

10.03 The General Provision for Recruitment (as well as Promotion under Career Advancement Scheme) and minimum eligibility criteria shall be governed by the provisions mentioned in Appendix's:

I Annexure-A..... [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, 2010]

II Annexure-B..... [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, 2016]

III Annexure- C..... [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]

10.04 The advertisement of vacancy referred to in section 31 (10) shall ordinarily allow at least three weeks and time from the date of the last issue of newspapers in which the advertisement is published, to the candidates to apply for the vacancy.

- 10.05
- (1) Meetings of the Selection Committee for appointment of teachers in the University shall be convened under the orders of the Vice-Chancellor.
 - (2) The Selection Committee shall not consider the name of a person for appointment as teacher of University unless he applies for it:

Provided that the case of appointment of a Professor the committee may with the approval of the Vice chancellor, consider the name of the persons who have not applied.

(3) A member of the Selection Committee shall withdraw, from a meeting of the Committee or of the Executive Council, as the case may be, if the question of appointment of any of the relatives (as defined in the Explanation to section 20) of such member is being or likely to be considered at such meeting.

Section - 30 and 31

- 10.06
- (1) If the Selection Committee recommends more than one candidate for appointment, it may in its discretion arrange their names in order of preference. Where the Committee decides to arrange the members in order of preference, it shall be deemed to have signified that in the event of the first being not available, the second may be appointed, and in the event of the second also being not available, the third may be appointed, and so on.
 - (2) The Selection Committee may recommend that no suitable candidate for appointment is available. In such a case, the post shall be re-advertised.

- Section - 49 (b)** 10.07 The recommendations of the Selection Committee and proceedings of the Executive Council pertaining there to shall be treated as strictly confidential.
- Section - 21 (1) (xvii), 31 and 49 (d)** 10.08 If the work and conduct of a teacher appointed under section 31 :
- (i) is considered satisfactory, the Executive Council may at the end of period of probation (including the extended period, if any) confirm the teacher;
- (ii) is not considered satisfactory, the Executive Council may terminate the services of the teacher in accordance with the provisions of section 31 during or on the expiry of the period of probation (including the extended period, if any.)
- Section - 31 and 49 (d)** 10.09 The Selection Committee shall meet at the Headquarters of the University.
- Section - 31 and 49 (d)** 10.10 Members of the Selection Committee shall be given not less than fifteen days' notice of the meeting reckoned from the date of dispatch of such notice. The notice shall be served either personally or by registered Post.
- Section - 31 and 49 (d)** 10.11 At least fifteen days' notice reckoned from the date of dispatch shall be given to the candidates prior to the meeting of the Selection Committee. The notice shall be served either personally or by registered post.
- Section - 49 (b)** 10.12 The traveling and daily allowances of the members of the Selection Committee shall be paid by the university at the rates prescribed by the ordinance.
- 10.13 In every special circumstances and on the recommendation of the Selection Committee, the Executive Council may allow, up to five advance increments, at the time of initial appointment, to such teachers as possess exceptionally high academic attainment and experience.
- If in any case it is necessary to give more than five advance increments, prior approval of the State Government shall be obtained before making the appointment.

CHAPTER XI AFFILIATED COLLEGES

- Section - 37** 11.01 The list of colleges affiliated to the University as on the date of the publication of these statutes is given in appendix - D

*Affiliation of New Colleges

- Section - 37 and 49 (m)** 11.02 Every application for affiliation of a College shall be made so as to reach the Registrar not less than 12 months before the commencement of the session in respect of which the affiliation is sought:

*As Amended by U.P. Govt. G.O. No. 3075/Satter-2-2002-2(166)/2020 Dated 27 Sep., 2002

As Amended by U.P. Govt. G.O. No. 3411/Satter-2-2002-21(66)/2002 Dated 11 Oct., 2002

As Amended by U.P. Govt. G.O. No. 959/Satter-2-2005-2(85)/1997 Dated 11 March, 2005

As Amended by U.P. Govt. G.O. No. 397/Satter-2-2005-2(166)/2002 Dated 11 Feb., 2005

As Amended by U.P. Govt. G.O. No. 2443/Satter-2-2000-2(85)/1997 Dated 9 May, 2000

*As per rules & regulations provided under university affiliation. Application Form/Booklet and Amendment made by Government/Competent Authorities time to time.

SPECIAL CASUAL LEAVE

14.16-A

- (i) Special Casual leave, not exceeding 10 days in an academic year, may be granted to a permanent teacher:
 - (a) to conduct examination of a university/Public Service Commission / board of examination or other similar bodies / institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.

In computing the 10 days leave admissible under sub-clause (a) and (b) above, the days of actual journey, if any, to and from the places where activities specified above, take place, may be excluded.

 - (c) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - (d) to a female teacher who undergo non-puerperal sterilization
- (ii) Special Casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

EARNED LEAVE

14.17-A

- (i) Subject to the provisions contained in clause 14.11.02-A earned leave admissible to a permanent teacher, shall be:
 - (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation. For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (ii) Earned leave at the credit of a teacher shall be on full pay and shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or when the entire leave, or a portion there of, is spent outside India.

For avoidance of doubt, it may be noted:

- (1) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be including in the particular period of leave.
- (2) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

DUTY LEAVE

14.18-A (i) Duty leave of the maximum of 30 days in an academic year may be granted to a permanent teacher on full pay for the following:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate on behalf of the university or with the permission of the university
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor,
- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body, and
- (e) For performing any other duty for the university.

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.

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- (iv) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

EXTRAORDINARY LEAVE

Section - 49 (d)

14.19-A (i) A permanent teacher may be granted extraordinary leave when:

- (a) no other leave is admissible; or
 - (b) other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following case:
- (a) Leave taken on the basis of medical certificate;
 - (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty to due to civil

commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

- (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or following or research - cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and Special Casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

STUDY LEAVE

Section - 49 (d)

- 14.20-A (i) Study leave may be granted to a permanent and whole time Assistant Professor 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 institution or to make a special study of the various aspects of university organization and methods of education.
- (ii) The period of study leave may be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teacher given study leave, does not exceed the stipulated percentage of teachers in any department.

Provided that the Executive Council may, in the special circumstances of a case, waive the condition of two years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation may be reckoned provided:

- (a) The person is a teacher on the date of the application;
 - (b) There is no break in service; and
 - (c) The leave is requested for undertaking the Ph.D. research work.
- (iii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council

the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation: A "completed year of service" means continuous service of specified duration under the university or the college and includes periods of absence from duty as well as leave including extraordinary leave.

COMMUTED LEAVE

14.23-A Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under these statutes unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

LEAVE NOT DUE

- 14.24-A
- (i) Leave not due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
 - (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
 - (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher or further service, refund of leave salary for the period of still to be earned may be waived by the Executive Council.

- (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (iv) Leave not debited to leave account;
- (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate 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.

14.26-AC Leave Provisions of Government order no. 269/ 70-1-2018-16(35)/ 2017 dated July 25, 2018 shall remain as provided by State Government.

OTHER LEAVES

14.27-A Other leaves shall be prescribed as per the Rules of the State Government.

Part III

Age of Superannuation of The Teachers of The University

Section - 49 (d)

- 14.28-A (i) The age of superannuation of a teacher of the University Governed by the new scale of pay or shall be 62 years, as ammended from time to time.
- (ii) No extension in service beyond age of superannuation shall be granted to any teacher:

Provided that a teacher whose date of superannuation does not fall on June 30, shall continue in service till the end of academic session, that is June 30 following and will be treated as on reemployment from the date immediately following the date of his/her superannuation till June 30, following -

*Provided further that a teacher, who is treated to be on reemployment from the date immediately following date of his superannuation till June, 30 following, will be entitled to pay and other benefits admissible to a Govt. employee of equal status.

14.29-A Teachers, who are physically and mentally healthy, and has got the national award shall get the extension of 02 years after the age of superannuation, however during the extension period such teacher will not be entitled to have post in any board, authority or University.

*14.30-A The teacher who gets the following awards shall be eligible for extension of 02 years of service as per regular employee:

Award of 'Padam shree' (Padamshree, Padam Vibhushan, Bharat Ratna etc)

*U.P. Govt. G.O. No. 4412/15-10-88-15(185)/84 Dt. June 30, 1988

- (a) Shanti Swaroop Bhatnagar Award
- (b) Gyanpeeth Award
- (c) Dr B C Rai Award
- (d) Jhamman Lal Bajaj Award
- (e) National grassroot innovation and traditional Knowledge award
- (f) Arjun Puraskar

14.30-B The teacher who gets the State/Nation awards shall be eligible for extension of 02 years of service as per U.P. Govt. Order No. U.P. Govt. Order No.268/sattar-1-2016-16(56)/2016 Dated 14.06.2016, U.P. Govt. Order No.213/sattar-2-2004-16(79)/99 T.C. dated 04.02.2004 and U.P. Govt. Order No.1959/sattar-2-2004-16(79)/99 T.C. dated 17.June,2004.

The teacher who gets the following state Government awards shall be eligible for extension of 02 years of service as per regular employee:

- I. State Govt. Awards
- II. Sarawati Samman
- III. Shikshak Shree Samman
- IV. Vigyan Samman puraskar
- V. Vigyan Gaurav, and Vigyan rattan Award

14.31.A The facility of voluntary retirement shall be available to teacher of the university after completing service of 20 years or attaining the age of 45 years.

PART IV OTHER PROVISION

Section - 32 and 49

14.32-A COUNTING OF PAST SERVICES

14.32-A-01 Previous regular service, whether national or international, as Lecturer/ Assistant Professor, Reader/Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICMR, DBT, etc, should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature. These posts are described as per Table No. II shall be governed by the relevant provisions of University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in University and Colleges) and other measures for the maintenance of Standards in Higher Education Regulations, 2018 after due verification by the prescribed authority:

Provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Lecturer / Assistant Professor, Reader/Associate Professor or Professor as the case may be.
- (b) The post is /was in an equivalent grade or of the per-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.

10 months, teachers of an affiliated college shall be appointed on a written contract in form (1) or form (2) set out in Appendix 'C', as the case may be.

Section - 49 (o)

- 14.03. (1) A teacher of the a College shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics mentioned in statute 14.34-A and Code of Conduct as set out in Appendix C, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- (2) A breach of any of the provisions of the Code of professional Ethics mentioned in statute 14.34-A and Code of Conduct as set out in Appendix C shall be deemed to be misconduct within the meaning of Statute 14.04 (1)

Section - 49 (o)

- 14.04 (1) teacher of an affiliated college (other than a Principal) may be dismissed or removed or his services terminated on one or more of the following grounds:-
- (a) willful neglect of duty;
 - (b) misconduct, including disobedience to the order of the Principal;
 - (c) breach of any of the terms of contract of service;
 - (d) dishonesty connected with the University or College
 - (e) examinations;
 - (f) scandalous conduct or conviction for an offence
 - (g) involving moral turpitude;
 - (h) physical or mental unfitness;
 - (i) incompetence;
 - (j) abolition of the post
- (2) A principal of an affiliated college may be dismissed or removed, or his services terminated on grounds mentioned in clause (1) or on the ground of continuous mismanagement of the college.
- (3) Except as provided by clause (4), not less than three months' notice (or where notice is given after the month of October, then three months' notice or notice ending with the close of the session whichever is longer) shall be given on either side for terminating the contract of service or in lieu of such notice, salary for three months (or longer period as aforesaid) shall be paid or refunded, as the case may be :

Provided that where the Management dismisses or removes or terminates the services of a teacher, under clause (1) or clause (2) or when the teacher terminates the contract for breach of any of its terms by the Management, no such notice shall be necessary :

Provided further that the parties will be free to waive the condition of notice, in whole or in part by mutual agreement.

- (4) In the case of any other teacher appointed in a temporary or officiating capacity services shall be terminable, by one month's notice or on payment of salary in lieu thereof, on either side.

Section - 49 (o)

14.05 The original contract of appointment referred to in Section 35 shall be lodged with Registrar of the University for registration within three months of the date of joining; such contract shall be duly stamped as per the rates applicable.

The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service contract/record.

Section - 49 (o)

14.06. (1) No order dismissing, removing or terminating the services of a teacher on any ground mentioned in clause (1) or clause (2) of Statute 14.04 (except in the case of a conviction for an offence involving moral turpitude or of abolition of post) shall be passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity -

- (i) of submitting a written statement of his defense;
- (ii) of being heard in person, if he so desires; and
- (iii) of calling and examining such witnesses in his defense as he may desire:

Provided that the Management or the officer authorized by it on conduct the inquiry may, - for sufficient reasons to be recorded in writing refuse to call any witness.

- (2) The Management may, at any time, ordinary within two months from the date of the inquiry Officer's report pass a resolution dismissing or removing the teacher concerned from service, or terminating his services mentioning the grounds of such dismissal, removal or termination.
- (3) The resolution shall forthwith be communicated to the teacher concerned and also be reported to the Vice Chancellor for approval and shall not be operative unless so approved by the Vice Chancellor.
- (4) The Management may, instead of dismissing, removing or terminating the service of the teacher, pass a resolution inflicting one or more of the following lesser punishments namely-
 - (i) Reduction of pay for a specified period
 - (ii) Stoppage of annual increments for specified period not exceeding three years
 - (iii) Deprivation of his pay not including subsistence allowance during a period of his suspension, if any.

The resolution by the management inflicting such punishment shall be reported by the Vice Chancellor and shall be operative on when and to the extent, approved by the Vice Chancellor.

Section - 49 (o)

14.07. The Management shall have the power to suspend a teacher during the pendency or in contemplation of an inquiry into charge against him, on the grounds mentioned in subclass (a) to (e) of clauses (1) of Statute 14.04. In an emergency, (in the case of teacher other than

principal) this power may be exercised by the principal in anticipation of the approval of the Management. The Principal shall immediately report such case to the Management. The order of suspension if passed in contemplation of an inquiry shall cease at the end of four weeks of its operation unless the teacher has in the mean time being communicated the charge of the charges on which the inquiry was contemplated.

Section - 49 (o) 14.08 In computing the maximum period for purposes of clause (2) of Statute 14.06 and Statute 14.07 any period during which a stay order from any court of law is in operation shall be excluded.

Section - 49 (o) 14.09 No teacher of a college shall draw for any duties performed in connection with any examination referred to in section 34 (1) in any calendar year, any remuneration in excess of one-sixth of the aggregate of his salary in that calendar year or forty thousand rupees, whichever is less.

Section - 49 (o) 14.10 Not with standing anything contained in these Statutes-

- (i) A teacher of an affiliated college who is a member of Parliament or State Legislature shall not, throughout the term of his membership hold any administrative or remunerative office in the college or in the University;
- (ii) if a teacher of an affiliated college is holding any administrative or remunerative office in the college or in the University from before the date of his election or nomination as a member of the Parliament or the State Legislature, then he shall cease to hold such office with effect from the date of such election or nomination or with effect from the commencement of these Statutes whichever is later;
- (iv) a teacher of an affiliated college who is elected or nominated to the Parliament or the State Legislature - shall not be required to resign or to take leave from such college for the duration of his membership or, except as provided by Statute 14.11, for attending the meetings of any House or Committee thereof.

Explanation: The membership of any authority or body of the university or the Deanship of a Faculty or the Principalship of an college shall not be deemed to be an administrative or remunerative office for the purpose of this Statute.

Section - 49 14.11-A The Executive Council shall fix a minimum number of days during which such teacher shall be available in the University for his academic duties :

Provided that where a teacher of the University is not so available because of the session of the Parliament or the State Legislature shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

14.11 TEACHING DAYS

14.11.01. (a) Subject to sub-clause (b) the colleges must adopt at least 180 working days, i.e, there should be a minimum of 30 weeks of actual teaching in a (6-day) week. Of the remaining period, 10 weeks may be devoted to admission and examination activities, and non-instructional (including preparation of examination) days for co-curricular, sports, college day, etc., 08 weeks for vacations and 4 weeks may be attributed to various public holidays. The above is summarized as follows;-

Categorization	Number of weeks
Teaching and learning Process	30 (180 days)
Admissions/Examinations	03
Preparation for examination	02
Examination	05
Vacation	08
Public Holidays (to increase and adjust teaching days accordingly)	04
Total	52

(b) For the courses regulated by the National Council for Teacher Education, there shall be at least 200 working days, each session exclusive of the period of examination and admission, out of which at least 40 days shall be for practice teaching of skill development in nearby schools. Adjustments shall be made accordingly.

The institution imparting teacher education shall work for a minimum of 36 hours in a week. During which physical presence in the institution of all the teachers and student- teachers is necessary to ensure their availability for individual advice guidance, dialogues and consultations as and when needed.

Provided that where a teacher of the University is not so available because of the sessions of the Parliament or the State Legislature, he shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

14.11.02. The colleges may have an option of a total vacation of eight weeks in a year and no earn leave except when required to work during the vacations for which, one-third of the period will be credited as earn leave.

Part II

Leave Rules for Teachers of affiliated Colleges

14.12. The provisions of Statutes 14.12-A to 14.26-A relating to the leave rules of teachers of the University shall be applicable to the teachers of the colleges with the substitution of the words "Management" and "principal" for the words "Executive Council" and "Vice Chancellor" respectively.

Section - 49

Section - 49 (d)

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

Section - 49 (d)

15.03-A The seniority among Deans of the Faculties shall be determined by the length of total period of service they have put in as Deans of the Faculties:

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

Section - 49 (d)

15.04-A The seniority among Heads of Departments shall be determined by the length of total period of service they have put in as Head of Department:

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

Section - 49 (d)

15.05-A The following rules shall be followed in determining the seniority of teachers of the University:

- (a) A Professor shall be deemed senior to every Associate Professor, and a Associate Professor shall be deemed senior to every Assistant Professor.
- (b) In the same cadre seniority of teacher appointed on direct recruitment or personal promotion shall be determined according to the length of his/her continuous service in such cadre.

Provided that where more than one appointments to post in a cadre have been made at the same time, and an order of preference or merit was indicated by the selection committee or by the Executive Council, as the case may be, the seniority of the person so appointed shall be governed by the order so indicated.

Provided that where more than one appointment has been made by the personal promotion at the same time, the seniority of the appointed teachers shall be governed by the same seniority which was on their post at the time of promotion.

- (c) When any teacher holding substantive post in any University (other than the University of Rohilkhand) or in any constituent college or in any Institute whether in the State of Uttar Pradesh or outside Uttar Pradesh, is appointed whether before or after August 1, 1981, to a post of corresponding rank or grade in the University, the period of service rendered by such teacher in that grade or rank in such University shall be added to his length of service.
- (d) When any teacher holding substantive post in any college affiliated to or associated with any University is appointed whether before or after the commencement of the Rohilkhand

after taking into consideration the number of periods that such teacher shall be required to take per week as compared to the full-time teachers but in no case this will exceed two-thirds of the minimum of the time scale to which he would have been entitled had he been appointed on a whole-time basis. The appointment of teachers shall be subject to the provisions of Chapter VI of the Act.

(e) That the college is prepared to observe the Statutes, Ordinances and Regulations framed by the University for such a college.

Section - 43

17.03.

(1) Every application under Statute 17.01 shall be accompanied by a Bank Draft payable to the University for a sum of Rs. 2,000 which shall be nonrefundable.

(2) The application along with necessary papers shall reach the Registrar before 15th of August of the session preceding the one from which the recognition is sought.

Section - 43

17.04.

(1) Every such application shall be placed before the Executive Council, and if the application is entertained, the Executive Council shall appoint a Board of Inspectors to inspect the college and report on its suitability for being recognised as a Working Men's College and the conditions on which such recognition should be granted.

(2) The report of the Board of Inspectors shall be considered by the Board of Faculty concerned as well as by the Academic Council and shall be laid before the Executive Council together with the views of these bodies.

Section - 43

17.05.

Subject to the provisions of the Act and the Statutes the Executive Council may, after considering the report of the Board of Inspectors, the Board of the Faculty concerned and the Academic Council, recognize any affiliated college as a Working Men's College with the prior approval of the Chancellor.

Section - 43

17.06.

Subject to provisions of section 43 (2) the courses of study and other conditions relating to a Working Men's College shall be such as may be laid down in the Ordinances.

Section - 43

17.07.

The permissions of clauses (2) and (3) of Statute 16.09. and Statute 16.10 shall mutatis mutandis apply to a Working Men's College.

CHAPTER XVIII QUALIFICATIONS AND CONDITIONS OF SERVICE OF NON TEACHING STAFF OF AFFILIATED COLLEGES

Section - 43

18.01

In this Chapter unless the context otherwise requires the expressions defined in the succeeding statutes shall be construed accordingly.

- (1) 'Class four' means a post carrying a pay scale lower than a pay scale of a Routine Clerk and the expressions 'Class four' employee and 'Class four' Staff shall be construed accordingly.
- (2) 'College' means a college affiliated to the University in accordance with the provision of the Act or the Statutes of the University but does not include a college maintained exclusively by the State Government or a local authority.
- (3) 'Employee' means a salaried employee not being a teacher of a college and its grammatical variations and cognate expressions shall be construed accordingly.
- (4) 'Armed Forces of the Union' means the Naval, Military or Air Forces of the Union and includes the Armed Forces of the former Indian States.
- (5) 'Disabled ex-servicemen' means an ex-serviceman who while serving in the 'Armed Forces of the Union' was disabled in the course of operation against the enemy or in disturbed areas.
- (6) 'Ex-servicemen' means a person who had served in any rank (whether as a combatant or non-combatant) in the Armed Forces of the Union for a continuous period of not less than six months and
 - (i) Has been released (otherwise than by way of discharge account of misconduct or inefficiency) or has been transferred to the reserve pending such release, or
 - (ii) Has to serve for not more than six months for completing the period of service requisite for becoming entitled to be so released or transferred to the reserve.

Section - 49 (o)

18.02.

- (1) Subject to the provisions of these Statutes the appointment to the posts referred to in Statute 18.03 shall be made by the Management of the college and appointment to the post of class four employees shall be made by the Principal.
- (2) The appointing authority referred to in clause (1) shall have the power to take disciplinary action and award punishment against the class of employee of which he is appointing authority.
- (3) Every decision of the appointing authority referred to in clause (2) shall, before it is communicated to the employee, be reported to the District Inspector of Schools and shall not take effect unless it has been approved by him in writing:

Provided that nothing in this clause shall apply to any termination of service on the expiry of the period for which the employee was appointed:

Provided further that nothing in this clause shall apply to an order of suspension pending enquiry, but any such order may be stayed, revoked or modified by the District Inspector of Schools.

(4) An appeal against the order referred to in clause (2) and clause (3) shall lie to the Regional Deputy Director of Education".

(1) Appointment to the post of Pharmacist, Routine clerk or any other post either in the pay scale of, or in a pay scale higher than that of Routine Clerk other than the posts mentioned in clause (2) or clause (3) shall be made by direct recruitment on the recommendation of a selection committee in the manner provided in clause (6), after advertisement of the vacancy in the newspapers:

(2) Appointment to the post of Assistant shall be made by promotion according to seniority subject to suitability and fitness from amongst Routine Clerks.

* (3) Appointment to the post of Head Clerk-cum Accountant, Head Clerk, Accountant, Office Superintendent and Bursar shall be made by promotion on the basis of the recommendations of the Selection Committee in the manner provided in clause (6) according to seniority, subject to suitability and fitness from amongst the existing employees having required qualifications. In case of non-availability of qualified and suitable candidates from amongst the existing staff, appointments on such posts may be made by direct recruitment on the basis of the recommendation of the Selection Committee in the manner provided in clause (6) after advertisement of the vacancy in newspapers.

(4) Appointment of employees shall be subject to the approval of the Directorate of Education (Higher Education), or an officer authorized by him in this behalf.

If the approving authority does not within two months from receiving the proposal for approval intimate its disapproval or does not send any intimation in respect of such proposal to the appointing authority the approving authority shall be deemed to have approved the appointment.

(5) Appointment of permanent posts shall be made on probation for one year. The period of probation may be extended if the candidate's work is not found to be satisfactory provided that the total period of probation shall not exceed three years. The extended period of probation shall not count for increment,

(6) (a) The selection committee for the appointment of the remaining posts referred to in clause (1) or clause (3) either by direct recruitment or by promotion shall consist of-

(i) the Head of the management or a member of the management nominated by him who shall be the Chairman;

(ii) the Principal of the college;

(iii) the District Inspector of Schools;

Section - 49 (o)

18.04.

- (iv) the District Employment Officer or an officer authorized by him in this behalf.
- (b) For purposes of direct recruitment, to the posts referred to in clauses (1) (2) and (3) the vacancy shall be advertised in at least two newspapers having adequate circulation in Uttar Pradesh and names of suitable candidates, shall also be obtained from the concerned District Employment Officer.
- (c) Names of the candidates for appointment to a post in class four shall be obtained from the concerned District Employment officer. In the event of non-availability of suitable candidate in such manner the post may be advertised.
- (d) No employee shall be eligible for payment of salary from the Salary Payment Account unless the permission, as contemplated by sub-clause (b) of clause (iii) of section 60-A of the Act has been accorded.
- (e) If the management does not agree with the recommendations of the selection committee, it shall refer the matter to the approving authority along with the reasons of its disagreement, and the decision of the said authority shall be final.
- (1) Reservation shall be made for Scheduled Caste and Scheduled Tribes candidates for appointment to the post referred to in Statutes 18.03. The percentage of such reservation shall be equal to the percentage prescribed for appointment in Government service.
- (2) Ten percent of the vacancies in class III services and posts and five percent of the vacancies in class IV services and post, including temporary vacancies which are likely to be made permanent or to continue for a period of more than one year, to be filled by direct recruitment in any year, shall be reserved for being filled by ex-servicemen.

Provided that the vacancies so reserved shall be utilized first for the appointment of disabled ex-servicemen so long as the duties of the post to be filled are not such the disabled ex-servicemen are incapable of performing due to their disability; and if any such vacancies still remain unfilled, the same shall then be utilized for appointment of other ex-servicemen.

Section - 49 (o)

18.05.

A candidate for employment in a college must be:-

- (a) a citizen of India, or
- (b) a Tibetan refugee who came over to India before January 1, 1962, with the intention of permanently settling in India, or
- (c) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanzanyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to category (b) or category (c) must be a person in whose favor a certificate of eligibility has been issued by the State Government:

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility from the Deputy Inspector General of Police, Intelligence Branch, U. P.

Section - 49 (o)

18.06.

(1) For appointment in a college to the posts specified below, the minimum qualification shall be as noted against each category:-

(v) Clerical Staff - for the post of a routine clerk, assistant, head clerk-cum accountant and head clerk, Intermediate or an examination recognized by the State Government as equivalent thereto:

Provided that in the case of head clerk-cum-accountant and head clerk experience in the post of routine clerk or assistant, in a post-graduate or degree or intermediate college for a period of at least ten years shall be necessary.

(vi) Laboratory Assistant - For the post of laboratory assistants, Intermediate or an examination recognized by the State Government as equivalent thereto, in subject with which the laboratory is concerned, or High School or an examination recognized by the State Government as equivalent thereto with at least five years' experience as laboratory bearer in the laboratory of the subject concerned.

(vii) Office Superintendent - For the post of Office Superintendent, degree from a recognized University established by law together with at least ten years working experience as Head Clerk or Accountant in a college affiliated to or associated with a University or in any other similar institution.

(viii) Assistant Accountant - For the post of Accountant, a degree in Commerce from a recognized University established by law, together with at least ten years working experience as accounts clerk.

(ix) Bursar - For the post of Bursar a degree from a recognised University established by law with at least ten year's working experience as Office Superintendent or Accountant in a degree or post-graduate college.

(x) Class four Staff - For class IV posts, passed Class V from a recognized school.

Other posts - For any other post not covered by the preceding clauses, such minimum qualification as may be specified by the State Government by general or special orders,

Provided that no educational qualification shall be required for the post of sweeper but preference will be given to a

person who is educated or is at least able to read and write Hindi in Devnagri script.

"Provided further that-

- (i) the minimum qualification for appointment of an ex-serviceman to reserved vacancies in class III services and posts shall be Intermediate wherever the qualification prescribed in this Statute is a degree of a University, and High School or any other qualification recognized as equivalent thereto wherever the qualifications prescribed in this Statute is Intermediate, and there shall be no relaxation where the prescribed qualification is High School or a qualification equivalent thereto.
 - (ii) for class IV services and posts, no educational qualification shall be required for ex-serviceman otherwise considered suitable, in the reserved vacancies in such services and posts.
- (2) No employee who does not possess the qualifications prescribed in clause (1) shall, after the commencement of these Statutes, be eligible for promotion or confirmation unless he attains the aforesaid qualifications :

Provided that nothing contained in this statute shall affect the promotions and confirmations made prior to commencement of these Statutes.

- *18.07. For appointment of an employee in a college through direct recruitment, the minimum age of the candidate shall be 18 years and the maximum age for the post or a routine clerk or a post in equivalent scale of pay, shall be 35 years and for any other post referred to in clauses (1) and (3) of Statute 18.03, shall be 40 years. The maximum age shall be higher by five years in the case of a candidate belonging to a Scheduled Caste or a Schedule Tribe:-

Provided that with the prior consent of the Director of Education (Higher Education) the condition of maximum age limit of 40 years referred to above may be relaxed up to 5 years in special circumstances;

Provided further that the maximum age limit shall not apply to an employee referred to in Statute 18.16 and provision to Clause (1) of Statute 18.03;

"Provided also that for appointment to a vacancy reserved for ex-servicemen the maximum age shall be higher by the period of service of the candidate in the Armed Forces plus three years."

- 18.08. It shall be the duty of the appointing authority to satisfy himself that the character of a candidate for employment by direct recruitment as such as to render him suitable in all respects for employment in a college.

NOTE - Persons dismissed by the State Government, the Union Government or by any other state Government or a local authority shall be deemed ineligible.

Section - 49 (o)

18.09. No candidate shall be employed in a college unless he is in good mental and physical health and free from any defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment he shall be required to produce a medical certificate of fitness from a Medical officer in-charge of a hospital established by the State Government.

Section - 49 (o)

18.10. The employees shall be given the scale of pay and allowances may be prescribed by the State Government from time to time.

"Explanation - An ex-servicemen appointed in a vacancy reserved for ex-servicemen shall not be entitled to any higher pay merely on account of his past service in the Armed Forces of the Union."

Section - 49 (o)

18.11. (1) Every employee shall maintain highest order of integrity with regard to his work and conduct.

(2) Every employee shall comply with the orders or directions of the Management and the Principal (including the orders or directions issued in the implementation of the orders of the State Government or the University),

(3) The Principal of the college will maintain the character roll of every employee in which the confidential report about his work and conduct shall be recorded every year. Adverse entries shall be communicated to the employee concerned as soon as possible so that he may improve his work and conduct accordingly.

(4) An employee aggrieved by an adverse entry may represent to the Manager of the college through the Principal for the expunge of the adverse entry. The power to expunge the adverse entry on the basis of justification there for shall vest in the Managing Committee of the college concerned.

(5) A Service Book of every employee shall be maintained under the control of the Principal.

Section - 49 (o)

18.12. An employee who disobeys anyone or both of the provisions of clauses (1) and (2) of Statute 18.11 shall be liable to disciplinary action

Section - 49 (o)

18.13. (1) An employee shall be liable to be removed from service on any one or more of the following grounds, namely :-

(a) gross negligence of duties ;

(b) misconduct;

(c) insubordination or disobedience;

(d) physical or mental unsuitability in the discharge of duties;

(e) prejudicial conduct or activity against Government or the University or the college concerned;

- (b) has obtained the permission of the Manager of the previous college for service in the new college and the Management of the previous college has no objection in relieving him;
- (c) furnishes a certificate from the Manager of the previous college to the effect that there were no unusual and adverse circumstances in which the employee left that college;
- (d) furnishes the last pay certificate from the previous college duly countersigned by the District Inspector of Schools' concerned.

Explanation: (1) On being appointed in the new college the service rendered in the previous college shall not count towards seniority. Seniority in the new college shall be reckoned from the date of appointment in the new college and the annual increment shall fall due after completing one year's service in the new college from the date of taking over charge or the duties in that college.

(2) The employees shall not be entitled to receive any traveling allowance' for journeys performed by him to join his duties in the new college. He shall however, be allowed journey time at following rates :-

- (a) one day for each 500 km for places connected by Train;
- (b) one day for each 150 km. for places connected not by Train but connected by Bus;
- (c) one day for each 25 km for places neither connected by Train nor by Bus.

CHAPTER XVIII-A

Employment to be given to the

Dependant of a Deceased Employees of the University and Colleges

18 (A) Where a permanent 'employee' dies while in service, and wife/husband/ dependent (as the case may be) of the deceased employee, who is not in service under Central Govt. or State Govt. or any Corporation under the control or ownership of the Central Govt. or State Govt. who applied for a vacant post of class III and class IV employee within 05 years of death of employee and possesses minimum employee educational qualification for such post shall, with the prior approval of the Director (Higher Education), be appointed by the Management in relaxation of the procedure for selection and maximum age limit.

Explanation for the purposes of this Statute:

- (1) 'dependant' means the son, unmarried or widowed daughter; widow of son or daughter (Vidhur);
- (2) 'employee' also includes, teacher employed in the institution.

*U.P. Govt. Notification No. 3259/XV-X-87-15 (382)/86 Dated July 8, 1987, R.U. 16th Amendment, Statutes 1987
 No. 377/70-1-2013-16(114)/2010 dt. Dec. 03, 2013. *U.P. Govt. Notification No. 4174/XV-X-88-15 (382)/86 Dated June 29, 1988, R.U. 19th Amendment, Statutes 1988. (Exam) No. E-1517/G.S. dt. July 03, 2006

CHAPTER XIX MISCELLANEOUS

- Section - 7 (12) and 49 (p) 19.01. The University may institute an award, scholarships, fellowships (including traveling fellowships) and studentships, medals and prizes in accordance with the provisions laid down in the Ordinances.
- Section - 49 and 64 19.02. All elections to an authority or body of the University according to the system of proportional representation by means of single transferable vote shall be held in the manner laid down in Appendix A.
- Section - 7 19.03. Subject to the provisions of section 7, the University may allow any person to appear as a private candidate at any examination conducted by the University provided that-
- (a) such person fulfils the requirements laid down in Ordinances; and
- (b) such examination does not relate to a subject or course of study in which practical examination is a part of the curriculum.
- Section - 7 19.04. The provision of Statute 19.03, shall 'mutatis mutandis' apply to correspondence course.
- *19.05 Notwithstanding anything referred in Statute or ordinance of the University:
- (i) In any academic year, no admission will be given after 31st August.
- (ii) All the examinations which are conducted by the University will be held by 30th April.
- (iii) All the results will be declared by 15th June.
- Provided that for the academic year 1986-87, all University examinations can be completed up to 15th June 1987 and all results shall be declared by 31st July 1987. Admission for the session 1987-88 can be completed by 15th Sept 1987
- **19.06 With the view to improving his result a candidate may be allowed to appear in one subject in any part of the undergraduate examination and in one paper in B.Ed. or any one year in the LL.B. or any part of the post graduate examination in the next regular examination of the University.
- ***19.07 CREATION AND FILLING UP OF TEACHING POSTS
- 19.7.01 Teaching posts in Universities, as far as feasible, may be created in accordance with the provisions contained in Section 21 (3) of the Act in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.
- 19.07.02 All the sanctioned/approved posts in the University system shall be filled up on an urgent basis.

*U.P. Govt. Notification No. 3259/XV-X-87-15 (382)/86 Dated July 8, 1987, R.U. 16th Amendment, Statutes 1987.

No. 377/70-1-2013-16 (114)/2010 dt. Dec. 03, 2013, Substituted Vide U.P. Govt. Notification No. 4168/XV-X-88-15(382) Dated 23.06.1988. *U.P. Govt. Notification No. 4174/XV-X-88-15 (382)/86 Dated June 29, 1988, R.U. 19th Amendment, Statutes 1988.

(Exam) No. E-1517/G.S. dt. July 03, 2006.

APPENDIX "A"
(See Statutes 4,12. and 19,02.)
**Election by Proportional Representation by Means
of Single Transferable Vote**

PART I-GENERAL

1. Unless there is anything repugnant to the subject or context with reference to any election by proportional representation by single transfers vote:
 - (i) "Candidate" means a person duly qualified to seek election who has been duly nominated.
 - (ii) "Continuing candidate" means a candidate not elected and not excluded from the poll at any given time.
 - (iii) "Elector" means a person who is duly qualified to give his vote in the election.
 - (iv) "Exhausted Paper" means a ballot paper on which no further preference is recorded for a continuing candidate provided that a paper shall also be deemed to be exhausted if:
 - (a) the names of two or more candidates whether continuing or not are marked with the same figure and are next in order of preference, or
 - (b) the name of the candidate next in order of preference whether continuing or not is marked-
 - (1) by a figure not following consecutively after some other figure on the ballot paper, or
 - (2) by two or more figures.
 - (v) "First preference vote" means the vote for a candidate against whose name the figure 1 appears on a ballot paper, "Second preference vote" means the vote for a candidate against whose name the figure 2 appears, "Third preference vote" means the vote for a candidate against whose name the figure 3 appears and so on.
 - (vi) "Original vote" in regard to any candidate means a vote derived from a ballot paper on which a first preference is recorded for such candidate.
 - (vii) "Quota" means the lowest value of votes sufficient to secure the return of a candidate.
 - (viii) "Surplus" means the number by which the value of votes of any candidate, original and transferred, exceeds the quota.
 - (ix) "Transferred vote" in regard to any candidate means a vote which is derived from a ballot paper on which a second or subsequent preference is recorded for such candidate and the value or part of the value of which is credited to such candidate.
 - (x) "Unexhausted paper" means a ballot paper on which a further preference is recorded for a continuing candidate.
2. The Registrar shall be the Returning Officer responsible for the conduct of all elections.
3. The Vice-Chancellor shall-
 - (i) appoint the dates for the various stages of each election in conformity with the provisions of the Statutes and shall have power to alter these dates in case of any emergency except where such alteration contravenes the provisions of the Statutes;
 - (ii) decide in case of doubt the validity or otherwise of a vote recorded.
4. The election of members of the Court representing Registered Graduates (and such other elections as the Vice-Chancellor may for reasons of convenience or economy direct) shall be conducted by postal ballot. Other elections shall be conducted at meetings of the Authorities or bodies concerned.