

GAUHATI UNIVERSITY
GUWAHATI



Price Rs. 20.00 (Twenty) Only

*Ordinance on Recruitment, Service condition,
Workload and Leave Rules for Professors,
Principals, Readers, Lecturers and other Officers of
Gauhati University.*

(Effective from 20-05-2000 vide
E.C. Resolution No, 2000/II/79 dt. 20-05-2000)

2004

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Gopinath Bardoloi Nagar
Guwahati—781 014
ASSAM

2.4.0. Reader (Promotion)

2.4.1. A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has

- (i) Completed 5 years of service in the Senior Scale
 - (ii) Obtained a Ph.D. degree or has equivalent published work.
 - (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula, and extension activities.
 - (iv) After placement in the senior scale, participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
 - (v) Possesses consistently good performance appraisal reports.
- 2.4.2. Promotion to the post of Reader will be through a process of selection by a Selection Committee, which is the same as for direct recruitment of Reader.

2.5.0. Professor (Promotion)

In addition to the sanctioned positions of Professors, which are filled in through direct recruitment, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

- 2.5.1. The Selection Committee for promotion to the post of Professor will be the same as that for direct recruitment.
- 2.5.2. For the promotion from Reader to Professor, the following method will be followed.
- (i) The candidate will present herself/himself before the Selection Committee with the following –

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4. The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

2.2.0. Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively for those with M.Phil or Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

2.3.0 Lecturer (Selection Grade)

Lecturer in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader, and have a good record in teaching and, preferably have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/ or fulfilling other requirements for promotions as Reader and, if found suitable, could be given the designation of Reader.

2. Passed the Physical Fitness test,
3. Consistently good performance appraisal reports.
4. Should have attended at least one orientation course and one refresher course of 3-4 weeks' duration (exemption from one refresher course is granted to Ph.D. degree holders)

1.9.5. University Assistant Director of Physical Education and Sports/College DPE (Lecturer's scale)

1. Master degree in Physical Education (Two year course) or Master degree in Sports or an equivalent degree with at least 55% marks or its equivalent grade of B in the 7 point scale and a consistently good academic record.
2. Record of having represented the University/College at the inter-university/inter-college competitions or state/national championships.
3. Passed the Physical Fitness test.
4. Qualifying in the NET conducted for the purpose by the UGC or any other agency approved by the UGC.

2.1.0. Career Advancement

1. Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others at the level of lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade/Reader), the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
2. For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).
3. A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

GAUHATI UNIVERSITY GUWAHATI



Ordinance on Recruitment Service Conditions, Workload and Leave Rules for Professors, Principals, Readers, Lecturers and other Officers of Gauhati University.

Effective from 20-05-2000 vide E.C. Resolution No. 2000/11/79 dt. 20-05-2000

Whereas the Executive Council, Gauhati University, vide its resolution No. 99/17/161 dated 11/09/1999 has resolved to implement the revised UGC pay scales with effect from 1.1.1996 as per UGC Notification No. F. 3-1/94 (PS) dated 24.12.1998 on Revision of Pay Scales, Minimum Qualifications for appointment of teachers in Universities and other measures for the maintenance of standards, and whereas the Executive Council has now felt the need to take an integrated and composite approach towards implementing the above in the light of the UGC's letter D.O. No. F.3-1/2000 (PS) dated 4 April 2000, which superseded the aforesaid notification, the Executive Council resolves to frame and make the following Ordinance under Section 23(h) and 23(m) and of the Gauhati University Act 1947 as amended up-to date.

This Ordinance shall come into immediate effect i.e. from the date of acceptance by the Executive Council on 20-5-2000

Ordinance on Recruitment of Professors, Principals, Readers, Lecturers and other Officers in the University or its constituent and Affiliated Colleges.

1.0.0 MINIMUM QUALIFICATIONS

No person shall be appointed to a post of Professor, Principal, Reader and Lecturer in the University or its constituent and affiliated colleges in any subject if he/she does not fulfill the requirements given below.

Provided that these requirements shall not be applicable to such cases where selections of the candidates having had the then requisite minimum requirements as were existing at that time through duly constituted Selection Committees for making appointments to the teaching posts have been made prior to enforcement of this Ordinance.

1.1.0. DIRECT RECRUITMENT

1.1.1. Principal (Professor's Grade)

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E,&F.
2. Ph.D. or equivalent qualification
3. Total experience of 15 years of teaching/Research in University/Colleges and other institutions of higher education.

1.2.0. Principal (Reader's Grade)

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

1.3.0 Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

1.3.1. Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/ National level institutions, including experience of guiding research at doctoral level.

OR

1.9.2 University Deputy DPE/College DPE (Reader's scale)

1. Ph.D in Physical Education. Candidates from outside the university system in addition, shall also possess at least 55% marks or an equivalent grade of B in the 7 point scale at the Master's Degree level.
2. 5 years experience as University Assistant DPE/College DPE (Selection Grade), with a benefit of two years and one year for Ph.D. and M. Phil degree holders.
3. Evidence of organizing competitions and conducting coaching campus of at least two weeks' duration.
4. Evidence of having produced good performing teams/athletes for competitions like state/national/inter-university/combined university, etc.
5. Successfully passing the Physical Fitness test.
6. Consistently good performance appraisal reports.

1.9.3. University Assistant DPE/College DPE (Selection Grade)

1. Completed 5 years of service as University Assistant DPE/ College DPE (Senior Scale)
2. Has attended at least two refresher courses of 3-4 weeks' duration in Physical Education.
3. Shown evidence of having produced good teams/ athletes and of having organized and conducted coaching camps of at least two weeks' duration.
4. Passed the Physical Fitness test.
5. Consistently good performance appraisal reports.

1.9.4. University Assistant DPE/College DPE (Senior Scale)

1. Should have completed six years of service as University Assistant DPE/College DPE with a benefit of two years for Ph.D. degree holders and one year for M.Phil degree holders.

4. M.Phil/Ph.D. degree in Library Science/Information Science/ Documentation/Archives and Manuscript-keeping, Computerisation of Library will be a desirable qualification.

1.8.3 Assistant Librarian (University)/College Librarian/ Documentation Officer

1. Master's degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic record.
2. Qualifying in the NET conducted for the purpose by the UGC or by any other agency approved by the UGC.
3. Experience in computerization of Library will be a desirable qualification.

1.9.0 Minimum qualifications for direct recruitment to the posts of Director Physical Education, Dy. Director Physical Education and Assistant Director Physical Education.

1.9.1. University Director Physical Education (DPE)

1. Ph.D in Physical Education.
2. Experience of at least 10 years as University Deputy DPE or 15 years as University Assistant DPE/College DPE(Selection Grade)
3. Participation in at least two national/international seminars/conferences.
4. Consistently good appraisal reports.
5. Evidence of organizing competitions and conducting coaching camps of at least 2 weeks' duration.
6. Evidence of having produced good performing teams/athlets for competitions like state/national/inter-university/combined university. etc.

An outstanding scholar with established reputation who has made significant contribution to knowledge.

1.3.2. Reader

1. Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades of O,A,B,C,D,E, & F at the Master's degree level.
2. Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contributions to educational innovations, design of new courses and curricula.

1.3.3. Lecturer

1. Good academic record with at least 55% of the marks or, an equivalent grade B in the 7 point scale with letter grades O,A,B,C,D,E, & F at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a foreign University.
2. Besides fulfilling the above qualifications, candidates should have cleared the National eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

Provided that NET or similar test accredited by the UGC shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidates who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December,1993, are exempted from appearing in the NET or similar test.

Provided further that any relaxation in the qualification prescribed above can be made by the University in a particular

subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only on the basis of sound justification and with reference to the University Grants Commission.

1.4.0. Journalism and Mass Communication

1.4.1 Professor

An eminent scholar with published work of high quality actively engaged in research work with ten years of experience in post-graduate teaching and/or research at the University/ national level institution including experience of guiding research at doctoral level in Communication/Journalism.

1.4.2. Reader

Essential

1. Ph.D degree in Communication/Mass Communication/ Journalism from an Indian University or an equivalent degree from a foreign University.

OR

Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an equivalent grade) at Master's level in the subject.
3. Eight years experience of teaching and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovations, design of new courses and curricula.

OR

10 years' full-time work experience in any area of Mass Communication (Newspapers accredited with ABC, National News Agencies, Public Relation Officers of the Government, Public Sector undertakings, and established Industrial and Commercial Houses.)

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

1.7.3. Assistant Registrar and Equivalent Posts

1. Good academic record plus Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

1.8.0. Minimum qualifications for direct recruitment to the posts of Librarian, Dy. Librarian and Asstt. Librarian

1.8.1. Librarian (University)

1. Master's degree in Library Science/Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the seven-point scale and consistently good academic record.
2. At least 13 years of experience as a Deputy Librarian in a University Library or 18 years of experience as a College Librarian.
3. Evidence of innovative library service and organization of published work.
4. M.Phil./Ph.D. degree in Library Science/Information Science/ Documentation/archives and manuscript-keeping will be a desirable qualification.

1.8.2 Deputy Librarian (University)

1. Master's degree in Library Science/Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the seven-point scale and a consistently good academic record.
2. 5 years of experience as an Assistant University Librarian or College Librarian.
3. Evidence of innovative library services, published work and professional commitment, computerization of library.

specified period only on the basis of sound justification and with reference to the University Grants Commission.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

1.7.0. Minimum qualifications for direct recruitment to the posts of Registrar, Dy. Registrar and Assistant Registrars.

1.7.1. Registrar and Equivalent Posts

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the seven point scale.
2. At least 15 years of experience as Lecturer (Senior Scale) Lecturer with 8 years in Reader's grade along with experience in educational administration.

OR

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

OR

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

1.7.2. Deputy Registrar and Equivalent Posts

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

OR

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

OR

1.4.3 Lecturer

Essential

1. Good academic record with at least 55% marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University/recognized institution in Communications/Mass Communications/ Journalism.
2. Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by the UGC or similar test accredited by the UGC.

Provided that NET or similar test accredited by the UGC shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D degree. However, the candidates who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET or similar test.

Provided further that any relaxation in the qualification prescribed above can be made by the University if NET is not being conducted in the subjects concerned or enough number of candidates are not available with NET qualifications for a specified period only on the basis of sound justification and with reference to the University Grants Commission.

Desirable

1. Ph.D degree in Communications/Mass Communication/ Journalism from an Indian University or an equivalent degree from a foreign University.
2. Two years full-time teaching/research experience in any area of Mass Communication (Newspapers accredited with ABC, National News Agencies, radio and television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector undertakings, and established Industrial and Commercial Houses.)

1.5.0. Social Work

1.5.1. Professor

An eminent scholar with published work of high quality actively engaged in research with ten year's experience in post-graduate teaching and/or research at the University/National level institution including experience of guiding research at doctoral level in Social Work.

1.5.2 Reader

1. Good academic record with at least 55% marks or an equivalent grade at Master's degree level and with a doctoral degree or equivalent published work. Evidence of being actively engaged in research, or innovation in teaching method or production of teaching materials.
2. About eight year's experience of teaching and/or research provided that at least five of these years were as lecturer or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction, experience in consultation and documentation.

1.5.3 Lecturer

1. Good academic record with at least 55% of the marks, or (an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University.
2. Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by the UGC or similar test accredited by the UGC.

Provided that NET or similar test accredited by the UGC shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However,

the candidates who have completed M.Phil degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET or similar test.

Provided further that any relaxation in the qualification prescribed above can be made by the University if NET is not being conducted in the subject concerned or enough number of candidates are not available with NET qualifications for a specified period only on the basis of sound justification and with reference to the University Grants Commission.

1.6.0. Music

1.6.1. Lecturer

1. Good Academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades O.A.B.C.D.E. & F at the Master's degree level in the relevant subject or an equivalent degree from an Indian or foreign University.
2. Candidates, besides fulfilling the above qualification, should have cleared the national eligibility test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

Provided that NET or similar test accredited by the UGC shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidates who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET or similar test.

Provided further that any relaxation in the qualification prescribed above can be made by the University if NET is not being conducted in the subject concerned or enough number of candidates are not available with NET qualifications for a

- (a) Self-appraisal reports.
- (b) Research contribution/books/articles published.
- (c) Any other academic contributions.
- (d) Seminars/Conferences attended
- (e) Contribution to teaching/academic environment/institutional corporate life.
- (f) Extension and field outreach activities.
- (ii) Three best written contributions of the teacher (as defined by her/him) will be sent to experts in advance to review before coming for the selection.

3.0.0 Selection Committees

Selection Committees for all levels of posts in both direct recruitment and promotion will be as per Gauhati University Act 1947 as amended up to date [Section 15 A (1) (a)] All direct recruitment posts are to be advertised on an all-India basis.

4.0.0 Incentives for Ph.D./M.Phil.

- 4.1.0. Four and two advance in increments will be admissible to those who hold Ph.D. and M. Phil. degree respectively at the time of recruitment as lecturers. Candidates with D. Litt/D.Sc. should be given benefit at par with Ph.D. and M. Phil.
- 4.2.0. One increment will be admissible to those teachers with M. Phil. who acquire Ph.D. within two years of recruitment.
- 4.3.0. A lecturer with Ph.D. will be eligible for two advance increments when she/he moves into Selection Grade/Reader.
- 4.4.0. A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

5.0.0 Period of Probation and Confirmation

1. The minimum period of probation in all posts will be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
2. The University will decide upon confirmation at the end of the statutory period of probation.

6.0.0 Teaching Days and Work Load

- 6.1.0. There will be at least 180 actual teaching days i.e. a minimum of 30 weeks of actual teaching in a 6 day week. of the remaining period 12 weeks will be for admission and examination activities, and non-instructional work e.g. sports, college university week, student body elections, etc. 8 weeks for vacation and 2 weeks for public holidays.
- 6.2.0. The work load of each teacher shall not be less than 40 hours week for 30 weeks in an academic year. The teacher shall be available for at least 5 hours daily in the University/College.
- 6.3.0. The direct teaching hours for Lecturer/Senior Lecturer/Selection Grade Lecturer will be 16 hours. and that for Readers & professors will be 14 hours in a 6 day week A relaxation of 2 hours may be given to the Professor who are actively engaged in research extension and administration.

7.0.0 Superannuation and Re-employment of teachers

(As amended by E.C. on 8-7-2000)

Teachers, Officers and other Employees will retire at the age of 60 years. The University can consider re-employing a superannuated Teacher according to the existing guidelines framed by the UGC.

8.0.0 Superannuation Benefits

- 8.1.0 The benefits in service upto a maximum of 3 years, shall be given to the teachers who have acquired Ph.D. degree at the time of entry so that they can get the full retirement benefits,

Note -2 : On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

12. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the applications for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Adoption Leave :

Adoption leave may be provided as per the rules of the Central Government.

Duty Leave :

Duty leave should be given also for attending meetings in the UGC, DST etc. where a teacher invited to share expertise with academic bodies, government or NGO.

Note : Leave cannot be claimed as a matter of right. When the exigencies of service so require discretion to refuse or revoke leave of any of the descriptions is reserved to the authorities concerned to grant it.

undertake study of research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.

- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Governing Body may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note -1 : The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

which are available after 33 years of service, subject to overall age of superannuation.

8.2.0. Other conditions with respect to Superannuation Benefits will be given as per State Government Rules.

9.0.0 Leave Rules

The University will implement the Leave Rules as laid down by the UGC.

10.0.0 Service Agreement

Every teacher must enter into a Service Agreement with the University by filling in the prescribed format within the period of probation.

11.0.0 Code of Professional Ethics

The University will evolve a Code of Professional Ethics, applicable to all teaching, non-teaching and administrative staff after processing through the various bodies and associations as per the UGC's guidelines within one year of acceptance of this Ordinance.

Notes :

1. The seven point scale of grades will be as follows :

Grade	Grade point	Percentage Equivalent
'O' = Outstanding	5.50-6.00	75 - 100
'A' - Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45 -54
'D'=Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25 -34
'F' = Fail	0.00 - 0.49	00 -24

2. A relaxation of 5% may be given from 55% to 50% for the marks at the Master Degree level for the SC/ST candidates.
3. A relaxation of 5% may be given from 55% to 50% for the marks at the Master's level to the Ph.D. degree holders who have passed their Master's degree prior to 19th September 1991.
4. B in the 7 point scale of letter grade shall be regarded as equivalent to 55% marks.
5. The minimum requirement of 55% marks at the Master's level shall not be insisted upon for the existing incumbents of Principals, Professors, Readers, Lecturers, Registrar, Deputy Registrar, Librarian, Deputy Librarians, Directors of Physical Education, Deputy Directors of Physical Education, and other persons in equivalent posts who are already in the University system. However, these marks shall be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Directors of Physical Education and other equivalent posts.
6. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF Examination conducted by UGC/CSIR only prior to 1989 when the minimum marks required to appear for the JRF Examination were 50%.
7. The Ph.D. degree will be a compulsory requirements for the designation of Reader. However, for other categories like those of Registrar, Librarian, Director of Physical Education and the equivalent posts, the Ph.D. degree shall be desirable and not an essential qualification.
8. The University system includes its constituent and affiliated colleges.
9. Any matter no covered by the Ordinance will be decided upon by the Executive Council as and when called for.

(x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) Teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

(xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor for the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave :

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer Selection Grade/ Reader or Professor, may be granted sabbatical leave to

- leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Governing Body to treat the period of shortfall as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
 - (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
 - (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time in he/she had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.

Leave Rules Recommended by the UGC for Teachers of the Universities/Colleges as accepted by the Gauhati University Vide EC. Resolution No. 2000/11/79 dt. 20.5.2000

1. Leave admissible to permanent teachers :

The following kinds of leave would be admissible to permanent teachers.

- (i) Leave treated as duty, viz., Casual leave; Special Casual leave and Duty leave
- (ii) Leave earned by duty, viz; Earned leave; Half-Pay leave; and Commuted leave.
- (iii) Leave not earned by duty, viz., Extraordinary leave, and Leave not due.
- (iv) Leave not debited to leave account –
 - (a) Leave for academic pursuits, viz.; Study leave; and Sabbatical leave/Academic leave.
 - (b) Leave on grounds of health, viz.; Maternity leave

Quarantine Leave

The Executive Council/Governing Body may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

2. Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher :
 - (a) To conduct examination of a University/Public Service

Commission/Board of Examination or other similar Bodies/ Institutions; and

- (b) To inspect academic institutions attached to a statutory board, etc.

Note :

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted.
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

4. Duty Leave

- (i) Duty leave may be granted for :
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the Vice-Chancellor;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the University;
 - (d) Participating in a delegations or working on a committee appointed by the Government of India, State Government, the

special study of the various aspects of university organisation and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Governing Body may, in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation : In computing the length of service, the time during which a persons was on probation or engaged as a research assistant may be reckoned provided —

- (a) The person is a teacher on the date of the application; and
- (b) There is no break in service.
- (ii) Study leave shall be granted by the Executive Council/ Governing Body on the recommendation of the concerned Head of the Department. The leave shall not be, granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/ Governing Body. When the course of study falls short of study

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

9. Leave Not Due :

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

10. Study Leave :

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a

University Grants Commission, a sister university or any other academic body, and

- (e) For performing any other duty for the University.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half-pay leave or extraordinary leave.

5. Earned Leave

- (i) Earned leave admissible to a teacher shall be :
 - (a) 1/30th or actual service including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note :

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note -1

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note -2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

Note-3

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

6. Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Note :

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

7. Commuted Leave :

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

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

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

8. Extraordinary Leave :

- (i) A permanent teacher may be granted extraordinary leave when;
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as, inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.