

**DIRECTION NO.-01/2017: THE PROCEDURE FOR APPOINTMENT AND APPROVAL OF PRINCIPALS, DEANS, DIRECTORS AND TEACHERS AND RECOGNITION OF POST GRADUATE TEACHER OR GUIDE OF AFFILIATED PRIVATE AIDED AND UNAIDED COLLEGES OR RECOGNISED INSTITUTIONS AND THE CRITERIA GOVERNING TERMS AND CONDITIONS OF THEIR SERVICES.**

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**WHEREAS** Maharashtra University of Health Sciences Act, 1998 (hereinafter in this Direction referred to as "the said Act") has been passed by the State Legislature to establish the Maharashtra University of Health Sciences (hereinafter in this Direction referred to as "the University") for the purposes of ensuring proper and systematic instruction, teaching, training and research in modern Medicine and Indian system of Medicine and to have a balanced growth in the Health Sciences, so also to have uniformity in various courses in Health Sciences in the State;

**AND WHEREAS** as per clause (u) of section 27 of the said Act, the Management Council of the University may prescribe by Statutes the procedure of appointment of teachers, officers and other employees in all institutions and colleges affiliated to the University, and the terms and conditions of their services, and as per sub-section (3) of section 61 of the said Act, the University may prescribe the selection committee and the mode of appointment for Principals, teachers and other employees of the affiliated Colleges or recognised institutions;

**AND WHEREAS** prescribing the qualifications, procedure of recruitment, workload, code of conduct, terms and conditions in respect of official duties, including periodic assessment of teachers, the affiliated Aided and Unaided colleges and recognised institutions (except those colleges or institutions managed and maintained by the State or Central Government or a local authority) is a subject matter of Statutes, as per the provisions of sub-section (8) of section 48 of the said Act;

**AND WHEREAS** there is no Statute prescribing, qualifications, procedure of recruitment, workload, code of conduct, terms and conditions in respect of official duties, including periodic assessment of Principal, Dean, Director and teachers of the affiliated private aided and unaided colleges or recognised institutions in existence in the University;

**AND WHEREAS** making of Statute is a time taking process;

**NOW, THEREFORE**, I, Prof. Dr. Deelip G. Mhaisekar, the Vice- Chancellor of the University in exercise of the powers conferred upon me under sub-section (8) of section 16 of the said Act, issue the following Direction, namely : –

**1. *Short title, extent and commencement.-***

- (1) This Direction may be called "The procedure for appointment and approval of Principals, Deans, Directors and teachers and recognition of post graduate teacher or guide of the affiliated private aided and unaided colleges and recognised institutions and the criteria governing terms and conditions of their services".

- (2) It shall come into force prospectively i.e. from the date of its issue.
- (3) It extends to all the existing affiliated private aided and non-aided colleges and recognised institutions.
- (4) The provisions of the existing Direction No. 02/2012, namely, the procedure for appointment of Principals, Deans, Directors and teachers of the affiliated colleges and recognised institutions and the criteria governing terms and conditions of their services are hereby repealed. However, the actions taken under that Direction shall stand protected.
- (5) The existing Directions No.07/2012, 09/2012, 10/2012, 01/2013 and 05/2013, prescribing rules for recognition of Post Graduate teachers, respectively, from the Medical, Dentistry, Ayurveda and Unani, Homeopathy and Allied Health Sciences faculty are hereby repealed. However, the actions taken under those Directions shall stand protected.

**2. *Definition clause.-***

Words and expressions used but not defined in this Direction shall have the same meaning, respectively, assigned to them in the said Act.

**3. *Pay scales.-***

Pay scales of the Principals, Deans and Directors of the affiliated colleges and recognised institutions and different categories of teachers in the University, affiliated private aided and unaided colleges and recognised institutions shall be as prescribed by the State Government, from time to time, and be adopted by the University. If the pay scale for private unaided affiliated colleges or recognised institutions is not prescribed by the State Government, then the University shall be entitled to prescribe the minimum pay for the Principals, Deans, Directors and different categories of teachers in such private unaided affiliated colleges or recognised institutions.

**4. *Qualifications and experience.-***

The qualifications and experience for the Principals, Deans and Directors of the affiliated private aided and unaided colleges and recognised institutions and the different categories of teaching posts of Professors, Associate Professors (Readers), Asstt. Professors, (Lecturers), Tutors or Demonstrators, etc. shall be as prescribed by the respective Central Councils and be adopted by the University, from time to time. Where the Councils have not prescribed any criteria of qualifications and experience and where there is no Central Council, the University shall prescribe the criteria in respect of the qualifications and experience.

***Explanation.-*** For the purposes of this rule, approved teaching experience means the approved teaching experience in the University.

**5. (1) *Appointments of Principals, Deans and Directors of affiliated colleges or recognized institutions.-***

- (a) Principals, Deans and Directors of affiliated colleges and recognised institutions shall be appointed only by direct recruitment, through the selection procedure;
- (b) The post of the Principal, Dean or Director of affiliated college and recognised institutions shall be a non-vacation post;
- (c) The appointment of Principal, Dean or Director of affiliated college and recognised institution shall be made by an Appointing Authority, on the recommendations of the selection committee.
- (d) The selection committee for posts of Principal, Dean and Director of affiliated private unaided colleges shall be consisting of,-
  - (i) Chairman of the Governing Body or Management of the college or recognised institution, or his nominee;
  - (ii) One member of the Governing Body or Management of the college or recognised institution nominated by the Governing Body or Management;
  - (iii) Two members, to be nominated by the Vice-Chancellor out of which minimum one shall be the Principal or Dean of the affiliated college or recognised institution. Attendance of minimum one member out of these two members shall be mandatory to constitute the quorum of the Selection Committee;
  - (iv) One member belonging to either the S.C or S.T or V.J.N.T. or O.B.C. or S.B.C., category nominated by the Vice-Chancellor. Attendance of the said member shall be mandatory to constitute the quorum of the Selection Committee.
  - (v) The member of the selection committee shall not delegate any of his powers to any other person.
- (e) The Selection Committee for the aided post of the Principal, Dean or Director of a private aided affiliated college and recognised institution, shall be, as prescribed by the State Government, from time to time. The Selection Committee and the procedure of selection for the non-aided post of the Principal, Dean or Director of a private affiliated college or recognised institution, shall be, as prescribed by the University.

If, the Selection Committee, the procedure of the selection or any rule regarding selection committee or its procedure has not been separately prescribed by the State Government or any appropriate authority for the selection of Principal, Dean or Director of any aided affiliated college or recognised institution of any pathy or faculty, then the procedure prescribed by the University for selection of Principal, Dean or Director in the private affiliated college or recognised institution shall be applicable to such aided affiliated college or recognised institution.

**(2) Procedure of regular appointment and approval thereto for Principal, Dean or Director: -**

- (i) The advertisement for the post of Principal, Dean or Director of affiliated college or recognised institution shall be prepared by the college, keeping in view the reservation policy and shall get the approval thereto, from the University, along with the Roster, maintained as per the rules of reservation, prescribed by the Government, from time to time.
- (ii) The post of the Principal, Dean or Director of affiliated college or recognised institution shall be widely advertised in a short manner, one at the local level and one, in State level newspaper, with particulars of the minimum and other qualifications, approved experience, emoluments, etc. Reasonable time i.e. **minimum two weeks**, shall be allowed to aspirants to submit their applications. The concerned affiliated college or recognised institution shall submit the detailed advertisement to the University, along with demand draft of fees notified by the University for publishing the said advertisement on the official website of the University. The college or institution may also publish the said advertisement approved by the University on its own website.
- (iii) The date of the meeting of the Selection Committee shall be so fixed as to avail the notice of minimum ten days to each member and to the candidates. The chart of particulars of each eligible candidate, without his address and contact number, called for the interview, in consultation with the management of the college or recognised institution may be supplied to each member, at least five days before the date of meeting.
- (iv) The quorum for meeting of the Selection Committee for private unaided colleges or recognised institutions shall be three members and for private aided colleges or recognised institutions shall be as prescribed by the State Government.
- (v) The Selection Committee shall interview all eligible candidates called and present for the interview, by adopting marking system chart in form **Appendix-II** to adjudicate the merit of each candidate in accordance with the qualifications, approved experience and performance of the candidate in the interview, and report in form **Appendix-I (C)** to the Appointing Authority, the names arranged in order of merit giving reasons for the order of preference. The committee may recommend only one name, if others are not found suitable or recommend no name, if no one is found suitable. The report in **form C** of the Selection Committee along with marking chart shall be sent to the University within 72 hours i.e. three consecutive working days, with relevant documents by appropriate electronic communication media, or by college's or recognised institutions representative, or by speed post.

- (vi) The Appointing Authority shall appoint a person in order of merit from amongst the persons so recommended by the Selection Committee and shall submit the proposals for approval to the University, along with all necessary documents prescribed by the respective Central Council and / or by the University.
- (vii) The Vice-Chancellor shall grant regular approval to the appointments of such persons after verifying their qualifications and required approved experience, as prescribed by the respective Central Council and / or by the University. If the appointed person does not possess adequate required qualification and approved experience and / or if, there is a reason to believe that the act of selection committee or selection procedure was not transparent and fair or not as per the Direction, then under such circumstances approval to the appointment shall not be granted. In such cases if, the Vice-Chancellor does not grant approval to the appointed persons, then he shall record his reasons therefor and return it to the Selection Committee for reconsideration, or may appoint a committee of experts for investigation. After reconsideration by the Selection Committee or the investigation by the Experts Committee, the Selection Committee or Experts Committee shall submit its report to the Vice-Chancellor for his decision. The Vice-Chancellor shall reconsider the proposal in view of the report of reconsideration of the Selection Committee or the report of Experts Committee, as the case may be, and shall decide the matter on merit of the case. The decision of the Vice-Chancellor thereon shall be final and binding.
- (viii) The permanently appointed or approved Principal, Dean or Director of affiliated college or recognised institution, who desires to relinquish his post, for personal or other reasons, shall give three months' written notice, or in lieu thereof return three months' basic salary to the Appointing Authority. The Appointing Authority, the Governing Body or Management, at its discretion may waive the above notice period in part or in full.
- (ix) The Principal, Dean or Director of affiliated college or recognised institution, who is selected by direct recruitment and has joined by keeping lien to his earlier post and desires to relinquish the post as Principal, Dean or Director, shall do so by giving one month's notice or the notice of such period, as prescribed by concerned Central Council, or in lieu thereof return the basic salary in lieu of the notice period to the Appointing Authority and shall have an option to revert to his original post in the Department, which he represented. In case of the Principal, Dean or Director who is appointed from amongst the teachers of the same college or institution on reverting back to his original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the same post. In case of the Principal, Dean or Director who was not a teacher of the same college at the time of his appointment as Principal, Dean or Director, as the case may be, his pay as teacher shall be fixed in his previous scale, as if, he had continued in the same post.

***(3) Temporary appointment of officiating Principal, Dean or Director of affiliated college or recognised institution.-***

In the event of the vacancy in the post of Principal, Dean or Director, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, Dean or Director, as the case may be, shall be assigned by the Management of the college or recognised institution to the teacher of the college or recognized institution, on seniority cum merit basis, to a teacher who is otherwise eligible for the post of Principal, Dean or Director, in addition to his own duties, as an alternate arrangement in respect of the temporary vacancy, for the period of six months or till the incumbent is appointed, by following the prescribed procedure and resumes his duties:

Provided that, under exceptional circumstances considering the genuine efforts made by the college or recognised institution for filling up the said post on regular basis, the Vice-Chancellor may approve the period of appointment of such person as officiating Principal, Dean or Director, as the case may be, for a further period of six months or for such period as the Vice-Chancellor deems fit, as the case may require. However, the superannuated teacher shall not be appointed as officiating Principal, Dean or Director of any private unaided affiliated college or recognised institution. The temporarily appointed officiating Principal, Dean or Director shall not have any claim or right to claim continuity or confirmation on such temporary post.

***6. Responsibilities of Principal, Dean or Director of affiliated colleges or recognized institutions.-***

Subject to the supervision and general control of the University and the Governing Body or Management, the Principal, Dean or Director of affiliated college or recognised institution, as administrative and academic head shall be responsible for,-

- (1) academic growth of the college or recognised institution and work hard for improvement of the quality of Health Sciences Education;
- (2) participation in the teaching work, research, and training programmes of the college or recognised institution;
- (3) assisting in planning and implementation of Academic Programmes, such as orientation courses, seminars, in-service and other training programmes organized by the University, college or recognised institution, for academic competence of the faculty members;
- (4) admission, registration and eligibility issued by the University of to students and maintenance of discipline in the college or recognised institution, as per the prevailing Rules. They shall also be responsible for curbing incidences of ragging;
- (5) managing the college or recognised institution, Libraries, Laboratories, Hospitals, Gymkhana and Hostels;

- (6) accepting receipts, making expenditure and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee;
- (7) observance of provisions of the Accounts Code and good practices in the keeping of accounts;
- (8) correspondence relating to the administration of the college or recognised institution;
- (9) administration and supervision of curricular, co-curricular, extra-curricular or extra-mural activities, and welfare activities of the college or recognised institution and maintenance of records;
- (10) observance of the said Act, Statutes, Ordinances, Directions, Regulations, Rules, Notifications and other Orders issued thereunder by the University, from time to time;
- (11) supervision of college or recognised institution and University examinations, setting of question papers for the college or recognised institution and the University examinations, moderation and assessment of answer papers and such other work pertaining to the examinations, as assigned;
- (12) assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff;
- (13) any other work relating to the college or recognised institution, as may be assigned to him or them by the University and Appointing Authority, from time to time. Allow or relive the teacher for performing the duty assigned by the University, from time to time and assign his duties to other suitable teacher during the period of his duty leave;
- (14) observation and implementation of directives issued by the Government of India, respective Central Councils, the Government of Maharashtra and Government Authorities i.e. Director of Medical Education and Research and Director of *Ayurved* and *Unani*, the University and other concerned authorities;
- (15) to safe-guard the interests of teachers, non-teaching staff members and the Management;
- (16) timely submission of information or returns to different authorities i.e. the Government, the University, the University Grants Commission, the respective Central Councils and Management, etc. especially regarding Academic and Accounts matters;
- (17) the Principal, Dean or Director of the concerned affiliated college or recognised institution shall be held responsible for submission of any false or forged information to the University and shall be held responsible for any act done by him, which is contrary to the provisions of the said Act, Statutes, Ordinances, Rules, Regulations, Directions, Instructions, Resolutions or Notifications, decisions of University authorities, Committees and the Vice-Chancellor, as the case may be.

7. (1) *Regular appointment of teacher in private aided and unaided affiliated colleges or recognized institutions.-*

There shall be a Selection Committee for making recommendations to the Management for appointment of teachers;

(a) The Selection committee for Private unaided colleges or recognised institutions shall be consisting of the following, namely:-

(i) Chairman of the Governing Body or Management, or his nominee;

(ii) one member nominated by the Vice-Chancellor as his nominee;

(iii) one member belonging to S.C., S.T., V.J.N.T., O.B.C. or .S.B.C., nominated by the Vice-Chancellor. Attendance of the said member shall be mandatory to constitute the quorum of the Selection Committee for selection for the post earmarked for the reserved category;

(iv) one subject expert in each subject, nominated by the Vice-Chancellor, provided that, the designation of the subject expert so nominated shall be always equal or higher than the post for which the selection committee is to be constituted. Attendance of this subject expert shall be mandatory to constitute the quorum of the Selection Committee;

(v) the Principal, Dean or Director of the college or recognised institution, as the case may be;

(vi) the Head of the concerned Department of the college or recognised institution;

(vii) one representative belonging to the S.C., S.T., V.J.N.T., O.B.C. or S.B.C., from the concerned college or the institution for the post earmarked for the reserved category.

(b) The Selection Committee for the aided posts of teachers in the private aided affiliated colleges or recognised institutions shall be such, as prescribed by the State Government, from time to time. However, the subject expert shall be nominated by the Vice Chancellor on the Selection Committee and his attendance shall be mandatory to constitute the quorum of the Selection Committee.

(c) If the Selection Committee, the procedure of selection or any rule regarding selection committee or its procedure has not been separately prescribed by the State Government or any Appropriate Authority for the selection of teachers of any aided affiliated college or recognised institution of any pathy or faculty, then the procedure prescribed by the University for the selection of teachers in the private affiliated college or recognised institution shall be applicable to such college or recognised institution.

(d) The Selection Committee and the procedure for selection of candidates for the non-aided posts of teachers in the private aided affiliated colleges or recognised institutions shall be as prescribed by the University.



**(2) Procedure of appointment and approval of teachers.-**

- (a) The advertisement for all posts shall be prepared by the college or recognized institution, keeping in view the reservation policy, and shall get it approved from the University, along with the Roster as per rules of Reservation prescribed by the Government, from time to time.
- (b) The post of the teacher of affiliated college or recognised institution shall be widely advertised in a short manner, one at local level and one in the State level newspaper, with the particulars of the minimum and other qualifications, approved experience, if any etc. Reasonable time (minimum two weeks) shall be allowed to aspirants to submit their applications. The concerned affiliated college or recognised institution shall submit the detailed advertisement to the University, in a prescribed format, along with demand draft of fees prescribed by the University, for publishing it on the official website of the University. The college may also publish the said advertisement approved by University on its own website.
- (c) The date of the meeting of the Selection Committee shall be fixed by the college or recognised institution so as to allow the notice of minimum ten days to each member and to the candidates. The marking system chart in form of **Appendix II** of particulars of each eligible candidate without address and contact number of the candidates called for interview, may be supplied to each member at least five days before the date of meeting, in consultation with the Principal, Dean or Director of the affiliated college or recognised institution.
- (d) The quorum of the meeting of the Selection Committee for private unaided colleges or recognised institutions shall be four members and for private aided colleges or recognised institutions shall be as prescribed by the State Government, from time to time:
- Provided that, presence of subject expert and reservation category nominee (in case of post of reservation category) in the selection committee shall be mandatory to constitute the quorum for the meeting.
- (e) The Selection Committee shall interview all eligible candidates called and present for the interview, by adopting **marking system** in form of **Appendix-II** to adjudicate the merit of each candidate in accordance with the qualifications, approved experience, if any, and performance of the candidate in the interview, and submit the report in the form of **Appendix-I (A)** or **(A-1)** and **(B)** or **(B-1)**, as the case may be, to the Appointing Authority, in which the names being arranged in order of merit, providing reasons for the order of preference. The committee may recommend only one name, if other candidates are not found suitable, or recommend no name, if no one is found suitable. The Selection Committee shall scrupulously verify the original documents of

educational qualification and experience and shall attest copies of said documents and submit a set of such attested documents, along-with their recommendations report to the Appointing Authority. The report of the Selection Committee shall be sent to the University within 72 hours i.e. within three consecutive working days, along-with a set of documents attested by the Selection Committee and other relevant documents as per checklist in form **Appendix-III** by appropriate electronic communication media or by college's or recognised institution's representative, or by speed post.

- (f) The Appointing Authority, shall appoint a person in order of merit from amongst the persons so recommended by the Selection Committee and shall submit the proposals for approval to the University, along with all necessary documents prescribed by the respective Central Council and / or by the University. Such appointment shall be subject to the approval of the University. As far as practicable the appointment order, acceptance of appointment and joining report will be in the form of **Appendix-IV, V and VI** respectively.
- (g) The Vice-Chancellor shall grant approval to the appointment of such person, after verifying his qualifications and required approved experience, if any, as prescribed by the respective Central Council and / or by the University. Such approval to the appointment shall be communicated to the concerned college or institution in the form of Letter of Approval, under the signature of the Registrar. In the absence of Registrar it may be communicated under the signature of such other authorised officer not below the rank of Assistant Registrar.
- (h) If the appointed person is found to have no adequate or required qualification and / or experience and / or if, there is a reason to believe that the act of selection committee or selection procedure was not transparent and fair, or was not as per the rules, then the approval to the appointment shall not be granted. If, the Vice-Chancellor does not grant approval to the appointed person, then he shall record his reasons therefor and return it to the Selection Committee for reconsideration. In such case if, the Vice-Chancellor does not grant approval to the selected / appointed person, then he shall record his reasons therefor and return it to the Selection Committee for reconsideration, or may appoint a committee of experts for investigation in the matter. After reconsideration by the Selection Committee or the investigation by the Experts Committee, the Selection Committee or Experts Committee shall submit its report to the Vice-Chancellor for his decision. The Vice-Chancellor shall reconsider the proposal in view of the report of reconsideration of the Selection Committee or report of Experts Committee, and shall decide the matter on merit of the case. The decision of the Vice-Chancellor shall be final and binding. The Dean, Director or Principal of the concerned college or the institution shall handover copy of such approval letter to all the teachers to whom the approval is granted, for their record.

- (i) The regular approval granted by the Vice-Chancellor to the appointment of the teachers of the affiliated colleges or recognised institutions shall be subject to successful completion of at least one Medical Education Technology (MET) workshop conducted by the University, within the period of one year from the date of approval. If any teacher fails to comply with the said provision, the approval granted by the Vice-Chancellor may be cancelled.
- (j) (i) There shall be an exemption from taking approval to the appointment of Dean, Director or teachers appointed in the college or the institution, managed and maintained by the State, the Central Government or the Local Self Government. However, it shall be the duty of the appointing authority of the college or the institution, managed and maintained by the State, the Central Government or the Local Self Government to,-
- (a) observe the rules and regulations prescribed by the concerned Central Council while appointing the Dean, Director, Principle or teacher in such college or the institution;
- (b) inform to the University about such appointments and transfers;
- (c) submit list of teachers to the University mentioning their names, designation, nature of appointment, duration of appointment and other details as asked by the University, one month before the beginning of the Academic Year.
- (ii) The University shall issue the formal approval to the appointments of the Dean, Director or teachers appointed at the college or the institution, managed and maintained by the State, Central Government or the Local Self Government, after receipt of the letter of appointment, promotion or transfer and the joining report.
- (k) The permanently appointed or regular approved teacher of affiliated college or recognised institution, who desires to relinquish his post for personal or other reasons, shall give three months' notice, or of such period, as prescribed by the concerned Central Council, or in lieu thereof the basic salary for the notice period to the Appointing Authority. The Appointing Authority, or the Governing Body or Management, at its discretion may waive the above notice period in part or in full.
- (l) The rules regarding procedure for constitution of Selection Committee and appointment of teachers in the affiliated colleges or recognised institutions, who have been granted Minority Status by the State Government, and the University, shall be separately prescribed by the University. However, the other rules in this Direction except the rule regarding reservation of posts (Roster), shall be applicable *mutatis mutandis* to such colleges or recognised institutions.

**8. *Approved experience, verification and regularization of experience and permission to use higher designation.-***

- (1) The experience of a Principal, Dean, Director or teacher of any category, appointed in the affiliated college or recognised institution of the University or any other University established under any State or Central enactment, to which the approval has been granted by the concerned University, shall be called as approved experience. Also the experience of any Principal, Dean, Director or teacher of the college or the institution, managed and maintained by the Central Government or any State Government or Local Self Government shall be deemed to be the approved experience.
- (2) The unapproved experience of any Principal, Dean, Director or teacher of any category may be validated by verifying self-attested copies of the following two documents submitted with the proposal in the form of **Appendix-XVI** by the concerned college or the institution or by the candidate, namely,-
  - a) a copy of Form no. 16 for the teaching post for the given period, duly signed by the Administrative or Accounts officer of the concerned college or the institution and Income tax return submission receipt;
  - b) experience certificate of the concerned period issued by the Principal, Dean or Director or Head of the Institution, as the case may be.

The University may call original documents for personal verification or may send such documents for verification to the concerned college or the institution. Such procedure of verification and validation of unapproved experience may be done for considering the proposal of approval of any Principal, Dean, Director or teacher of any category, selected by the selection committee. However, such selection shall be subject to the verification and validation of such period of unapproved experience.

- (3) The unapproved experience between the two different appointments of Principal, Dean, Director or teacher of any category of any affiliated college or recognised institution of this University may be verified and regularised by adopting abovementioned procedure.
- (4) It shall be mandatory to submit Affidavit along with the proposal for verification and validation of unapproved experience, to the effect that the information and documents submitted with the said proposal are true and correct. If at any stage it is found that any information and / or document submitted with the said proposal are false or fabricated, then the verification and validation or approval shall stand cancelled and the University may initiate penal action against such teacher.
- (5) If any approved teacher is having experience required for higher post and if the respective Council allows for compensation of deficiency of lower post by the excess faculty in higher cadre in the same department and appropriate roster of

Constitutional reservation is maintained while appointing the said teacher, the University may, after receipt of proposal from the concerned college or the institution, accord the express permission to use appropriate higher academic designation, other than that approved by the University. Such, higher academic designation shall not be considered as approval to such post of higher designation. The concerned teacher shall not be entitled to use benefits of such higher academic designation for the administrative, election, co-option or nomination purpose, on any authority or body of the University. However, such higher academic designation shall be considered for the purpose of allotment of P.G. seats and the University examination related work. The proposal for use of higher academic designation shall consist of following documents,-

- (a) self-attested copy of appointment order and the joining report of the post for which the University has granted approval;
- (b) self-attested copy of the University approval letter;
- (c) self-attested copy of the experience certificate of entire teaching experience which may be verified by the University;
- (d) affidavit in the prescribed form at **Appendix-XIV** for regularization or validation of experience.

(6) The University shall have right to cancel such permission to use higher academic designation under the circumstances, as it deem fit at any time.

***(3) Rules for preparation of panel of teachers, Principals, Deans or Directors published for nomination on Selection Committee.-***

(a) The University may prepare Faculty-wise following lists,-

- (i) the Vice-Chancellor's nominees' list;
- (ii) the approved Principals', Deans' or Directors' list;
- (iii) the approved subject experts' list;
- (iv) the Vice-Chancellor's Reservation nominees' list.

(b) The above mentioned lists may be prepared by the University from the approved full time and permanent teachers and full time and approved Principals, Deans or Directors of affiliated colleges or recognised institutions, with the details, such as, their designation, qualifications, experience, contact numbers and other details. Such panels shall be prepared to help the Vice-Chancellor for the purpose of nomination on the Selection Committee on the request of the College / Institution.

(c) Such panels shall be updated by the University from time to time.

(d) No affiliated college or recognised institution shall refuse the nomination of member on its Selection Committee from the said panels on any ground.

- (e) The Vice-Chancellor may not nominate such member on Selection Committee from the said panel, who is from the same city and who is directly or indirectly connected with or in the employment of the said college or recognised institution, trust or the society of the said college or institution. It shall be the responsibility of the concerned college or institution to inform such relation to the University.
- (f) The Vice-Chancellor may not nominate same member, in any capacity, on the Selection Committee, who was a member of the previous Selection Committee of the said college or institution.
- (g) The Governing Body or Management of affiliated college or recognised institution shall pay the Travelling Allowance and Daily Allowance to the members of the Selection Committee, called for conducting the interviews, as per the University rules prescribed, from time to time. No extra remuneration shall be admissible to the members of Selection Committee, however, a sitting allowance, if admissible, may be given to the member which shall not be exceed to rupees two thousand per day.

***(4) Disqualification of approved teacher and approved Principal, Dean or Director to be nominated on the selection committee.-***

- (a) No approved teacher or approved Principal, Dean or Director of the affiliated college or recognised institution shall be nominated on the Selection Committee, if he has ceased to be an approved teacher or approved Principal, Dean or Director at the time of his nomination and such teacher shall not participate in the Selection Committee.
- (b) A member, by virtue of his being approved teacher or approved Principal, Dean or Director, who is nominated from the panel prepared by the University, on the Selection Committee, has ceased to be such member of the Selection Committee, as soon as, such member ceases to be such approved teacher or approved Principal, Dean or Director of the affiliated college or recognised institution.
- (c) No member from the constituted panel shall be nominated on any Selection Committee if, he has been punished for indulging in or promoting unfair practices in the conduct of the University examination, or if, he has been convicted of any offence involving moral turpitude. Further even a suspended person who is undergoing departmental inquiry shall not be nominated or participate in the Selection Committee.

**9. *Recognition to Post Graduate teacher.-***

- (1) The recognition to the appointment of Post Graduate teacher shall be granted by the Vice-Chancellor after receipt of complete proposal, in the form of **Appendix-XVII**, from the concerned college or institution.
- (2) Such proposal shall include,-
  - (a) a copy of appointment order and joining report,
  - (b) a copy of experience certificate,
  - (c) a copy of the University approval letter for UG course,
  - (d) certificate of participation in research methodology workshop.

- (3) Post Graduate teacher recognition shall be granted to the teacher if the University has granted regular approval to the appointment of the concerned teacher or if the University has granted temporary approval of two academic years to the appointment of the concerned teacher. It shall not be applicable to the teachers appointed at college or the institution, managed and maintained by the State or Central Government or the Local Self Government. However, it shall be the duty of the appointing authority of the college or the institution, managed and maintained by the State, the Central Government or the Local Self Government to,-
- (a) observe the rules and regulations prescribed by the concerned Central Council while appointing Post Graduate teacher in such college or the institution;
  - (b) inform to the University about such appointments and transfers;
  - (c) a copy of the University approval letter for UG course,
  - (d) submit list of Post Graduate teachers to the University mentioning their names, designation, nature of appointment, duration of appointment and other details as asked by the University, one month before the beginning of the Academic Year or when required by the University.
- (4) The educational qualifications and experience for the Post Graduate teachers shall be such as prescribed by the concerned Central Council and / or as may be recommended by the Academic Council and notified by the University.
- (5) The Post Graduate teacher recognition shall be granted in view of the designation of the concerned teacher mentioned in the proposal, after verification of eligibility. However, it shall be the responsibility of the concerned Post Graduate teacher to communicate the change in his designation, through the college or institution, to retain status of the Post Graduate teacher.
- (6) The Post Graduate teacher recognition shall be granted up to the age of 64 years or the age of superannuation as determined by the State Government or notified by the University.
- (7) The Post Graduate teacher recognition shall be granted to the superannuated Post Graduate teacher, maximum up to the age of 70 years or up to the maximum age limit as prescribed by the concerned Central Council, for the period of one year at a time. In other words, after attaining the age of 64 years the regular Post Graduate teacher recognition shall be ceased and it shall be granted after receipt of the proposal from the concerned college or the institution, temporarily for the period of one year at a time, which may be extendable upto 70 years or the maximum age limit as prescribed by the concerned Central Council. However, such temporary Post Graduate teacher recognition shall be granted subject to medical fitness of the concerned teacher. No new Post Graduate student shall be allotted to any teacher after completion of 64 years of age. He shall be allowed to guide the previously admitted Post Graduate students only.

- (8) The proposal for such temporary Post Graduate teacher recognition shall include,-
- (a) a copy of resolution of the management of the concerned college or the institution regarding requirement of services of the concerned superannuated teacher;
  - (b) undertaking or affidavit of the concerned teacher that he shall not leave the services of such college or the institution during the period of his temporary appointment;
  - (c) an undertaking or affidavit of the Chairman or Secretary of the Management and the Dean, Director or Principal of the college or institution to the effect that if the Post Graduate teachers leaves the service during the period of their appointment on any ground, they shall be responsible for appointing another eligible Post Graduate teacher, without any delay and they shall be responsible for any academic loss of any Post Graduate student;
- (9) The Super Speciality teacher's recognition shall be granted by the Vice-Chancellor after receipt of complete proposal, in the format which may be notified by the University, from the concerned college or the institution. The educational qualification and experience for the Super Speciality teacher shall be such as prescribed by the concerned Central Council and Academic Council of the University.
- (10) If the recognised Post Graduate teacher or the Super Speciality teacher leaves or gets promoted on higher post in affiliated college or the recognised institution and joins the service of another or same affiliated college or the recognised institution, then he shall be required to inform such change to the University through the college or the institution in the form of a proposal, along with appointment or promotion order, joining report and approval letter, in view of such new appointment. The Vice-Chancellor shall accord afresh recognition in view of such appointment, after necessary scrutiny of the proposal by the University.
- (11) The proposals of the Post Graduate or the Super Speciality teachers received from the affiliated college or the recognised institution shall be scrutinised at the University level and the Vice-Chancellor shall accord recognition to the eligible teacher as the Post Graduate or the Super Speciality teacher. Such recognition to the appointment shall be communicated to the concerned college or the institution in the form of Letter of Recognition, under the signature of the Registrar. In the absence of Registrar it may be communicated under the signature of such other authorised officer not below the rank of Assistant Registrar. The Dean, Director or Principal of the concerned college or the institution shall handover the copy of such recognition letter to all the teachers to whom the recognition is granted under such letter, for their record.

**10. *Period of U.G. teacher approval and P.G. teacher recognition.-***

- (1) In case of temporary appointments the period of approval of the Dean, Director, Principal or teacher and recognition of P.G. teacher shall be specifically mentioned in the approval letter and recognition letter, respectively.



- (2) The approval and recognition granted to a temporary or regular Dean, Director, Principal or teacher shall be ceased automatically when there is any change of designation or appointment of the concerned Dean, Director, Principal or teacher.
- (3) The approval of Dean, Director, Principal or teacher and the P.G. teacher recognition is valid until any change in designation or in the institution of the concerned Dean, Director, Principal, teacher or P.G. teacher.

**11. *Freezing or cessation of approval or recognition granted by University.* –**

- (1) Approval or recognition granted by the University to the appointment of teacher or Principal, Dean or Director of the affiliated college or recognised institution, shall be automatically ceased, for the following reasons, namely:-
  - (a) If he ceases to be teacher or Principal, Dean or Director of the concerned affiliated college or recognised institution, for any reason such as superannuation, termination or dismissal or removal from the service, resignation or for any reason he ceases to hold the concerned post;
  - (b) If such approved teacher or the approved Principal, Dean or Director has been convicted of any offence involving moral turpitude;
  - (c) If, at any stage of his appointment, or at a later stage, it is found that the information or documents submitted by him, at the time of his selection or at the time of obtaining approval or recognition from the University, or at the time of validation or regularisation of his experience, is or are found to be forged or false or fabricated.
- (2) Approval or recognition granted by the University to the appointment of a teacher, Principal, Dean or Director of the affiliated college or recognised institution, shall not be treated as freeze or ceased, if he is suspended from the concerned post, from the concerned affiliated college or recognised institution, during the period of his suspension. However, such teacher shall not be, either (i) appointed as a Member or Chairman of any Committee or (ii) appointed as an examiner.
- (3) If any teacher or Principal, Dean or Director of the affiliated college or recognised institution creates obstacle in the smooth functioning of the University or any authority or the Committee of the University, or if any Principal, Dean or Director of the affiliated college or recognised institution has not permitted any teacher to perform the duties allotted by the University, without any valid reason, in such circumstances the Vice-Chancellor, after holding appropriate enquiry, may freeze or cease the approval granted to the appointment of the concerned teacher or Principal, Dean or Director of the affiliated college or recognised institution for such period as he deems fit, which may extend to five years.

- (4) If it is proved, after holding appropriate enquiry, that the behaviour or act of any teacher or Principal, Dean or Director of the affiliated college or recognised institution is against the interest of the University or students or teaching or non-teaching staff of the college or institution, or if he fails to carry out any responsibility assigned by the University, the Vice-Chancellor may freeze or cease the approval granted to the appointment of the concerned teacher or Principal, Dean or Director of the affiliated college or recognised institution, for such period as he deems fit, which may extend to five years.

**12. *Teachers in affiliated colleges or recognized institutions and Code of professional ethics.-***

**(1) *Goal of Higher Education in our Country,-***

The basic purpose of education being to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and the peace, and the principles enunciated in the Preamble to our Constitution, and the Health Sciences education has to produce complete and quality health professionals who have ability to become the leaders of society through quality health services and medical education in all areas of manifold activities, with a commitment to the aforesaid ideals and the Health Sciences education should strive for academic excellence and progress of Health Sciences Education, Research and Extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

**(2) *Teachers and their rights,-***

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to draw adequate emoluments (as mentioned in their appointment order issued by the competent authority, or as prescribed by the State Government and adopted by the University, or as prescribed by the University), ensuring social position, just conditions of service, professional independence and adequate social insurance.

**(3) *Code of Professional Ethics,-***

**(a) *Teachers and their responsibilities,-***

Whoever adopts teaching as a profession, assumes the obligation to conduct him in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, the teacher shall always try to become role model for his students. Every teacher shall see that there is no incompatibility between his precepts and practices. The national ideals of education which have already been set forth and which he shall seek to inculcate among students shall be his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers shall strive to,-**

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private activities in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study, training and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical, seminar and University examination duties, as assigned to them, working consciously and with dedication for creating complete Health Professional which will serve selflessly to mankind;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the affiliated college or recognised institution and the University, such as: - assisting in programs of anti-ragging, admission, advising and counselling students, assisting in the conduct of University and college examinations, including supervision, invigilation and evaluation, as per the Direction of the University, from time to time;
- (viii) participate in extension, co-curricular and extra-curricular activities, including community service.

**(b) *Teachers and students relationship.-***

**Teachers shall,-**

- (i) respect the right and dignity of the student in expressing his opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs in that behalf;
- (iv) encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;

- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) make students to develop an understanding of our national heritage and national goals;
- (x) refrain from inciting students against other students, colleagues or administration.

(c) ***Teachers and colleagues relationship.-***

**Teachers shall,-**

- (i) treat other members of the profession in the same manner as they themselves want to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

(d) ***Teachers and authorities relationship.-***

**Teachers shall,-**

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change on any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institute by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organizations in the formulation of policies;
- (v) co-operate with the authorities for the betterment of the institutes keeping in view the interest in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made; and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) ***Teachers and non-teaching staff relationship.-***

**Teachers shall,-**

- (i) treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institute;
- (ii) help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

(f) ***Teachers and guardians relationship.-***

**Teachers shall,-**

try to see, through teacher's bodies and organizations, that institutes maintain contact with the guardians of their students, send reports of performance of students to their guardians, whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institute.

(g) ***Teachers and society relationship.-***

**Teachers shall,-**

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve health education in the community and strengthen the community's moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;?
- (v) refrain from taking part in or subscribing to or assisting in any way, the activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups, but actively work for National Integration.

**13. *Filling in temporary vacancy.-***

- (1) The vacancy occurred due to resignation, death, retirement, termination, lien or long leave of the incumbent teacher, Principal, Dean or Director, shall be treated as temporary vacancy against such substantive post.
- (2) The Appointing Authority shall be required to publish advertisement of such temporary vacancy, for walk-in interview.
- (3) Such temporary vacancy shall be filled in by the Appointing Authority on the recommendations of the Local Selection Committee of affiliated college or recognised institution, to be constituted as follows, namely:-
  - (a) the Chairman of the Governing body or Management, or his nominee;

- (b) the Principal, Dean or Director of the concerned affiliated college or recognised institution;
  - (c) the head of the concerned Department of the college or recognised institution, in the subject concerned;
  - (d) one expert in the subject concerned, nominated by the Governing body or Management, from the list of approved teachers of affiliated colleges or recognised institutions, published by the University on its official website:

Provided that, the designation of the subject expert so nominated shall be always equal or higher than the designation of the post for which the Selection Committee is being constituted. Presence of this member on such Selection Committee shall be mandatory;
  - (e) the Principal, Dean or Director of affiliated college or recognised institution shall be the Secretary of the committee. Quorum for the meeting shall be of three members.
- (4) The temporary appointment shall be subject to the approval of the Vice-Chancellor. The procedure for approval of such appointments shall be same as prescribed in this Direction. The approval granted to such temporary appointments shall be the temporary approval which is for the specific period. The teacher appointed on such temporary vacancy or appointed through Local Selection Committee or appointed at college or institution level shall not be eligible for regular approval.
- (5) A person so appointed on temporary vacancy shall be automatically terminated after the completion of the period of his appointment and the University should be informed accordingly.
- (6) The teacher appointed temporarily on any higher post for a specific period shall have to keep lien on his substantive, original, or basic post. As and when the regular appointed person resumes on duty, such temporarily appointed teacher shall be automatically reverted on his substantive, original, or basic post.
- (7) Such temporary appointment shall be made for two academic years beginning from 1<sup>st</sup> August to 31<sup>st</sup> July. The candidate selected on such temporary post shall be required to submit **bond of service** for the concerned two academic years to the Appointing Authority, before joining the said post.
- (8) If such temporary vacancy occurred in the midterm, then such vacancy shall be filled in to the end of the next academic year. For e.g. if such temporary vacancy has occurred in the month of December 2012, then after following the abovementioned procedure it should be filled up to the period of July 2014 and not up to July 2013.
- (9) Temporary appointment for any other period shall not be considered for the purposes of teacher's approval. However, the college or institution may appoint any candidate from 1<sup>st</sup> August or immediately after occurrence of vacancy during midterm, without mentioning the maximum period of such temporary appointment.

- (10) Notwithstanding anything contained in this Direction, the teacher appointed on such temporary post shall not leave the service during the midterm. He shall leave or resign from the service only on the compassionate ground of critical illness or if he is selected on any post in any Government or aided college or institution. If any temporarily appointed or approved teacher leaves the service during the period of his appointment for any other ground, then he shall not be approved in any other affiliated private college or institution and also shall not be counted or considered as teacher during the inspection of the concerned college or institution for the said academic year.
- (11) The college or institution shall fill up the temporary vacancy of Post Graduate teacher by appointing any eligible candidate, minimum for the duration of two academic years. The eligible or recognised Post Graduate teacher whose period of appointment is less than 18 months shall not be considered for allotment of fresh Post Graduate student.
- (12) The temporarily appointed teacher shall not have any claim or right to claim continuity or confirmation on such temporary post.
- (13) ***Rules regarding temporary appointment on reserved post.-***
- (a) If the qualified and eligible candidate is not available for the reserved post from the concerned category, in such situation, to save the academic loss of the students, the selection committee or local Selection Committee may select the available qualified and eligible candidate from any other category, temporarily, for the period of one academic year, i.e. from 1<sup>st</sup> August to 31<sup>st</sup> July. The abovementioned rules prescribed for filling of temporary vacancy shall be applicable to such temporary appointments. The University may grant temporary approval for the specific period to such appointment;
- (b) after such temporary appointment, the concerned college or institution shall be required to advertise such reserved post, frequently i.e. minimum 2 times in one academic year;
- (c) such temporary appointment shall automatically cease, when the qualified and eligible candidate for the reserved post from the concerned category is properly selected, appointed and resume the duty;
- (d) in spite of frequent advertisement of the reserved post, if it is satisfied that the genuine efforts have been made by the concerned college or institution to fill up the reserved post, however, the qualified and eligible candidate of the concerned reserved category was not available, in such situation to save the academic loss of the students, the Selection Committee or local selection committee may select the available qualified and eligible candidate from any other category, temporarily, for one academic year or may extend the tenure of the temporarily appointed or approved teacher for the period of further one academic year. The University may grant another temporary approval for the specific period to such appointment;

(e) the temporarily appointed teacher of another category shall not have any claim or right to claim continuity or confirmation on the reserved post for the concerned category.

- (14) The abovementioned procedure for filling in a temporary vacancy of teacher shall be applied, *mutatis mutandis*, for filling in temporary vacancy of Principal, Dean or Director:

Provided that, the appointing authority for Principal, Dean or Director shall be the Governing Body or Management of the concerned affiliated college or recognised institution.

**14. Undertaking of teacher, Principal, Dean or Director.-**

The teacher, Principal, Dean or Director, newly appointed shall submit the undertaking in form of **Appendix - VIII** through Principal, Dean, Director or Chairman of the Governing Body or Management, respectively, to the University, college or institutions in the format, which contains voluntarily acceptance of terms and conditions of appointment along with other necessary information.

**15. Reservation of posts.-**

All affiliated colleges or recognised institutions shall observe the reservation regulations for backward classes as prescribed by the State Government and the Special Cell formed by the University, from time to time, as per sub - section (2) of section 7 of the said Act.

**16. Probation.-**

- (1) The period of probation of Principal, Dean, Director and teacher shall ordinarily be not more than 24 months, if the concerned Principal, Dean, Director or teacher is selected on the regular substantive vacancy, by adopting due procedure. On satisfactory completion of probation, he shall be deemed to be confirmed if there is no adverse communication from the Competent Authority. However, after assessment of his work by the assessing authority, if his performance is not found up to the mark, his probation may be extended by giving written notice to him, or his services may be terminated by giving one month's notice or by paying one month's basic salary in lieu of notice.
- (2) The Principal, Dean or Director of affiliated college or recognised institution shall maintain Assessment Reports in form of **Appendix-VII** of every six months for the teachers appointed on probation, in the prescribed format, if any, for the purpose by the University. The Principal, Dean or Director of affiliated college or recognised institution under whom the teacher is working, shall send his assessment report with definite recommendations for confirmation in service or otherwise to the Chairman, Governing Body or Management, at least two months before the date of expiry of the period of probation. In case, the teacher appointed on probation for a period of less than 24 months, he shall not be deemed to be confirmed at the end of his probationary period which is to be extended, such cases shall be referred to the Management or Governing Body for further instructions, along with a copy of confidential report, if any, justifying such decision. The Management or Governing Body shall be the deciding authority in such cases.



- (3) The assessment report of the Principal, Dean or Director of affiliated college or recognised institution, on probation, shall be maintained by the Chairman of the Governing body or Management and shall be placed before the Governing body or Management, at least two months before the date of expiry of the period of probation, with definite recommendations of confirmation in service or extension of probationary period, or otherwise.
- (4) If the Governing Body or Management terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is re-employed by the same college or a college under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted for the purposes of the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service and confirmation, subject to assessment report being.

**17. *Service book.-***

A service book shall be maintained by the Principal, Dean or Director of affiliated college or recognised institution for the teachers of the college or recognised institution and shall contain such information as, date of birth, date of appointment, qualifications, pay scale / emoluments, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature shall be obtained. The duplicate copy thereof shall be maintained and updated at the same time and handed over back to the teacher.

**18. *Assessment of work of Principal, Dean, Director and teacher.-***

- (1) In order to evaluate the work of the teacher, he shall prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of session and then at the end of the academic year, prepare a report of the work done by him, which should be submitted to the Principal, Dean or Director of the affiliated college or recognised institution, by the end of the year. The Head of the Department shall also prepare his own report of the work done by concerned teacher and submit it to the Principal, Dean or Director of affiliated college or recognised institution, as the case may be, at the end of the academic year. In addition, the assessment report of the teachers shall be maintained by the Principal, Dean or Director of affiliated college or recognised institution, as the case may be, for the following purposes,-
  - (a) For evaluation of yearly reports during the period of probation;
  - (b) For confirmation in the service;
  - (c) For consideration at the time of interview for a higher post;
  - (d) On other occasions when required for specific purposes.

- (2) A copy of annual confidential report shall be communicated to every teacher by the Principal, Dean or Director of affiliated college or recognised institution, as the case may be, and by the Chairman, Governing Body or Management in case of Principals, Deans or Director, with a view to making improvement in the work, by the person concerned. The person aggrieved by any adverse remarks may represent to the Competent Authority, which shall deal with such representation suitably.
- (3) The assessment report referred to above shall be made by the persons referred to in this rule, as indicated below, on the recommendations of the immediate Head, under whom they are working:-

	<i>Assessing Authority</i>	<i>Person to be assessed</i>
(a)	Chairman, Governing Body or Management.	The Principal, Dean or Director of affiliated college or recognised institution;
(b)	The Principal, Dean or Director of the affiliated college or recognised institution	The Head of the Department in the affiliated college or recognised institution;
(c)	The Principal, Dean or Director of affiliated college or recognised institution, on the basis of confidential report of the Head of the concerned department	The teacher in the department of the affiliated college or recognised of the affiliated college or recognised institution.

**19. Increment.-**

- (1) An increment shall be drawn as may be prescribed in the appointment order issued by the competent authority, or as per the policy of the Government, as adopted by the University or as notified by the University.
- (2) Calculation of the service, as laid down in the following clauses or in such other manner, as the Competent Authority may determine, from time to time, shall be counted for the purposes of increments, in a time scale,-
- (a) The service in a time-scale post shall be counted for the purposes of increment in such time-scale, provided that the service rendered in the post carrying lower time-scale shall not be counted for the purposes of increment in the higher post;
- (b) Leave, other than extra-ordinary leave without pay, shall be counted for the purpose of increment in the time-scale of the post in which the teacher has been confirmed;
- (c) The teacher, while holding one post, if appointed to officiate in a higher post, his officiating period on temporary service in the higher post shall, if he is reappointed to the lower post, be counted for the purposes of increment in the time-scale applicable to such lower post;

- (d) The service rendered in a time-scale post during the period of probation shall be counted for the purposes of increment;
- (e) The service rendered in a temporary time-scale post shall be counted for the purposes of increment;
- (f) Where a person who is allowed to keep a lien, reverts to his original post, that period of lien shall be counted for the purposes of increment.

**20. Seniority of teachers.-**

Seniority of the teachers in the affiliated colleges or recognised institutions shall be determined as under, namely:-

- (1) Seniority of teachers in an affiliated college or recognised institution shall be determined on the basis of the date of appointment and length of continuous service in the same college or recognised institution, run by the same management, provided, that if the teacher accepts appointment in some other University, College or recognised institution, keeping his lien on the original post, that period shall be counted for the purposes of seniority, as the period of his continuous service in the college or recognised institution in which he has kept the lien.
- (2) The life member or life worker of the trust or society (if any), shall be treated at par with other teachers while determining their seniority.
- (3) The Principal, Dean or Director of affiliated college or recognised institution shall be considered senior to other teachers only for the period during which he holds the said post.
- (4) As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior, irrespective of the length of service.
- (5) The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.
- (6) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- (7) In respect of teachers whose length of continuous service is same, the teacher drawing higher salary shall be treated as senior and as between two teachers whose length of service and the salary they draw is the same, the teacher senior in age shall be treated as senior. However, the teachers selected by one Selection Committee in one selection process, and joining on duty in the officially permitted joining time, their seniority shall be decided on the basis of the order of merit given in the Selection Committee's report.
- (8) A professor shall always be considered senior to an Associate Professor / Reader, an Associate Professor / Reader shall be senior to a Lecturer / Assistant Professor, a Lecturer / Assistant Professor shall be senior to a Demonstrator and Tutor.

(9) The senior most approved Professor shall be considered as Head of the concerned Department (HOD). If there is no post of Professor or if the post of Professor is vacant, for any reason, then the senior most approved Associate Professor or Reader shall be considered as Head of the concerned Department (HOD). If there is no post of Professor or Associate Professor or Reader, or if the posts of Professor, Associate Professor and Reader are vacant for any reason, then the senior most approved Assistant Professor shall be considered as the Head of the concerned Department (HOD).

**21. Vacation.-**

The teachers are entitled to avail the vacations as prescribed by the University, from time to time.

**22. Leave.-**

Leave shall not be claimed as a matter of right. Discretion to refuse the leave is reserved with the Chairman, Governing Body or Management or the Principal, Dean or Director of affiliated college or recognised institution.

**(1) Special Leave,-**

- (a) The teacher attending the meeting, conference, seminar or any other non-remunerative official business of the University, College, institution or the other concerned bodies, provided prior sanction is obtained thereof, shall be treated on duty;
- (b) The teacher attending such business of other University, the Central or State Government Bodies or other Statutory Bodies in India, the college or institution, shall be entitled to grant special leave, not exceeding 15 days in a year;
- (c) The teacher attending the examination work and any work in the capacity of member of the Authority of the University, shall be treated on duty leave. The teacher who is deputed or sponsored by the University, college or recognised institution for any special training, teaching or academic visit to other places of country or countries, shall be treated as on special leave for the period of his absence from his regular duty.

**(2) Casual Leave,-**

- (a) The teacher shall be entitled to 08 days' casual leave in one calendar year or as prescribed by the State Government, from time to time;
- (b) The application for casual leave shall ordinarily be sent 3 days before the date from which the casual leave is required. An *ex-post-facto* sanction for the casual leave shall be ordinarily obtained by the teacher, in exceptional circumstances where application of casual leave could not be sent before the leave is enjoyed. Record of casual leave of the teacher shall be maintained by the college or recognised institution.

(3) ***Vacation for teacher,-***

The teacher shall be entitled to Seventy-five days vacation during the period of 12 months commencing from the beginning of the academic year, or as prescribed by the University, from time to time. The teacher shall be expected to undertake such work in the University or college or the institution during the vacation relevant to his duties as a teacher, as may be assigned to him by the Competent Authority. Provided that, the teacher shall not be assigned such work by the Competent Authority for more than 30 days of vacation, and for the period for which he is required to undertake the work, he shall have earned leave at the rate of one-third of the days spent. Provided further that, such work does not yield extra remuneration to him. The teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Vice-Chancellor or the Principal, Dean or Director of the college or recognised Institution.

(4) ***Medical Leave,-***

- (a) The teacher shall be entitled to a leave on medical ground for 20 days on half pay or 10 days on full pay, on commutation basis for each year of completed service or as prescribed by the State Government or the University, from time to time. This leave shall be sanctioned on the production of medical certificate from any R.M.P, if the period is less than 21 days. For more than 21 days period, the certificate from the Civil Surgeon or the Medical Board appointed by the college or recognised institution shall be produced. The teacher shall also produce medical fitness certificate at the time of joining the duty, after medical leave;
- (b) Teacher suffering from diseases like Tuberculosis, Cancer, paralysis or Leprosy, shall be entitled to special medical leave to the extent of one year in his entire career, on full pay, in case he has exhausted all his earned leave and regular medical leave admissible. The teacher shall produce a medical certificate from the Medical Board appointed by the college or recognised institution or from any specialized medical institute, hospital, clinic, sanatorium or the civil surgeon for the purposes of availing special medical leave, and before resumption of duty from such leave he shall produce the certificate stating that he is medically fit. Special leave for such diseases may be granted two times in the ordinary course, and for third time after the teacher is examined by the Medical Board.

(5) ***Maternity Leave,-***

- (a) A female teacher appointed on permanent vacancy and having regular approval shall be eligible for maternity leave after completion of one year of service. A female teacher appointed on temporary vacancy for the period of one year shall also be eligible for maternity leave. However, the teacher appointed on permanent or temporary vacancy shall have to submit the undertaking to the employer that after resuming from the maternity leave she shall not leave the service for the period of next two years, otherwise the salary received during the period of maternity leave shall be ceased, or be recovered if already paid;

- (b) The maternity leave shall be granted up to two living children. Entitlement of such leave shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, a female employee with one living child from the first delivery shall be eligible for the maternity leave, even if, she gives birth to twins in the second delivery;
- (c) The maximum period of entitlement for maternity leave shall be 180 days, or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognised institution, with full pay and allowances, subject to the production of the medical certificate;
- (d) In case of a miscarriage or a medical termination of pregnancy, for her health a female employee, on production of the specific proof, shall be entitled to 90 days leave, or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognised institution, with pay and allowances, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of an employee. Maternity leave under rule 21.5.3 shall not be admissible in such cases;
- (e) A female employee, suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination of pregnancy, shall be entitled to additional one-month leave with pay and allowance on production of medical certificate. Such medical certificate shall be subject to the scrutiny of the Medical Board;
- (f) Paternity leave shall be allowed to a male employee with less than two surviving children during the period of confinement of his wife, i.e. fifteen days before or up to six months from the date of a delivery of a child. However, if such employee has not availed the leave within this period, it shall be treated as lapsed. The duration of paternity leave shall be 15 days or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognised institution.

(6) ***Special Disability Leave,-***

The Principal, Dean, Director or teacher of affiliated college or recognised institution, if disabled by injury or illness caused in consequence of the due performance of his official duty, or in consequence of his official position, shall be entitled to **Special Disability Leave** on full pay, only when the injury or illness is sustained as a result of a risk, which is beyond the ordinary risk, attached to the post. Such leave shall not be exceeding 4 months at a time and shall be sanctioned by the Competent Authority on the production of a certificate, covering the requirement from Medical Board constituted by the Competent Authority and shall not be debited from any other kind of leave.

**(7) Extra-ordinary leave without pay,-**

Extra-Ordinary leave, without pay, may be granted under special circumstances up to a period of 15 days at a time and such leave shall not be granted for more than once during his term of services.

**(8) Other leave,-**

The teacher who is appointed to a temporary post for a period exceeding one year, shall be entitled to the benefits of sick leave and other leaves as approved for permanent teacher, but only after he has completed one year's continuous and active service.

**(9) Leave sanctioning authority,-**

The sanctioning authority for different kinds of leaves to the Principal, Dean, Director or teacher of affiliated college or recognised institution, shall be as under:-

(a)	Duty leave and Causal leave to the Principal, Dean or Director of affiliated college or recognised institution,	The Chairman or Secretary of the Governing Body or Management;
(b)	Study leave, deputation leave, special medical leave, extra-ordinary leave, leave without pay, leave prior to retirement, to the Principal, Dean, Director or teacher of affiliated college or recognised institution,	The Chairman or Secretary of the Governing Body or Management;
(c)	All types of leaves, other than the one specified at Sr. No. (b) above, to a permanent or temporary teacher,	The Principal, Dean or Director of the affiliated college or recognised institution.

**23. Superannuation.-**

The age of superannuation for the Principal, Dean, Director or teacher in an affiliated college or recognised institution shall be 64 years, or as decided by the Academic Council, from time to time, and thereafter considering the need of the Department, the concerned Governing Body or Management of the college or the institution may extend the appointment of such superannuated teacher, on yearly basis upto the maximum age limit of 70 years, or as prescribed by the respective Central Council. Such extension of yearly basis shall not be granted to the appointment of superannuated Principal, Dean or Director. However, if such Principal, Dean or Director or teacher attains the age of superannuation in the middle of the month, he shall be continued in the service till the end of that month. The age of superannuation of the Principal, Dean, Director or teacher from private aided affiliated college or recognised institution, shall be such as prescribed by State Government, from time to time.

**24. Leave travel concession (LTC).-**

The Principal, Dean, Director or teacher of affiliated college or recognised institution proceeding to his home-town or otherwise and back shall be entitled to Leave Travel Concession allowance as per the rules and at the rates prescribed by the State Government, from time to time, and as adopted by the Competent Authority of the concerned affiliated college or recognised institution.

**25. Seeking release.-**

- (1) The teacher shall not leave the service of the University, College or recognised institution, without giving to the University or the Governing Body of the college or recognized institution, three months' prior written notice, if he is confirmed, or one month's notice if he is on probation or temporary service, or in lieu thereof pay to the University or the Governing Body an amount equivalent to three months' or one months' basic salary, respectively, subject to rule 12.
- (2) The Principal or Dean appointed in a college conducted by or affiliated to the University or Head of the recognised institution shall not leave the service without giving one months' notice, if on probation, or three months' notice if confirmed, to the University, Governing Body or the Management, or in lieu of notice pay to the University, Governing Body or Management, an amount equivalent to one months' or three months' basic salary as the case may be.
- (3) The University, Governing Body or Management, at its discretion may waive the above notice period in part or in full.
- (4) The proposal of approval to the appointment of the teacher shall be kept in abeyance, if the concerned teacher has not followed the prescribed procedure for seeking release from the previous college and not submitted the relieving letter of his previous employer. Provided that, if it is proved or evident that the concerned teacher has followed the prescribed procedure of release but the Competent Authority has not issued relieving letter to the concerned teacher, then the proposal shall be considered on merit, without the relieving letter.

**26. Handing over charge.-**

The teacher in the affiliated college or recognised institution, before leaving the service shall hand over the charge of his post to a duly authorized person and shall return to the University, college, recognised institution, library or the Department, as the case may be, all books, furniture, equipment, etc. issued to him and shall pay up in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Registrar, Principal or Head of the recognised institution shall recover the amount due from such teacher on account of the above items, from his last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate is issued by the Head of the Department, Principal, Dean or Director of the college or recognised institution concerned.



**27. *Reliving and experience certificate.-***

The Principal, Dean or Director of the affiliated college or recognised institution shall give a Reliving Certificate to the teacher who leaves the service after due notice or to the teacher whose services are terminated by efflux of period of appointment, if he has paid all amounts due to the University, college or recognised institution. Such certificate shall also be issued by the competent authority to the Principal, Dean or Director of affiliated college or recognised institution, who leaves service or whose services are terminated by efflux of period of appointment. The appropriate Experience Certificate in form of **Appendix-XV** mentioning the post held and period of service shall be given to the teacher of the affiliated college or recognised institution who leaves the service by following due procedure, for whatsoever reason, by the Principal, Dean or Director of the concerned affiliated college or recognised institution. Such certificate shall also be issued by the competent authority to Principal, Dean or Director of affiliated college or recognised institution, who leaves the service for whatsoever reason, by following the due procedure.

**28. *Grounds for taking any disciplinary action against Principal, Dean, Director or teacher of affiliated college or recognised institution.-***

(1) No disciplinary action shall be taken or punishment shall be inflicted on the Principal, Dean or Director or teacher, confirmed in service, except on one or more of the following grounds, namely :-

- (a) Misconduct;
- (b) Act or omission involving moral turpitude;
- (c) Wilful and persistent neglect of duty;
- (d) Incompetence;
- (e) Engaging in and or conducting private tuitions or coaching.

(2) ***Explanation,-***

- (a) Term misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Ordinances, Regulations, Rules and Notifications issued thereunder, relating to the duties and responsibilities of teacher and violating of the Code of Conduct.
- (b) The term moral turpitude shall carry the same meaning as it carries under the Penal law;
- (c) Wilful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission, and failure to discharge any of the duties prescribed under the said Act, Statutes, Ordinances, Rules, Regulations and Notifications;
- (d) The term incompetence shall include failure to keep his knowledge up-to-date, in spite of repeated written instructions in that behalf and despite the availability of requisite facilities, and failure to complete the teaching work because of inability to teach.

## 29. *Penalties.-*

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, be imposed for one or more of the grounds mentioned in the foregoing provisions on a teacher, Principal, Dean or Director of the affiliated college or recognised institution.

### (1) *Minor penalties.-*

- (a) Reprimand;
- (b) Warning or censure;
- (c) Withholding of increment of pay;
- (d) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college or institution, by negligence or breach of orders.

### (2) *Major penalties.-*

- (a) Reduction to a lower time scale of pay, grade, post of service, which shall ordinarily be the bar to the promotion to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions or restoration to the time scale of pay, grade, post of services from which he was reduced and his seniority and pay on such restoration to that time-scale of pay, grade, post of service;
- (b) Termination or removal from the service of college or recognised institution, which shall not be a disqualification for further employment.
- (c) Compulsory retirement.
- (d) Dismissal from the service of the college or recognised institution, which shall ordinarily be a disqualification for future employment:

Provided that, the following shall not amount to penalty for the purposes of this Direction, namely:-

- (i) Non-promotion of the person, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post for which person is eligible, on administrative ground, unconnected with his conduct;
- (ii) reversion of the person appointed, on probation or to any other lower post of his permanent grade or at the end of the period of probation, in accordance with the terms of his appointment, or the rules and order governing such probation;
- (iii) reversion of the person officiating in a higher grade of post, to a lower grade or post, on the ground that the person is considered to be unsuitable for such higher grade or post, or on any administrative ground unconnected with this conduct;

- (iv) recall of the services of the person whose services had been borrowed from or lent to some outside authority, at the disposal of such authority;
- (v) **termination of the services,-**
  - (a) Of the Principal, Dean, Director or teacher appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment, or the rules and orders governing such probation; or
  - (b) Of the temporary Principal, Dean, Director or teacher, in accordance with the rules made in that behalf by the University; or
  - (c) Of the Principal, Dean, Director or teacher employed under an agreement, in accordance with the term of such agreement.

(3) **Specification of details of penalties.-**

(a) Withholding of increments of pay,-

When an increment of pay of the Principal, Dean, Director or teacher is withheld, the authority imposing the punishment shall specify in its order,-

- (i) The increment or number of increments withheld;
- (ii) The period for which they are withheld;
- (iii) Whether the stoppage of increments shall have effect on the future increment, and
- (iv) Whether the period for which the increments are withheld shall be exclusive of the leave, except causal leave and other leave taken on valid ground, taken during the period.

(b) Reduction to a post in the lower pay scale or to a lower stage of increment, in pay scale of the Principal, Dean, Director or teacher, the Authority imposing the punishment shall specify in its order,-

- (i) The period for which such reduction shall be effective, and
- (ii) Whether on restoration the order of reduction shall have an effect on future increment, or not.

(4) Notwithstanding anything contained in this Direction and in other rules, if any, of the college or recognised institution, the teacher who is reverted to a lower stage of increment in his own time scale of pay, as a major of punishment, shall not ordinarily be restored to his original pay scale from which he is reverted or to the original incremental stage in his own time scale of pay, unless the period stipulated in his order of punishment is completed.

**30. Authorities competent to inflict penalties or disciplinary authorities.-**

The power to inflict penalties on the Principal, Dean, Director or teacher of an affiliated college or recognised institution shall be vested only in the Governing Body or Management of the affiliated college or recognised institution.

**31. Procedure for inflicting penalties.-**

On a complaint being received against the Principal, Dean, Director or teacher of affiliated college or recognised institution, or *suo-moto*, the Competent Authority shall first determine itself and record in writing, or have it determined by any person or the preliminary investigation committee appointed by it for the purpose, if there is a *prima-facie* case appearing against the Principal, Dean, Director or teacher for infliction of either minor penalty or a major penalty.

**(1) Procedure for infliction of minor penalty.-**

In case it is found that the *prima-facie* case for the infliction of a minor penalty against the Principal, Dean, Director or teacher of affiliated college or recognised institution exists, the Competent Authority or an officer authorised by it for the purpose shall give in writing to the person concerned, the grounds thereof and a fair opportunity to explain, either on his own or through his representative, why such penalty be not inflicted on him. Two weeks time shall be given to the concerned Principal, Dean, Director or teacher to submit his explanation in writing. The Competent Authority or the officer authorised by him, shall hear and receive explanation of the Principal, Dean, Director or teacher, personally or through his representative, and shall offer him fair opportunity to present his case.

The Competent Authority or the officer authorised shall determine the quantum of punishment, by taking into consideration explanation furnished by the concerned person, which shall bear reasonable relation to the lapse or omission on his part.

**(2) Procedure for infliction of major penalties.-**

**(a) Suspension.**

- (i) If the Principal, Dean, Director or teacher is alleged to be guilty of an offence of a criminal nature, involving moral turpitude and if there are reasons to believe that in the event of the offence being proved against him he would deserve to be removed or dismissed from service, the Competent Authority shall first decide whether the person concerned should be placed under suspension;
- (ii) the Competent Authority shall issue order of suspension to such Principal, Dean, Director or teacher of affiliated college or recognised institution, and the order of appointment of the inquiry officer or committee, and the charge-sheet (including statement of allegation) and list of evidence, simultaneously;
- (iii) the inquiry authority shall commence inquiry and complete the same as expeditiously as possible. Endeavour shall be made by the inquiry officer or committee to complete the enquiry within six months. If the inquiry officer or committee is unable to complete the enquiry, for whatsoever reason, within this period, it shall put the reasons therefor, in writing to the Competent Authority and after considering such reasons, the Competent Authority may grant such further period as it deems fit to complete the enquiry and no further extension shall be granted beyond such period;

(iv) the Principal, Dean, Director or teacher of affiliated college or recognised institution, under suspension, shall be paid the salary at half the basic pay and allowances admissible thereon for period of first three months of suspension, thereafter, at the rate of 75% of the basic pay and allowances admissible thereon for the period of next three months and full pay and allowances admissible thereafter, i.e. after a total period of six months of suspension, during the period of inquiry.

**(b) *Appointment of Inquiry Officer or Committee.-***

The Competent Authority shall appoint an officer or a committee to hold the departmental inquiry into the conduct of the Principal, Dean, Director or teacher of affiliated college or recognised institution concerned. The officer or committee to be so appointed shall not be the person who has made any preliminary investigation into the conduct of the Principal, Dean, Director or teacher of affiliated college or recognised institution.

**(c) *Charge-sheet and statement of defence.-***

The Disciplinary Authority shall prepare the charge sheet and serve it on the Principal, Dean, Director or teacher of affiliated college or recognised institution concerned. The charges shall be very specific and shall also be accompanied by the statement of allegations on which the charges are based. A list of relevant documents along with their copies, which have been relied upon while framing the charges, and list of witnesses by whom the contents of charges are proposed to be sustained, shall be provided to the concerned teacher. A reasonable time (not less than three weeks) shall be allowed to the Principal, Dean, Director or teacher for submitting his written statement of defence and list of documents and persons he desires to examine in his defence, and to state whether he desires to defend himself personally or through his representative.

**(d) *Oral hearing.-***

If the Principal, Dean, Director or teacher concerned so desires, an oral hearing shall be held in the manner stated below,-

(i) on receipt of the written statement of defence of the person charged, the inquiry authority shall fix a suitable date for the oral hearing at which the person concerned shall be heard in person. The inquiry officer shall examine at the oral hearing the witnesses (if any), on behalf of the college or recognised institution in the presence of the person charged. He shall be allowed to cross-examine the witnesses, if he so desires. The person charged shall also be allowed to present at the oral hearing his own witnesses (if any). In that case, he shall give an advance intimation regarding his intention to produce witnesses on his behalf, and on failure to do so the hearing shall proceed further without examining the witnesses of the person charged. Such witnesses, when examined by the person charged, may be cross-examined by the Competent Authority or its representative i.e. the presenting officer;

- (ii) the deposition of the person charged and of the witnesses examined at the hearing shall be recorded in writing in a narrative form and not in the form of question and answers. The depositions thus recorded shall be read out on the spot, respectively, to the person concerned or the witnesses, as the case may be, and their signatures shall be taken on such deposition, in token of having been read over to him. A certified copy of such depositions shall be supplied to the person concerned, on request.

**Explanation.-** Even if the Principal, Dean, Director or teacher of affiliated college or recognised institution charged does not specifically or otherwise express a desire to be heard in person, an oral hearing shall be held to record the statement of witnesses, if any, on behalf of the college or recognised institution to corroborate the evidence on hand. The Principal, Dean, Director or teacher charged shall be informed of the date and time fixed for the oral inquiry or hearing, and shall also be informed that witnesses, if any, on behalf of the college or recognised institution shall be examined at the oral hearing and that he may, if he so desires, remain present and cross-examine them.

**(e) Final statement of defence of Principal, Dean, Director or teacher charged.-**

Immediately after the oral hearing is over, the Inquiry Officer or the Committee shall ask in writing the Principal, Dean, Director or teacher of the concerned affiliated college or recognised institution, charged, to state within a week's time whether he has anything further to state in the light of the proceedings at the hearing, and if he desires to do so, accordingly a reasonable opportunity shall be given to him.

**(f) Report of inquiry officer or committee.-**

- (i) After the oral hearing is over and the Principal, Dean, Director or teacher of the affiliated college or recognised institution has given his final statement of defence, the Inquiry officer shall prepare his inquiry report on the basis of the evidence, both documentary and otherwise, produced before him. He shall submit his report in triplicate to the Competent Authority within one month of conclusion of the inquiry, together with the following accompaniments, namely:-
- (a) The statement given by the Principal, Dean, Director or teacher of the affiliated college or recognised institution charged, in reply to the charge sheet;
  - (b) Proceedings of oral hearing;
  - (c) Final statement of defence, if any, given by the person charged;
  - (d) Copies of the other documents, if any, relied upon by the Inquiry Officer or the Committee.
- (ii) Besides, the above records the report shall contain a statement of findings on each charge and grounds thereof.

**(g) Action to be taken on inquiry report.-**

On receipt of the inquiry report the Competent Authority shall decide within one month, the action to be taken in the light of the findings of the Inquiry officer. In case, any of the charges against the charged Principal, Dean, Director or teacher are held as proved, the Competent Authority shall decide the punishment to be inflicted on him and shall give him the notice asking him to show cause within two weeks, as to why the proposed punishment should not be inflicted on him. The person concerned shall invariably be supplied with a copy of Inquiry Report along with the show cause notice, if any. The Inquiry Report shall be supplied personally to the concerned person and also through Registered Post (A. D.).

**Explanation.-** Although this Direction contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to Competent Authority to inflict one of the minor penalties, if it so decides, after assigning reasons therefor in writing.

**(h) Final action.-**

On receipt of reply to the show cause notice from the Principal, Dean, Director or teacher of affiliated college or recognised institution, charged, the penalty or penalties shall be finally decided and communicated to the person concerned within two weeks, by the Competent Authority, taking in to consideration the reply given and his previous service record,-

- (i) If the Principal, Dean Director or teacher is fully exonerated, the period of suspension shall be treated as duty for all purposes, and the teacher shall be reinstated in his post forthwith;
- (ii) If the suspension of the Principal, Dean, Director or teacher is followed by any punishment inflicted according to the provisions mentioned above, the Competent Authority shall make a specific order regarding recovery, if any, that might be made out of the pay and allowances already paid to him during his period of suspension;
- (iii) The period of suspension of the Principal, Dean, Director or Teacher shall be mentioned in the service book. The final decision of the inquiry shall also be recorded in the service book.

**32. Infliction of major penalty without holding inquiry.-**

If the Principal, Dean, Director or teacher of affiliated college or recognised institution is already convicted of an alleged offence of a criminal nature, involving moral turpitude, by a Court of Law, he shall be dismissed or removed from the service of the college or recognised institution, immediately on receipt of the official copy of the decision of the Court, without following the procedure laid down in the foregoing provisions.

**Explanation.-** Conviction within the meaning of this Direction shall mean conviction by a competent Court of Law from whose order no appeal is preferred by the party, or conviction by the final Court of appeal.

**33. Contractual appointment.-**

The service conditions and leave rules given below shall apply to the Principal, Dean, Director or teacher appointed on temporary or contractual basis in affiliated college or recognised institution for a specific period or purpose,-

**(1) Termination of service.-**

(a) the services of the temporally appointed Principal, Dean, Director or teacher of affiliated college or recognised institution, whose appointment is for less than one academic year, may be terminated at any time by the Governing Body or the Management, without giving any notice or without assigning any reason therefor. If the temporally appointed Principal, Dean, Director or teacher who has served for less than six months wishes to resign from the service, he may do so without giving notice. However, such teacher shall not be eligible to be appointed in any other college or institution for the remaining period of that academic year.

(b) If the services of the temporally appointed Principal, Dean, Director or teacher exceeds one academic year, he may be relieved by the Governing Body or the Management by giving him one month's notice or in lieu thereof the payment of one month's basic salary. In case, the temporally appointed Principal, Dean, Director or teacher whose service exceeds six months, wishes to leave the service, he shall be required to give one month's notice or in lieu thereof the payment of one month's basic salary.

**(2) Increment.-**

Service rendered in a temporary post on a graded scale shall not be counted for the purposes of increment.

**(3) Provident fund.-**

The temporally appointed Principal, Dean, Director or teacher shall be entitled to subscribe to the Provident Fund of the college or recognised institution, as per rules of the Govt., made from time to time.

**(4) Handing over charge.-**

The Competent Authority shall ascertain the amounts due from the temporally appointed Principal, Dean, Director or teacher before relieving, removing or dismissing him from temporary services. The temporally appointed Principal, Dean, Director or teacher before leaving the service shall hand over the charge of his post to a duly authorised person and shall return to the college or recognised institution, Library or Department, all books, furniture, etc., issued to him and shall pay in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, if any. If he fails to do so, the competent authority shall recover the amount due from such Principal, Dean, Director or teacher on account of the above items from his last salary. The last salary shall not be paid to him until a clearance certificate is issued by the college or recognised institution concerned. If the temporally appointed Principal, Dean, Director or teacher of affiliated college or recognised institution fails to handover the charge before leaving service, the charge is deemed to be handed over to the Competent Authority or the authorised person.



**(5) *Relieving and Experience Certificate.-***

The Principal, Dean or Director of the college or recognised institution shall issue a Relieving Certificate, to a temporally appointed or contractual teacher who has left the service after due notice, or whose services are ceased by the end of prescribed period of appointment, if he had paid of all amounts due by him to the college or recognised institution. Such certificate shall also be issued by competent authority to Principal, Dean or Director of affiliated college or recognised institution, who leaves service or has been terminated. The appropriate Experience Certificate in form of **Appendix-XV** mentioning the post held and period of services shall be given to the temporally appointed or contractual teacher of the affiliated college or recognised institution who leaves the services by following due procedure, for whatsoever reason, or whose services are ceased by the end of prescribed period of appointment, by the and Principal, Dean or Director of the concerned affiliated college or recognised institution. Such certificate shall also be issued by Competent Authority to the Principal, Dean or Director of affiliated college or recognised institution, who leaves services for whatsoever reason, by following the due procedure.

**34. *Gratuity:-***

Gratuity shall be payable to a teacher, appointed on substantive vacancy, on the termination of his services for whatsoever reason after he has rendered continuous service for not less than five years. Provided that, the completion of service of five years shall not be necessary where the termination of the service of any teacher is due to death or disablement. The rates of gratuity and other provisions mentioned in the Payment of Gratuity Act, 1972 shall be applicable in this regard.

**35. *Notwithstanding anything contained in any rule of this Direction, the University may frame and promulgate rules regarding online procedure in respect of the following processes,-***

- (1) Any process of Selection Committee;
- (2) Any process of Teacher's approval;
- (3) Any other process that may be prescribed in this Direction.

**36. *Forms.-***

Necessary forms by way of Annexures are attached to this Direction as separate appendices. The University shall have right to amend or alter these forms, from time to time. It is the duty of the concerned college or institution to bring any anomaly in these formats to the notice of the University, before its use. The action of any college or institution in contravention of any rule of this Direction shall not be protected or treated as valid on the ground of defect in any forms. It shall be mandatory to use the prescribed formats by the affiliated colleges or recognised institutions for appropriate purpose.

**37. Miscellaneous.-**

- (1) The University may design and adopt the web base online computerised programme for the procedure of teachers approval, recognition of Post-Graduate teachers and validation of experience of teachers. Such procedure shall be in consonance with the rules in this direction.
- (2) No act of approval process shall be deemed to be invalid at any time merely on the ground that there is any irregularity in the approval process or any minor deviation made in any procedure, not affecting the merits of the case;
- (3) The Academic Council may, at any time, without giving notice, amend, alter or repeal any provision of this Direction;
- (4) All the words or terms denoting any gender shall include all genders.

**Place : Nashik**

**Date : 13/04/2017**

Sd/-  
**(Prof. Dr. Deelip G. Mhaisekar)**  
Vice-Chancellor

## List of formats

- (I) Format of selection committee Report [See Appendix- I (A), I (A-1), (B), (B-1) and I(C)]
- (II) Format of Gradation or Marking system for selection of the candidate (Appendix II)
- (III) Checklist of Documents (Appendix III)
- (IV) Format of Appointment Order for Principal, Dean, Director or teacher of the affiliated college or recognised institution (Appendix IV)
- (V) Format of acceptance of the appointment (Appendix V)
- (VI) Format of joining report (Appendix VI)
- (VII) Format of assessment report (Appendix VII)
- (VIII) Format of undertaking to be given by the teacher, Principal, Dean or Director (Appendix VIII)
- (IX) General Instructions for affiliated colleges or recognised institutions for appointments of teachers, Principals, Dean or Directors. (Appendix IX)
- (X) Guidelines for the Vice-Chancellor's nominee member (Appendix X)
- (XI) Guidelines for the Vice-Chancellor's nominee member from reservation (Appendix XI)
- (XII) Guidelines for the member subject expert's (Appendix XII)
- (XIII) Undertaking to be submitted by the Principal, Dean, Director or Chairman and selection of the concerned college or recognised institution (Appendix XIII)
- (XIV) Format of Affidavit
- (XV) Format of Experience Certificate
- (XVI) Proforma of application for validation of unapproved teaching experience
- (XVII) Format of application for recognition of Post Graduate teacher
- (XVIII) Format of Bond of Service
- (XIX) Format of Affidavit (For the purpose of validation of experience under University Direction No.01/2017)

<b>For NON-AIDED POST ONLY</b>
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**Maharashtra University of Health Sciences, Nashik**

**FORM – A**  
**(Confidential)**

Proforma of Selection Committee's Report for **Private Non-Aided** Colleges or recognised institutions and for filling **Non-Aided Post of Government Aided** Colleges or Recognised Institution only.

The report to be submitted by Staff Selection Committee (S.S.C.)

College or Institution's Name: \_\_\_\_\_

- 1) S.S.C. meeting was held at the above college on \_\_\_\_\_ at \_\_\_\_\_ for selection of the suitable candidate for the post of \_\_\_\_\_ reserved for category \_\_\_\_\_ (Open / Reserve) in the subject of \_\_\_\_\_
- 2) \_\_\_\_\_ applications received for the above said post in accordance with the published advertisement approved by the University. After scrutiny of the applications as per the criteria published in the advertisement, following candidates were called for the interview.

- |          |            |
|----------|------------|
| 1) _____ | (6) _____  |
| 2) _____ | (7) _____  |
| 3) _____ | (8) _____  |
| 4) _____ | (9) _____  |
| 5) _____ | (10) _____ |

- 3) Following candidates were present for the interview from the above shown list.  
(Please write the caste in front of every candidate)

<b>Name of the candidate</b>	<b>Category of the candidate</b>
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____
(6) _____	_____
(7) _____	_____
(8) _____	_____
(9) _____	_____
(10) _____	_____

(Cont...)

(2)

- 4) Following \_\_\_\_\_ (No.) candidates out of above said available candidates are recommended for the post of \_\_\_\_\_ in order of merit as per their qualification, experience and eligibility found as per interview.

Merit List No.	Name of the Candidate	Category

5) Type of appointment (Permanent / Temporary) \_\_\_\_\_

6) If recommended for temporary appointment kindly clarify the reason:  
\_\_\_\_\_

7) Additional information:  
\_\_\_\_\_  
\_\_\_\_\_

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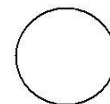
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We hereby certify that, the information given above is correct as per the documents presented in front of Staff Selection Committee and the recommendations made herein are unanimous.

Name of the Selection Committee Members	Post	Signature
(1) _____	Chairman of Institute or His representative _____	_____
(2) _____	Vice-Chancellor's nominee _____	_____
(3) _____	Vice-Chancellor's Reservation Nominee _____	_____
(4) _____	One Subject Expert nominated by Vice Chancellor _____	_____
(5) _____	H.O.D. of concerned Dept. from College _____	_____
(6) _____	Dean / Principal of concerned College _____	_____
(7) _____	One Representative from Backward Class from concerned Institute / College _____	_____

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Stamp of College

<b>For NON-AIDED POST ONLY</b>
--------------------------------

**Maharashtra University of Health Sciences, Nashik**

**FORM – A-1  
(Confidential)**

The report to be submitted by member from Vice-Chancellor's Nominee's Panel and member from Subject Expert's Panel for filling **Non- Aided** Post only

1) College / Institute Name:- \_\_\_\_\_

2) Post:-\_\_\_\_\_ Subject / Department:- \_\_\_\_\_

Post Category:- \_\_\_\_\_

3) Category wise No. of candidates appeared for interview on \_\_\_\_\_

SC	ST	VJ / NT	OBC	Open	Total

4) List of candidates in order of merit after the interview taken by SSC as per University rules.

Merit List No.	Name of the Candidate	Category of concerned Teacher	Remarks

5) The reason of recommendation for Temporary appointments (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) Additional information if any:

\_\_\_\_\_

We, here by certify that, the information given above is correct as per the documents submitted in front of Staff Selection Committee.

**Name**

**Post**

**Sign**

(1) \_\_\_\_\_ Vice-Chancellor's Nominee' (Nominated by V.C.)\_\_\_\_\_

(2) \_\_\_\_\_ Vice-Chancellor's reservation Nominee's

(Nominated by V.C. ) \_\_\_\_\_

(3) \_\_\_\_\_ Member from Subject Expert's Panel \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

For AIDED POST ONLY
---------------------

**Maharashtra University of Health Sciences, Nashik**

**FORM – B**  
**(Confidential)**

Proforma of Selection Committee's Report for **Government Aided** Colleges or recognised institutions for filling Aided Post only

The report to be submitted by Staff Selection Committee (S.S.C.)

College / Institute Name: \_\_\_\_\_

1) SSC meeting was held at the above college on \_\_\_\_\_ at \_\_\_\_\_ for selection of the suitable candidate for the post of \_\_\_\_\_ reserved for category \_\_\_\_\_ (Open / Reserved) in the subject of \_\_\_\_\_

2) \_\_\_\_\_ applications received for the above said post in accordance with the published advertisement approved by the University. After scrutiny of the applications as per the criteria published in the advertisement, following candidates were called for the interview.

- |          |            |
|----------|------------|
| 1) _____ | (6) _____  |
| 2) _____ | (7) _____  |
| 3) _____ | (8) _____  |
| 4) _____ | (9) _____  |
| 5) _____ | (10) _____ |

3) Following candidates were present for the interview from the above shown list.

(Please write the caste in front of every candidate)

Name of the candidate	Category of the candidate
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____
(6) _____	_____
(7) _____	_____
(8) _____	_____
(9) _____	_____
(10) _____	_____

(Cont...)

(2)

4) Following \_\_\_\_\_ (No.) candidates out of above said available candidates are recommended for the post of \_\_\_\_\_ in order of merit as per their qualification, experience and eligibility found as per interview.

Merit List No.	Name of the Candidate	Category

5) Type of appointment (Permanent / Temporary) \_\_\_\_\_

6) If recommended for temporary appointment kindly clarify the reason: \_\_\_\_\_

7) Additional information: \_\_\_\_\_

---

We hereby certify that, the information given above is correct as per the documents presented in front of Staff Selection Committee and the recommendations made herein are unanimous.

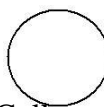
**Name of the  
Selection Committee Members**

**Post**

**Signature**

- (1) \_\_\_\_\_ Chairman of Institute or  
His representative \_\_\_\_\_
- (2) \_\_\_\_\_ Director of AYUSH or  
His representative \_\_\_\_\_
- (3) \_\_\_\_\_ One Subject Expert nominated  
by Vice Chancellor \_\_\_\_\_
- (4) \_\_\_\_\_ HOD of concerned  
Deptt. from College \_\_\_\_\_
- (5) \_\_\_\_\_ Dean / Principal of concerned  
College \_\_\_\_\_
- (6) \_\_\_\_\_ One Representative from Backward Class from  
concerned Institute / College \_\_\_\_\_

Place:  
Date:

  
Stamp of College



<b>For AIDED POST ONLY</b>
----------------------------

## Maharashtra University of Health Sciences, Nashik

### FORM – B-1

#### (Confidential)

The report to be submitted by Subject Expert, nominated by the Vice Chancellor for filling of Government Aided Post only

1) College / Institute Name:- \_\_\_\_\_

2) Post:- \_\_\_\_\_ Subject / Department:- \_\_\_\_\_

Post Category:- \_\_\_\_\_

3) Category wise No. of candidates appeared for interview on \_\_\_\_\_

SC	ST	VJ / NT	OBC	Open	Total

4) List of candidates in order of merit after the interview taken by SSC as per University rules.

Merit List No.	Name of the Candidate	Category of concerned Teacher	Remarks

5) The reason of recommendation for Temporary appointments (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) Additional information if any:

\_\_\_\_\_

We, here by certify that, the information given above is correct as per the documents submitted in front of Staff Selection Committee.

**Name**

**Post**

**Sign**

(1) \_\_\_\_\_ Subject Expert nominated By Vice-Chancellor \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Maharashtra University of Health Sciences, Nashik**

**FORM – C**  
**(Confidential)**

Proforma of Selection Committee's Report for **the post of Dean / Director / Principle** of the  
Affiliated Colleges or Recognised Institution only.

The report to be submitted by Staff Selection Committee (S.S.C.)

College or Institution's Name: \_\_\_\_\_

3) S.S.C. meeting was held at the above college on \_\_\_\_\_ at \_\_\_\_\_ for  
selection of the suitable candidate for the post of \_\_\_\_\_

reserved for category \_\_\_\_\_ (Open / Reserve)

4) \_\_\_\_\_ applications received for the above said post in accordance with the published  
advertisement approved by the University. After scrutiny of the applications as per the criteria  
published in the advertisement, following candidates were called for the interview.

1) \_\_\_\_\_ (6) \_\_\_\_\_

2) \_\_\_\_\_ (7) \_\_\_\_\_

3) \_\_\_\_\_ (8) \_\_\_\_\_

4) \_\_\_\_\_ (9) \_\_\_\_\_

5) \_\_\_\_\_ (10) \_\_\_\_\_

5) Following candidates were present for the interview from the above shown list.  
(Please write the caste in front of every candidate)

**Name of the candidate**

**Category of the candidate**

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

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

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

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

(5) \_\_\_\_\_

(6) \_\_\_\_\_

(7) \_\_\_\_\_

(8) \_\_\_\_\_

(9) \_\_\_\_\_

(10) \_\_\_\_\_

(Cont...)

(2)

6) Following \_\_\_\_\_ (No.) candidates out of above said available candidates are recommended for the post of \_\_\_\_\_ in order of merit as per their qualification, experience and eligibility found as per interview.

Merit List No.	Name of the Candidate	Category

8) Type of appointment (Permanent / Temporary) \_\_\_\_\_

9) If recommended for temporary appointment kindly clarify the reason:  
\_\_\_\_\_

10) Additional information:  
\_\_\_\_\_  
\_\_\_\_\_

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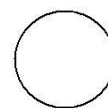
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We hereby certify that, the information given above is correct as per the documents presented in front of Staff Selection Committee and the recommendations made herein are unanimous.

Name of the Selection Committee Members	Post	Signature
(1) _____	Chairman of Institute or His representative _____	_____
(2) _____	Member of Governing Body/ Management _____	_____
(3) _____	Vice-Chancellor's Nominee _____	_____
(4) _____	Vice-Chancellor's Nominee _____	_____
(5) _____	One Representative Of Reservation Category _____	_____

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Stamp of College

**EVALUATION / GRADATION / MARKING CHART FOR SELECTION OF CANDIDATE(S)**

**Appendix – II**

POST :-

SUBJECT: –

Date of Interview: –

		Objective Evaluation								Subjective Evaluation			
		1	2	3	4	5	6	7	8	1	2	3	
Sr. No.	Name of Candidate	Additional Qualification in concerned subject Ph.D-5 marks / Diploma – 1 mark for each Diploma	Experience Basic – Nil For additional experience in concerned subject – every year 0.5 marks	Post Graduate Teaching Experience in concerned speciality For every year – 0.5 marks	Guidance for Ph.D Students (completed) for every student – 0.5 mark	Research Paper Publications For each topic in International/ National Peer reviewed/ Index journal – 2 mark each	Text Book, Ref. Book, University Approved Book For every book – 2.5 marks (maximum 10 marks) For every chapter in other's book – 1 mark (Maximum 5 marks)	Participation in National / International Conferences – 1 mark each	Computer Knowledge Basic as per St. Govt. rules	Subject Knowledge = 35	Presentation before the Selection Committee	Command on Language of Medium of Instruction	Total
	Maximum Marks	05	05	05	05	10	15	05	05	35	05	05	100
1													
2													
3													

Above marks obtained are Certified by–

.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
President or his Nominee	Member of Governing Body/Management	*V. C. Nominee	\$V. C. Nominee	*V. C. Nominee for B.C.	#Subject Expert	HOD		Principal					One Rep. from B.C. from concerned Inst. / Coll.

**Important Note:** 1) In case of Aided post(s) of Govt. Aided Pvt. Colleges / Recognised Institutes, 1. \* it will be replaced by Director Of AYUSH or his Nominee. 2. #Subject Expert will be Nominated by Vice-Chancellor 2) \$ for selection of Dean / Director / Principle. 3) Member should right his/her name below the signature.

## Checklist for Documents to be attached by the Affiliated Colleges or Recognized Institutions along with each Staff Selection Committee report

(If applicable please tick)



1)	Name of the Candidate Recommended by the SSC:- -----	
2)	Post:- ----- Subject:- ----- Category:- -----	
3)	List of the candidates applied for this post	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4)	List of the candidates with their qualification and signature who were present for the interview	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5)	* Registration Certificate as per M.M.P. Act,1961 (if applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6)	* Date of Birth Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7)	* Caste Certificate (If post Reserved for Reserve Category)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8)	* Under Graduation Degree Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/>
9)	* Post Graduation Degree Certificate (Mark sheet and Provisional Degree Certificate if PG degree not received)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
10)	Experience Certificate(s) (If applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
11)	Previous Approval Letter issued by University (If applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
12)	Name Change Certificate (Gazette Copy / Affidavit / Marriage Certificate).	Yes <input type="checkbox"/> / No <input type="checkbox"/>
13)	Any other important documents such as Resignation, Discharge / Relieving Certificate, required affidavits as per annexures, etc. -----	Yes <input type="checkbox"/> / No <input type="checkbox"/>
14)	The photo copies of all the documents stated above are attested by the Principal / Gazetted Officer and are legible	Yes <input type="checkbox"/> / No <input type="checkbox"/>

**Principal / Chairman**  
(Signature and Stamp)

\* The documents marked with \* need not to be submitted, if a teacher has already been granted approval to his appointment by MUHS after Jan. 2006.

- A) The College should submit the Staff Selection Committee report along with the above documents to University within 72 hours of the interview.
- B) The college should submit the Joining Report within stipulated time to the university after the candidate joins the college.

(To be typed on Letter Head of the Institute/College)

Outward No.-----

Date: -----

**Appointment Order**

To,

Dr./ Vd. ....  
(Full correspondence address)

Subject: Appointment on the post of *Director / Dean / Principal / Professor / Associate. Professor / Reader / Assistant Professor / Lecturer / Assistant Lecturer / Tutor / Demonstrator.*  
(Pl. write only the desired designation to which appointment is issued.)

Sir / Madam,

With reference to your application dated ..... in response to our Advt. dated ..... and subsequent interview held on ..... for the above post, on the Recommendation of the Staff Selection committee, the Management is pleased to inform you that you are here by appointed on the post of ..... in the subject of .....

(please write Name of the post and subject to which the candidate is selected)

**The Terms and Conditions of your appointment are as follows:**

- 1) Your appointment is on probation for period of two years from the date of your joining. During the period of probation, your services are likely to be discontinued by the Management if your services are not found satisfactory by giving one months notice on either side or one month's pay, in lieu of the notice period.

Or

Your Appointment is temporary for six months / one year from the date of your Joining. During the period of your temporary service, your are likely to be discontinued

- 2) You are appointed in the pay scale of Rs..... With starting pay of Rs..... Per month in the time scale. After successful completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned head of the Department. On successful completion of probation period of two years your services may be confirmed subject to your satisfactory performance and conduct.
- 3) Your appointment on probation shall be deemed to be confirmed after satisfactory completion of probation period and unless there is any adverse communication / order / order of extension of probation.

- 4) Your appointment is on Full time basis and your normal daily duty Hours shall be as decided or prescribed by the Competent Authority. However, the working hours shall be flexible depending upon the exigencies of services at the discretion of the Management.
- 5) Your appointment shall be terminated automatically, if it is proved that the information given by you in your application is false and / or a Degree or any other certificate or document submitted by you are forged or tampered with.
- 6) Your services shall be governed by the (a) provisions of the Maharashtra University of Health Sciences Act, 1998 and Statutes, Ordinances, Rules, Regulations and Directions framed under it, from time to time. (b) The Rules, Regulations, Instructions, Directives, Circulars received from Respective Central Councils, from time to time and (c) The prevailing Rules, Regulations and service conditions framed by the Management of the college and amended or altered, from time to time. And you will follow the code of conduct and Professional Ethics prescribed in University Direction No. 01/2017.
- 7) Your services shall be transferable to any College of the same Management which is affiliated to the Maharashtra University of Health Sciences, Nashik. However, you shall work in one College only, at a time.
- 8) Conducting private tuitions or private coaching classes in any form is strictly prohibited. You are also prohibited from taking any paid assignment or honorary posting outside the college without prior written permission of the Management.
- 9) Besides taking Lectures, Tutorials and Clinics/Practicals in the department you will be required to participate in the internal and external examination duties of the college and University and it is obligatory on your part to carry out any other responsibilities assigned by the University and college from time to time.
- 10) You are also required to undertake the responsibilities in the College / Hospital and any other medical activities which are conducted by the College in relation to the patient care, student care and that of academic nature, related to professional Pursuits, and also take part in Administrative task related to College and Hospital and shall have to strive to maintained dignity and standard of the college and Institute.
- 11) You will have to undergo the Medical Examination by the authorized Medical Officer or by the Civil Surgeon of the concerned district as per rules.
- 12) The Management can also seek the Antecedent Character Report from the police authority.

- 13) Prior to this appointment, if you have been serving in any College or Recognised Institution, you will be allowed to join only after submission of your resignation and relieving letter from the concerned College.
- 14) Your appointment is subject to the approval from the Maharashtra University of Health Sciences, Nashik. If your appointment for the said post is not approved by the University your services shall be terminated forthwith or if you so desire and the Management is agree to continue you on the unapproved post you will be allowed to continue in the service with your written consent. The terms and condition of such appointment shall be as decided by the Management and accepted by you. You are required to submit duly signed, Deed of Contract in a prescribed format.

If you are voluntarily accepting the appointment with abovementioned terms and conditions, you are required to give your acceptance forthwith or within seven days from the date of receipt of this appointment order and join within a stipulated period not later than thirty days. If your acceptance is not received in time or you failed to join within stipulated period, it will be presumed that you are not interested to join the post and this order shall automatically stand cancelled, this may please be noted.

Yours faithfully,

President / Secretary /  
Principal, Dean or Director  
(Any one competent authority to sign the appointment order)



Acceptance of the Appointment

From: Dr.....  
(Full Resi. Add.)

Date :.....

To,

.....  
.....

**Subject : Acceptance of the Appointment**

**Reference : Your appointment order No. ....dated.....**

Sir/Madam,

I have received the above cited appointment order on ..... and hereby declares that I am accepting the same. I shall join as early as possible or as soon as I have been relieved from my present employer.

Yours faithfully,

(.....)

Joining Report

From: Dr.....  
(Full Resi. Add.)

Date :.....

To,

.....  
.....

**Subject : Joining Report**

**Reference : Your appointment order No. ....dated.....**

Sir/Madam,

I have received the above cited appointment order on ..... I am accepting the same and joining to the post of ..... in the subject of ..... w.e.f. .... (befornoon/afternoon) and I am aware that my appointment is subject to the approval from the University.

Yours faithfully,

(.....)

**Note:** The appointing authority should endorsed the remarks as “Allowed to join” on the joining report and sign the same with seal of the College.

(Please provide Copy to the concerned employee.)

**Form of Assessment Report**

**(Appendix VII)**

**(Estimate of General Ability and Character of a Teacher / Director / Dean /  
Principal/Professor /Asso. Professor / Reader /Assit. Prof./lecturer/ Asst. Lecturer/Tutor /  
Demonstrator)**

(Pl. write only the desired designation to which assessment is made )

1. Name of the Teacher :
2. Period of Report :
3. Post(s) held :
4. Relations with colleagues :
5. General Intelligence :
6. Administrative ability including  
judgment, initiative and drive :
7. Technical professional ability  
(Where relevant) :
7. Special Attitude :
8. Integrity & Character :
9. Fitness for Promotion :
10. State of Health :
11. Fitness for field work :
12. Willingness to work on Computer :
13. General Assessment :
14. Grading (Write in handwriting) : A+ (Outstanding), A(Very good),  
B+ (Positively good), B (Good),  
B- (Average), C (Below Average)

Place :

**Signature, Name & Designation of the  
Reporting Officer**

Date :

**Remarks of the Reviewing officer**

1. Length of Service under Reviewing Officer :
2. Do you agree with Reporting Officer :  
(If not, state specifically the remarks with  
Which you do not agree or do you wish to  
modify or add to his assessment?)
3. Grading (Write in handwriting) : A+ (Outstanding), A(Very good),  
B+ (Positively good), B (Good),  
B- (Average), C (Below Average)

Place :

**Signature, Name and Designation of the  
Reviewing Officer**

Date :

## UNDERTAKING OF TEACHER

I, Dr./Vd. \_\_\_\_\_

Resident of (Permanent home address) \_\_\_\_\_

Presently residing at ((Present home address) \_\_\_\_\_

do hereby giving an undertaking that –

1. I have been selected as per prescribed procedure of selection and working as full time Director /Dean/ Principal/Professor /Asso. Professor / Reader /Assit. Prof./lecturer/ Asst. Lecturer/Tutor / Demonstrator in subject of \_\_\_\_\_ at \_\_\_\_\_ (Name of the college or recognized institution)
2. My working hours at the College / Institution are from \_\_\_\_\_ to \_\_\_\_\_
3. I hereby further declare that except the above said College, I am not employed in any other College in any capacity.
4. I voluntarily declare that I shall be abided by the rules and regulations of the University, made from time to time.
5. Practicing / not practicing \_\_\_\_\_
6. If practicing, the place of practice is \_\_\_\_\_
7. My practicing hours are from \_\_\_\_\_ to \_\_\_\_\_

Whether allowed by the Management/ College : - Yes / No  
(If yes, attach copy of the letter.)

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Place : \_\_\_\_\_

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

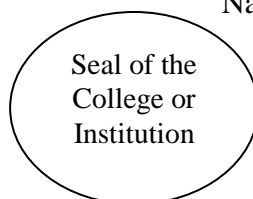
Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Countersigned by Dean/Principal \_\_\_\_\_

Place \_\_\_\_\_

Name \_\_\_\_\_



(To be typed on plain paper)

**General Instructions for Affiliated Colleges/ Recognised Institutes  
for appointments of Teachers/Principals/Dean/Directors.**

- 1) The Affiliated Colleges/ Recognised Institutes should submit the Staff Selection Committee (SSC) report to University within 72 hours (Three consecutive working days). It will be necessary to submit the clarification regarding late submission of report, If not received within 72 hours.
- 2) Proposals for the approval to appointments of teachers are often submitted with insufficient documents. Hence Affiliated Colleges/ Recognised Institutes should submit a check list of documents submitted along with the proposal of each candidate.
- 3) After completion of interview of all the candidates, the SSC report along with other essential documents should be enclosed in a sealed envelope and signed by the nominee's of Vice-Chancellor, subject experts and Principal of College.
- 4) Recommendations of the SSC and waiting list will be valid till 06 months. Hence procedure of appointing recommended wait listed candidates should be completed before 06 months.
- 5) Any deletion, alteration, overwriting, applying whitener, etc on the SSC report is not permitted however, any unavoidable correction should be signed by the Committee Chairman and the member from Vice-Chancellor's Nominee.
- 6) To avoid this, the guidelines issued in this respect are issued for the members from Vice-Chancellor's nominee and subject expert's Panel. You are requested to follow them in connection with the process.
- 7) Cast certificate and cast validity certificate both are essential for the candidate applying for post reserved for reserve category; however cast validity certificate can be submitted within three months of appointment or period stipulated and directed by Govt. from time to time. Recent non-creamy layer certificate (for the candidates applying for the posts reserved for VJ / VJNT, OBC, etc) should be submitted along with application else they will be treated for open posts.
- 8) University receives proposal for approval to appointment of a teacher for the same post from different Colleges. To avoid this, approval to the appointment of a teacher will be granted only after the joining report of concerned teacher is received in the University.
- 9) Regarding Approval to Temporary Appointments u/s 13 of this Direction
  - a. To avoid academic loss to the students, vacant post(s) falling due to retirement, resignation, long leave, death, etc can be filled up for 06 months / one year. The proposals for approval to such appointments will be entertained by University.

(Cont...)

(2)

- b. Approval to extension of such appointments will not be granted, however if suitable candidate is not found for such posts in succeeding staff selection process, approval to temporary appointments made again on such posts will be granted by University.
  - c. The posts reserved for the reserved category shall be filled as per policy of the University decided from time to time.
- 10) The proposals for approval to appointment as UG teacher and the proposal for recognition as PG teacher are to be submitted separately to the University.
- 11) a) Order of approval to appointments of a teacher issued by University should be handed over to concerned teacher.
- b) The reliving order / report should be submitted immediately to University, if a resignation applied by a teacher is approved by College / Institution.
- 
-

**Maharashtra University of Health Sciences, Nashik**

Guidelines for the member from **Vice-Chancellor's nominee** on the staff selection committee to be adhered during Interview

1. Please check and ensure whether the advertisement for filling up the posts of Principal / teachers has been approved by the University and the same advertisement has been published in at least two newspapers. (i.e. state level and local newspapers)
2. Please check the correctness of the list of all the candidates who have applied and list of eligible candidates called for the interview.
3. In case of Aided post(s) of Government. Aided Private Colleges / Recognized Institutes, Director of AYUSH or his Nominee replaces Vice-Chancellor's nominees hence Kindly note the same.
4. Please enquire if any candidate(s) not called for interview and to note if any complaint in this respect.
5. Please note down in the SSC report, If any matter is pending before the court in respect of previous staff selection in the College or Institution.
6. Please ensure that the intimation is given minimum 15 days in advance to candidates about the interview and the letters regarding this were sent by registered post / speed post.
7. Please ensure that the information regarding personal, educational and experience of the candidates called for interview has been provided to selection committee.
8. Before starting interviews, please ensure that the selection committee has been constituted as per Instant direction only. Strictly observe that no other authorized person / employee / members are present during the interview process.
9. To complete the Coram at least 04 members should be present in the meeting of selection committee. However, the Vice-Chancellor's nominee and respective subject expert must be present and if any post reserved for reserved category (SC/ST/VJNT/OBC) is to be filled, then Vice-Chancellor's nominee for the reserved category also should be present.
10. The recommendations of more than one candidate for Principal's or Teacher's post should be made as per the merit and as per Government rules as per merit.

(Cont...)

(2)

11. The information regarding Candidate's experience, UG degree, PG degree according to advertisement and percentage in both examinations as well as other essential information should be verified from the original documents.
12. Candidates not having the educational qualification and required experience as published in the advertisement should not be interviewed. The candidates for the higher post (i.e. Professor, Associate Professor, Principal or Dean, etc.) should be recommended after verifying their University approved experience.
13. Please ensure that the reservation policy is not violated while filling the post reserved for reserved category.
14. Please ensure that the staff selection procedure carried out by College or institution is as per instant Direction and as per rules prescribed by the University.
15. All the notations noted on the SSC Report should be legible, neat and clean. There should not be any deletion, alteration, overwriting, whitener application, etc on the SSC report however; any unavoidable correction should be signed by the Committee Chairman and the member from Vice-Chancellor's Nominee.
16. All the points must be filled on the SSC Report with appropriate remarks and the point which is not applicable should be endorsed with remark as "Not Applicable".
17. The recommendation of a candidate should be made clearly and unanimously. Please ensure that there is no confusion on recommending a candidate.
18. For the candidates having experience Certificate of out of State / out of this Uni. Affiliated College, such candidates should submit Annexure (xvi) Draft of Affidavit and Annexure (xv) form of Experience certificate.

Please adhere to the Rules prescribed by University in this regard from time to time. University nominees should consider all the points mentioned above while interviewing and recommending the correct candidates for the post of Principal / Teacher.

*(The Principal of the Colleges or recognized institutions are requested to bring these guidelines to the notice to the Vice-Chancellor's Nominee / Subject Expert's before commencement of the interview.)*

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## Maharashtra University of Health Sciences, Nashik

Guidelines for **the member Vice-Chancellor's nominee from Reservation's Panel** on the staff selection committee in the affiliated Colleges / Institutions to be adhered during Interview

1. Please check and ensure whether the advertisement for filling up the posts of Principal / teachers has been approved by the University and the same advertisement has been published in at least two newspapers. (i.e. state level and local newspapers)
2. Please ensure that the intimation is given minimum 15 days in advance to candidates about the interview and the letters regarding this were sent by registered post / speed post.
3. Please check the correctness of the list of all the candidates who have applied and list of eligible candidates called for the interview. Please enquire if any candidate(s) of reserve category not called for interview and to note if any complaint in this respect.
4. In case of Aided post(s) of Government Aided Private Colleges or Recognized Institutes, Director of AYUSH or his Nominee replaces Vice-Chancellor's nominees hence kindly note the same.
5. Please ensure that the cast certificates and cast validity certificates are issued by competent authority.
6. Please ensure that a recent Non-Creamy Layer certificate is attached (wherever applicable (VJNT, OBC, etc)) with the cast certificate and cast validity certificate of a candidate who has applied for reserve category post.
7. If any candidate applied for reserve category post is absent or although he is present but committee recommends a candidate from other category. Please write down the reasons therein ensuring that the reservation policy is not violated while filling the post reserved for reserve category.
8. Please ensure that the staff selection procedure carried out by College is as per instant Direction and as per rules prescribed by Government and concerned Council.
9. The recommendation of a candidate should be made clearly and unanimously. Please ensure that there is no confusion on recommending a candidate.
10. For the candidates having experience Certificate of out of State / out of this Uni. Affiliated College, such candidates should submit Annexure (xvi) Draft of Affidavit and Annexure (xv) form of Experience certificate.

Please adhere to the rules prescribed by the University from time to time. The University nominees should consider all the point mentioned above while interviewing and recommending the correct candidates for the post of Principal / Teacher.



**Maharashtra University of Health Sciences, Nashik**

Guidelines for the member from **subject expert's panel** ( In case of Aided post(s) of Government Aided Private Colleges / Recognized Institutions, Subject Expert shall be nominated by Vice-Chancellor) on the staff selection committee to be adhered during Interview

1. Please check educational qualification of the candidate, examinations passed, degrees obtained, certificates, experience certificates, etc.
  2. Information given in the application to be checked with the original certificates and ensure that it is as per published advertisement.
  3. In case of Aided post(s) of Government Aided Private Colleges or Recognized Institutes, Subject Expert(s) is / are nominated by the Vice-Chancellor. Hence, kindly ensure the same.
  4. While interviewing the candidate please check the eligibility of the candidate to become a teacher in respect of his intellectual capacity, personality, critical analysis ability, grasping power, imaginary clarification capacity and clarity in it, capacity of understanding and expressing power. Ask information about his research, thesis, research papers, knowledge he has in his specialty and general knowledge.
  5. The recommendation of a candidate should be made clearly and unanimously. Please ensure that there is no confusion on recommending a candidate.
  6. Please ensure that the staff selection procedure carried out by College is as per instant Direction.
  7. For the candidates having experience Certificate of out of State / out of this Uni. Affiliated College, such candidates should submit Annexure (xvi) form of Affidavit and Annexure (xv) form of Experience certificate.
-

**Undertaking to be submitted by the Principal, Chairman and Secretary of the Institute**

We undertake as follows;

- 1) No outsiders were present during the interview except the Staff Selection Committee members.
- 2) The advertisement for filling up the posts of Principal / teachers was approved by the University and published in at least two newspapers. (i.e. state level and local newspapers) The applications received as per the advertisement was scrutinized and the lists of eligible candidates and not eligible candidates for the interview was prepared. The candidates not eligible for the interview were intimated about their non eligibility. Both the lists were put on the College notice board and the copy of the same has been attached herewith.
- 3) All Eligible candidates were called for the interview vide college letter No ..... dated .....
- 4) The members of Staff Selection Committee and all the eligible candidates were intimated about the interview before 15 days of the interview date.
- 5) Post wise lists were prepared and presented to the Selection Committee at the time of interview.
- 6) A advertisement approved by the University vide its letter dated ..... as well as advertisement published in the newspapers was shown to the Selection Committee.
- 7) The Caste Certificates & Caste Validity Certificates of the reserved category candidates were checked.
- 8) The interview of the candidates was conducted transparently and in fearless environment without any direct or indirect pressure.

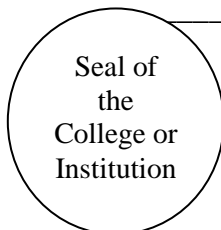
Place: \_\_\_\_\_

Date: \_\_\_\_\_

Dean / Principal  
( Signature and Stamp),.

\_\_\_\_\_

Chairman



\_\_\_\_\_

Secretary

(To be typed on Plain Paper)

**AFFIDAVIT**

(To be prepared on a Stamp Paper)

I \_\_\_\_\_, Aged \_\_\_\_\_ years,  
Residing at \_\_\_\_\_  
possesses experience as under :

Sr. No.	Name of College or Institution	Affiliated to (Name of the University)	Post and Subject	Experience	
				From	To
1					
2					
3					
4					

I humbly state that, the above said experience is valid and legitimate. If any doubt / complaint arise with regards to the authenticity of the said experience, I personally should be held responsible for it. The Maharashtra University of Health Sciences, Nashik is no way concerned with it. I shall cooperate with the enquiry and stand ready for the legal proceedings, if any.

I have attended the interview at \_\_\_\_\_ (Name of the College), on \_\_\_\_\_ (date), for the post of \_\_\_\_\_ (post), in the subject \_\_\_\_\_ (subject).

I am submitting this affidavit in order for the Maharashtra University of Health Sciences, Nashik to consider and accord approval to the above said experience and in turn to the appointment on the said post made by \_\_\_\_\_ (Name of the College). I understand that, the University is at liberty to withdraw / cease the approval so granted, if any consequence arises with regards to the validity of the said experience.

I am submitting this affidavit on my own and without any pressure / interference

**Date :**

**Place:**

**Signature**

(Name :.....)

**FORM OF EXPERIENCE CERTIFICATE****Letterhead of Concerned College**

Outward No.:

Date: / /20

**EXPERIENCE CERTIFICATE**

It is certified that, Dr./ Vd. \_\_\_\_\_ had worked on ad-hoc / temporary / regular teacher in fulltime capacity \_\_\_\_\_ (name of College / Institute) as a \_\_\_\_\_ (post) in \_\_\_\_\_ (subject / department).

His / her experience in the said College / Institute is as under:

Sr. No.	Post	Subject	Experience	
			From	To
1				
2				
3				
4				

During the said period his/her work and conduct was satisfactory. He / She has been relieved / discharged from the service from \_\_\_\_\_

He / She bear good moral character. We wish him / her all the best for his / her future endeavors.

This certificate is given as per his / her request.

**Date :**

**Place:**

.....

**Dean / Principal**

**of concerned College o1r Institution**

**(Signature with Seal / Stamp; if any)**

**PROFORMA OF APPLICATION FOR VALIDATION OF UNAPPROVED  
TEACHING EXPERIENCE OF THE TEACHER**

<b>1. Applicant's Information</b>						
<b>Name</b>		:				
<b>Address</b>		:				
<b>Contact No.</b>		:				
<b>e-mail id</b>		:				
<b>Date of Birth</b>		:		<b>Age :</b>		
<b>2. Present College / Institute/ Organization Informationa</b>						
<b>Name</b>		:				
<b>Address</b>		:				
<b>Contact No.</b>		:				
<b>e-mail id</b>		:				
<b>3. Present Designation of the applicant</b>		:		<b>Approved / Unapproved</b>		
<b>4. M.C.I.M. Registration</b>		:		<b>Number</b>	<b>Date</b>	
			<b>U.G.</b>			
			<b>P.G.</b>			
<b>5. Educational Qualification (Degree/ Diploma/ Ph.D. etc.) :</b>						
	<b>Degree/ Diploma/ Ph.D. etc.</b>	<b>Name of the University</b>	<b>Year of Passing</b>	<b>Whether Recognized by Central Council</b>		
<b>6. Details of Unapproved Teaching Experience for Validation</b>						
<b>Sr. no.</b>	<b>Experience</b>		<b>Documents submitted</b>		<b>Name of the College</b>	<b>University approval details (if any)</b>
	<b>From</b>	<b>To</b>	<b>Experience Certificate issued by Dean/Principal</b>	<b>ITR &amp; Form 16</b>		
<b>Date</b>	:					
<b>Place</b>	:					<b>Signature of Applicant</b>

**Note:-** Submit the proposal alongwith self-attested copies of following documents in respect of concerned period in the same order as mentioned.

- Experience Certificate issued by Dean/Principal.
- ITR & Form 16 of the concerned period.
- Affidavit in prescribed format.

**FORMAT OF APPLICATION FOR RECOGNITION AS POST – GRADUATE TEACHER  
FOR HEALTH SCIENCE COURSE**

<b>Faculty:</b>		<b>Speciality:</b>		
<b>1.</b>	<b>Applicants' Information</b>			
	<b>Name</b>	:		
	<b>Address</b>	:		
	<b>Aadhar Card No.</b>	:		
	<b>Contact No.</b>	:		
	<b>e-mail id</b>	:		
	<b>Date of Birth</b>	:	<b>Age :</b>	<b>.....Yrs</b>
	<b>Date of Retirement</b>	:		
<b>2.</b>	<b>Teacher Code issued by Central Council (if any)</b>			
	:			
<b>3.</b>	<b>Central Council Registration</b>	:		
			<b>Number</b>	<b>Date</b>
			<b>U.G.</b>	
			<b>P.G.</b>	
			<b>Super Speciality</b>	
<b>4.</b>	<b>State Council Registration</b>	:		
			<b>Number</b>	<b>Date</b>
			<b>U.G.</b>	
			<b>P.G.</b>	
			<b>Super Speciality</b>	
<b>5.</b>	<b>Information of Present College / Institute</b>			
	<b>Name of College / Institute</b>	:		
	<b>Address</b>	:		
	<b>Contact No.</b>	:		
	<b>e-mail id</b>	:		
<b>6.</b>	<b>Present Designation of the applicant</b>			
	:			
<b>7.</b>	<b>Nature of appointment (Full Time / Contractual)</b>			
	:			
<b>8.</b>	<b>Designation for which the applicant desired to be recognized</b>			
	:			
<b>9.</b>	<b>The Subject/ Specialty for which the applicant desired to be recognized</b>			
	:			

10.	Particulars of the subjects (Super Specialty/ PG Degree) in which applicant is already recognized as a PG teacher of any University or MUHS and date of recognition. (if recognized, enclose self-attested photocopy of the letter)	:	
<b>11. Educational Qualification (Super Specialty/ PG Degree/ DNB/Diploma/ Ph.D. etc.):</b>			
	Super Specialty/ PG Degree/ DNB/Diploma/ Ph.D. etc.	Name of the University	Year of Passing
Whether Recognized by Central Council			
<b>12. Details of allied work done</b>			
	Sr. No.	Allied work done	Total Number
Name / as first author at least name 02 in Indexed Journal.	1	Books published	
	2	Research Publication	
	3	Articles reviewed	
	4	Worked as a Ph. D. guide	
<b>13. Number &amp; details of publications published in National / International Indexed Journal as first / second author in Indexed Journal. (as applicable vide Central Council norms)</b>			
14.	Teacher's Participation in Research Methodology workshop vide University Circular no.14/2011 dated 23/06/2011.	:	Date : From ..... To ..... At .....

15. Approved Teaching Experience:					
Subject	Designation	Experience (dd/mm/yyyy)		Total Period	Name of College / Institute
		From	To		
<p align="center"><b>I hereby declared that the above information is true and correct to the best of my knowledge.</b></p>					
<b>Place:</b> <b>Date:</b>		<b>Signature of the Applicant</b> <b>(To be submitted through, the Head of the Department and Institute.)</b>			
<b>Signature of the Head of the Department of the Subject in the College / Institute</b> <b>Date:</b>			<b>Signature of the Dean / Principal</b> <b>Date:</b>		
<p align="center"><b>Stamp of the College / Institution</b></p>					
<b>Date</b> :					
<b>Place</b> :		<b>Signature of Applicant</b>			

**Note:-** To be Submitted along with self-attested copies of following documents in respect of concerned period in the same order as mentioned.

1.	Experience Certificate issued by Dean / Principal.	
2.	Appointment Order & Joining Report	
3.	University approval letter for UG course / validation letter.	
4.	Certificate of Participation in Research Methodology workshop vide University Circular no.14/2011 dated 23/06/2011.	
5.	Letter regarding Teacher Code / Registration issued by Central Council (if applicable)	
6.	Publications (if applicable)	

**Note:** - The Dean / Principal is to ensure that the proposal completed in all respects are only to be forwarded to the University.

टिप :- अधिष्ठाता / प्राचार्य यांना विदीत करण्यात येते की, सदर पदव्युत्तर शिक्षक मान्यतेसाठीचे प्रस्ताव परिपूर्ण असल्याची खात्री झाल्यावरच विद्यापीठाकडे वर्ग करण्यात यावेत.



### Format of Bond of Service

[Prescribed under University Direction No. 01/2017● blank spaces should be filled in ●  
Strike out which is not applicable]

I, Dr./Vd./Mr./Mrs..... d/o or s/o or  
w/o..... age.....years, permanent  
resident of..... do hereby voluntarily  
giving this Bond of Service and consented / agreed to the following:-

**I)** that, I am appointed temporarily as full time.....  
at..... vide appointment  
order No..... dated ..... in the pay scale / consolidated pay  
as.....;

**II)** that, I was joined / am joining on the said post from..... subject to the  
approval to my appointment from the University.

**III)** that, I am agreed to serve continuously for the period of two academic years  
commencing from 1<sup>st</sup> August..... to 31<sup>st</sup> July..... and hereby undertake that I  
will not leave the service during the said period of two academic years / during the mid-  
term except in the following circumstances,

- a)** If I will be selected and appointed in any Aided / Government / Local Self  
Government College / Institute / Department.
- b)** If I will be selected and appointed on the higher post in any other College /  
Institute.
- c)** Any other genuine compassionate ground.

**IV)** that, I know that if during the said period of two academic years, if I leave the  
services of the College / Institute under any other circumstances, then I will not be eligible  
to get the teacher's approval from any other College / Institute for the remaining period of  
this bond.

**V)** that, I undertake to leave the College / Institute unconditionally, If I found medically /  
physically unfit to continue in the service.

**VI)** that, I undertake that after completion of the said period of two academic years I will  
not claim continuity in service / deemed confirmation in the services.

In the witnessth that what has been stated above I..... am signing  
this document on this..... day of ..... at.....

Date :

Signature

Place :

(Name:.....)

1) Signature of Witness.....  
Name and Address of Witness.....

2) Signature of Witness.....  
Name and Address of Witness.....

**Affidavit**

(For the purpose of validation of experience under University Direction No. 01/2017)

I, Dr./Vd./Mr./Mrs..... s/o-d/o-w/o.....  
 age.....years, resident  
 of..... do hereby submits  
 undertaking for the purpose of validation of my experience in view of the provisions  
 prescribed under University Direction No. 01/2017 as under;

1) that, at present I am working as a .....Post..... in .....Name of the  
 College / Institution..... from .....Date of Joining.....;

2) that, I am submitting proposal of validation of my following experience(s):

S. N.	Name of the College / Institution	Period of experience to be validated	
		From	To

3) that, in support of the said proposal of validation I am submitting certified  
 photocopy of **i)** Form No. 16 and tax return receipt dated.....and.....  
 respectively and, **ii)** Experience certificate issued by the ..... of  
 .....Name of the College / Institution..... dated.....;

4) that, I am fully aware that if any information or document is/are found false or  
 forged, at any time, the University has right to initiate any suitable action against  
 me.

(Signature)

**Verification**

I, Dr./Vd./Mr./Mrs ..... s/o-d/o-  
 w/o..... do hereby verify that the above given information and  
 documents submitted by me are true and correct to the best of my knowledge  
 and belief and nothing particulars has been concealed therein.

(Signature)