PG Department of Affiliated Colleges can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in interdisciplinary areas from other departments or from other related institutions with the approval of the RDC.

- [iv] The teacher, who wants to be supervisor shall apply in the prescribed form in three copies. The Vice Chancellor will send the application form along with the details to two subject experts. After the recommendation of the experts and RDC, Academic Council may recognize the teacher as a Research Supervisor.

- [c] If any teacher is upgraded due to promotion, CAS or selection into higher position in the same institute, his recognition as a Research Supervisor shall be upgraded accordingly. Such teacher shall not require to apply again for the same.

[7] Period of Recognition and Renewal of Recognition

- [a] The recognition granted under the foregoing ordinance shall be for a period of their designation as Adhyapak Sahayak / Assistant Professor /



Associate Professor / Principal / Professor. At the completion of designation the recognition will be completed automatically. He/She has to apply for the renewal of recognition with new designation.

[b] The recognition of contractual staff will be for one academic year only.

[c] This report shall be considered in the Academic Council. The Academic Council may renew further his/ her recognition or withdraw the recognition of a recognised teacher/ Principal.

[8] Every Teacher and Principal applying for recognition under this Ordinance shall have to pay prescribed fees.

#### **Ordinance 10      Contracts or Agreements**

[1] The Registrar shall exercise the powers to enter into, vary, carryout and cancel the contracts & agreements as per the direction of the the Vice-Chancellor.

[2] The contracts or agreements shall be subject to the approval of Executive Council.

[3] Any contracts or agreements shall contain the following things but not limited:

[a] Subject and Preamble

[b] Date, Time, and Place

[c] Validity

[d] Terms of use

[e] Rates, Payment obligations and schedule

[f] Damage to equipment/furniture etc.

[g] Liability

[h] Dealing with right person like owner/proprietor with identification



the scholar on valid grounds, by Hon. Vice Chancellor, on the recommendation of RDC. However, under very special and compelling, circumstances Hon. Vice Chancellor may grant a grace period of 90 days more to submit the thesis after the expiry of the extended period.

- [ii] The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days. Hon. Vice Chancellor will take decision for it on the recommendation of RDC.
- [iii] In case the scholar fails to submit the thesis within this stipulated period he/she shall have to get re-registered. Hon. Vice Chancellor will take decision for it on the recommendation of RDC. For re-registration, the rules of registration applicable to a fresh applicant shall have to be followed, including course work, submission of proposal, title clearance, synopsis, thesis, but the candidate shall be exempted from writing the Entrance Test and GDPI.

#### [8] Research Supervisors

##### [a] Eligibility of the Supervisor:

- [i] Eligibility of the Supervisor shall be as per Ordinance 9 [6].
- [b] The allocation of Research Supervisor for a selected research scholar shall be decided by the Chairman of the RDC depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- [c] In case of topics which are of inter-disciplinary / intra-disciplinary na-



ture where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the RDC may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/ College/ Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

- [d] A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four Ph.D. scholars.
- [e] In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- [f] The short listed candidates in the merit lists shall not have any automatic right for allocation of Research Supervisor and enrolment for Ph.D. studies in the University. This shall be subject to availability of seats/consent of the Research Supervisor/ availability of resources at the University.
- [g] The allotment/allocation of Research Supervisor shall not be left to the individual candidate or Research Supervisor. The RDC shall have the sole authority to decide the allocation of Research Supervisor to a candidate, subject to availability of academic/laboratory resources/ expertise including the acceptance by the concerned Research Supervisor, the num-

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**2 AFFILIATION OF COLLEGES**

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In exercise of the power vested under Section 33 of the Indian Institute of Teacher Education Act 2010 (Gujarat Act No. 08 of 2010), the Executive Council hereby approves the following revised ordinances.

**Ordinance 1 Short title and Commencement**

These Ordinances may be called "Indian Institute of Teacher Education Ordinances 2020"

**Ordinance 2 Affiliation of Colleges**

- [1] A trust/society who want to start new college;
- [a] shall supply a need in the locality, having regard to the type of education intended to be provided by the college, the existing provisions for the same type of education made by other colleges in that locality and the suitability of the locality where the college is to be established;
  - [b] send a letter to the Registrar for the No Objection Certificate (NOC) before applying to NCTE / statutory body as applicable. The non refundable application fees for NOC is Rs. 5000.
- [2] Further, they shall submit an application in prescribed format to the Registrar with the approval letter of NCTE / Statutory body for the affiliation of university, not later than 15th April of the year in which the college is proposed to be started. The application form and Local Inspection Committee (LIC) fees is Rs. 25000 and the affiliation fees is Rs. 100000. These fees are non refundable in any case.
- [3] A college applying for affiliation shall satisfy the Academic Council:
- [a] that the college is to be under the management of regularly constituted governing body;