

23. Statute on

Qualifications, Terms and Conditions of Service and

Code of Conduct of the Teachers and

other academic staff of the University

(Under Section 20(e) of the Act)

1. The qualifications of teachers and other academic staff of the University shall be as prescribed by the UGC/DEC and accepted by the State Government from time to time.

Provided that the Board of Management shall be competent to make such additions to qualifications of specific posts as may be necessary in views of specific requirements of the open University system.

2. All the teachers and other academic staff of the University shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes and the Ordinances.
3. Every teacher and member of other academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Board of Management.
4. A copy of every contract referred to in clause(3) shall be deposited with the Registrar.
5. **Teacher to be a whole time employee :** No whole time salaried teacher of the University shall, without the permission of the Board of Management, engage directly or indirectly in any trade or business whatever or any private tuition or other work to which any emolument or honorarium is attached.

Provided that nothing contained in the Statute shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio/television talk or extension lecturers or with the permission of the Vice-Chancellor to any other academic work.

6. **Nature of duties :** Every teacher shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed thereunder and in particular his duties shall be:

- (a) Preparation of the course material, content editing and scrutiny, linguistic editing etc. from the point of view of requirements of distance education and liaison of the work of outside experts associated;
- (b) His academic duties shall comprise functions related to programme delivery including assessment/examination/evaluation and such other work assigned to him relevant to the academic activities of the University by its competent authority.
- (c) Every teachers shall be required to submit an Annual Self Appraisal Report at the end of each year in the manner prescribed in the Ordinances.

7. **Probation :** Teachers shall be appointed on probation ordinarily for a period of 12 months, but in no case shall the total period of probation exceed 24 months.

Provided that the Board of Management may, for reasons to be recorded, waive the condition of probation.

Provided also that a Lecturer appointed on probation would be confirmed only after he/she has satisfactorily completed a proper short-term orientation programme as may be determined by the University and that his performance appraisal reports are satisfactory.

8. **Confirmation :** (a) It shall be the duty of the Registrar to place before the Board of Management the case of confirmation of a teacher on probation not later than forty days before the end of the period of probation.

- (b) The Board of Management may then either confirm the teacher or decide not to confirm or extend the period of probation so as not to exceed twenty four months in all. In case the Board of Management decides not to confirm the teacher whether before the end of twelve months period of his probation or before the end of the extended period of probation, as the case may be, he shall be informed in writing to the effect not later than thirty days before the expiry of that period.

9. **Increment :** Every teacher shall draw increment in the scale of pay unless it is withheld or postponed by a resolution of the Board of Management on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make his/her written representation.

10. **Age of retirement :** (a) Save as otherwise provided in the Act, Statutes and Ordinances, all teachers of the University shall retire from service on the afternoon of the last date of the month in which he attains the age of 60 years.

(b) The Board of Management if it is satisfied, on the recommendation of the Vice-Chancellor, may, in the interest of the University, re-employ a teacher who has retired after the expiry of his contract :

Provided that no teacher shall be eligible to be re-employed under this clause or on such re-employment to continue as a teacher after he has attained the age of 65 years.

Provided further that a teacher so re-employed shall not be eligible to hold an office which involves administrative work; provided also that the salary of such teachers shall be fixed after taking into consideration the pension or other retirement benefits drawn or to be drawn by him in accordance with the rules prescribed by the State Government.

11. **Variation in terms and conditions of service :** Every teacher of the University shall be bound by the Statutes, Ordinances for the time being in force in the University :

Provided that no change in terms and conditions of service of a teacher shall be made after his appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as to adversely affect him.

12. **Resignation :** A teacher may, at any time, terminate his engagement by giving three months notice in writing to the University.

Provided that the Board of Management may waive the requirement of notice at its discretion.

13. **Members of the teaching staff :** The members of the teaching staff shall be designated as :

- (1) Professor
- (2) Reader
- (3) Lecturer (selection grade)
- (4) Lecturer (senior scale)
- (5) Lecturer

14. **Scale of Pay :** The scale of pay for these posts specified in column (i) of the teachers below shall be those specified against each in column (ii).

Post (i)	Scale of Pay (ii)
Professor	16400-450-20900-500-22400
Reader	12000-420-18300
Lecturer (selection grade)	12000-420-18300
Lecturer (senior scale)	10000-325-15200
Lecturer	8000-275-13500

The teachers shall be entitled to such pay and allowances as the amended by the State Government from time to time.

15. **Career advancement :** The manner and the terms under which a Lecturer may be placed in the Lecturer (senior scale) and Lecturer (selection grade) and as Reader will be prescribed through Ordinances.