

CHAPTER – IV

TEACHERS OF THE UNIVERSITY

TEACHERS OF THE UNIVERSITY

- (i) The teacher of the University shall be Professors, Associate Professors, and Assistant Professors. The duties of Professors, Associate Professors shall include in addition to teaching and research, the guidance and co-ordination of studies in their subjects in consultation and co-operation with the institutions. The duties of the Associate Professors and Assistant Professors shall be to teach and to engage in research.

ii) Emeritus Professors:

Notwithstanding anything contained in the Bye-Laws, it shall be competent for the Board of Management to appoint distinguished Professors/Teachers of repute who have retired from the services of this or any other University or from any other institution as Emeritus Professors on such terms as may be decided upon by the Board of Management.

The Board of Management shall have power, upon sufficient cause shown and after due enquiry, to suspend any teacher of the University from office, and from emoluments thereof in whole or in part for any period not exceeding one year, or to require him/her to retire, or to deprive him/her of office, and during the suspension of any teacher to make provision for his/her work.

a. Full Time Teachers:

1. Full time teachers of the University shall be selected for appointment by the Selection committee as per UGC Regulations applicable in this regard. In case of selection of Associate Professors and Assistant Professors one of the experts nominated to the selection committee shall be the University Professor in the subject. Notwithstanding anything contained in the foregoing, it shall be competent for the Board of Management to promote on a subsequent date to the higher grade of Professor any person who was originally appointed in the grade of Associate Professor and Head of the Department in the above procedure, provided that the original appointment of Associate Professor as Head of Department was made in the exercise of discretion left to the Board of Management to appoint any person either in the grade of Associate Professor or in the grade or Professor.

2. Except in the case of experienced persons who have already gained distinction in their subject and who are appointed as Professors, persons appointed to teaching post of Assistant Professors, Associate Professors and Professors shall in the first instance be on probation for a period of two years in their respective posts and such appointment shall be subject to confirmation at the end of that period on satisfactory completion of their period of probation;

Provided that a teacher who has satisfactorily completed his probation in a lower teaching post and has been confirmed in that post shall not be required to put in a further period of probation if he/she is appointed to higher teaching post subsequently.

3. A member of the teaching staff may be permitted to retire voluntarily after attaining the age of 50 or after 20 years of service.
4. A full time teacher of the University shall not engage in remunerative work other than that of his/her office without the express permission of the Board of Management.
5. Casual Leave may be granted for not more than 10 days at a time including holidays and 12 days in all in a calendar year.
6. Leave cannot be claimed as of right, and when the exigencies of the University so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
7. The Board of Management may grant study leave and sabbatical leave to the University teachers as occasion arises, on such terms as may seem to it necessary in each case.
8. Leave may be granted on medical certificate which shall be regulated with reference to the period of service put in by the teacher in the University.
9. Leave otherwise than on medical certificate shall be granted without pay for not more than 3 months at any one time.
10. Maternity leave may be granted to married women teaching staff for a period which may extend up to 90 days, which may spread over from the pre-confinement rest to post confinement recuperation at the option of the teaching staff.

11. The Vice-Chancellor shall have power to grant leave to teachers of the University and to pay leave allowances, in accordance with such rules as may be prescribed.

b. Head of the Department/Professors:

- (i) It shall be the duty of the Head of the Department/Professors in a Faculty to deliver lectures, to engage in research work, to control and direct the activities of all the employees, including teaching staff, of his Department, to plan the classes, research work, to coordinate with the Placement Cell of the University for placement of students of his/her Department and all other academic works related to the subject of his/her chair. He is directly accountable to the Board Management for all the activities of his Department.
- (ii) It shall be the duty of the Head of the Department/Professor of the University to direct and supervise the work of research students in branches of knowledge related to the subject of his/her chair.
- (iii) The Head of the Department/Professor shall, if so require, advise the Board of Management with regard to any of the University or examination or on other matters relating to the subject connected with the Chair.

c. Associate Professors and Assistant Professors:

- (i) In a Department in which there is a Head of the Department / Professor, Associate Professors and Assistant Professors shall work under the direction of the Head of the Department/Professor concerned, and shall assist him/her in the performance of his/her duties. They must deliver lectures, conduct classes, and assist HOD/Professor in academic and other matters of the Department. In the Departments in which there is no HOD/Professor, an Associate Professor shall be the Head of the Department; Assistant Professors shall assist him / her and work under his / her direction.
- (ii) The special duties of the holders of particular posts shall be such as may be prescribed by the Board of Management.

d. Part-Time Teachers and Visiting Faculty:

- i) Part-time teachers and visiting faculty shall be appointed only for special reasons and shall perform such duties as may be assigned to them.
- ii) They shall be appointed for such periods and paid such salaries as may be fixed in each case regard being had to the grade of the teacher and to the amount of time he/she is to devote to the work of the University.

e. SENIORITY LIST:

- (a) Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the Institution deemed to be University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the institution deemed to be university accordance with such other principles as the Board of Management may from time to time prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (b) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.