

Regulations relating to Service Conditions of Teachers approved by the University

1. APPLICATION

- 1.1 This shall apply to teachers which shall include Professors, Associate Professors, Assistant Professors and such other posts of the University as may be treated at par with teachers by the Executive Council.
- 1.2 The terms and conditions of service of the teachers appointed by the University shall be those as embodied in the Agreement of Service annexed hereto which every teacher of the University appointed on regular basis shall be required to enter into.

2. DEFINITIONS

Words and expressions used in these regulations shall have the meanings assigned to them in the Act and the statutes and ordinances, unless the context otherwise requires.

3. RECRUITMENT

- 3.1 All appointments to all categories of teaching staff shall be made by Executive Council after due advertisement through a Selection Committee process
- 3.2 The selection Committee, unless changed by a resolution passed by executive council or by the written order of Chancellor, for selection of the teaching staff shall include:
 - i) Vice Chancellor - Chairman
 - ii) Dean of Faculty
 - iii) Two subject Experts from outside, approved by Chancellor
 - iv) One person nominated by Chancellor

- 3.3 The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, the matter shall be placed before the Chancellor whose decision shall be final.
- 3.4 The recommendations of the selection committee shall be placed before the Chancellor who may or may not approve the selection made. If the recommendation of the selection committee are approved by the Chancellor than the appointment letter in anticipation of approval of executive council shall be issued to the concerned person by the Vice Chancellor
- 3.5 The appointment of every teaching staff of the University shall be made by its executive council. However the appointment letter shall be issued as provided above.
- 3.6 Where any selection made by the Selection Committee is not acceptable to the Chancellor than the same shall stand rejected.
- 3.7 All Employees of the University shall be appointed on the basis of agreement and subject to the provisions of agreement and they shall have to comply with all the requirements of the provisions of Galgotias University Uttar Pradesh Act 2011 UP Act 14 of 2011 and Statutes and ordinances and rules and regulations framed there under.
- 3.8 All the teaching staff shall be under the control and supervision and guidance of Vice Chancellor of the University with overall supervisory control of Chancellor and Pro Chancellor of the University

4. MEDICAL AND OTHER CERTIFICATES ETC.

4.1 Every teacher, on his first appointment in the University through direct recruitment on regular basis shall be required to produce

- i) A medical certificate of fitness from a Registered Medical Practitioner holding a degree not below that of MBBS.
- ii) Original degree/ diploma, certificates along with certificate(s) of experience, if any with attested photocopies thereof. Original certificates will be returned after verification.

5. IDENTITY PROOF

Every teacher shall submit a proof of the identity at the time of joining the University.

6. DECLARATION OF AGE

Every teacher shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate. After the declaration of age and acceptance of the same by the University, it shall be legally binding on him and no revision of age shall be allowed to be made, at a later date for any purpose whatsoever.

7. DECLARATION OF PERMANENT HOME ADDRESS

Every teacher shall make a declaration of his permanent address to the University at the time of entry into service along with documentary proof of the same. Any change in the permanent address in future will be intimated to the University.

8. WHOLE TIME OF AN EMPLOYEE

8.1 Unless otherwise expressly provided for in the agreement, the whole time of a teacher shall be at the disposal of the University and he/she shall serve the University in such capacity and in such a manner and at such places as he/she may, from time to time, be directed by the University. He /she shall not be entitled to work in any other place either whole time or part time or as visiting faculty. For any guest lecture also by him / her, he / she shall be bound to take previous permission in writing of Vice Chancellor.

8.2 A teacher of the University may be called upon to perform any duty as may be assigned to him in the interest of and for the purposes of the University.

8.3 A Teaching staff shall be engaged as a whole-time employee and will be available in the university from 9 am to 5 pm on all working days.

8.4 Every Teacher shall devote minimum of as much working hours for the teaching of students as are prescribed by UGC regulations, However any additional teaching hours shall be as per the discretion of vice Chancellor as per the requirements of the University which shall be binding on the teaching staff for which no extra remuneration shall be payable. Rest of the time will be devoted by him in research, studies, preparation of lectures and solving the problems of students.

9. PAY AND ALLOWANCES

The teachers appointed by the University shall be in the grades that is to say Professor, Associate Professor or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the case of re-employed teachers, be paid salaries on such pay scales or at such stage of such pay scales and allowances, as the Executive Council may adopt or decide from time to time so far as possible in accordance with the AICTE / U.G.C. guidelines, if any.

10. ANNUAL INCREMENTS

Teachers may be eligible for an annual increment on completion of every year of service. The amount of increment shall be decided by the Chancellor based on the recommendations of his/her Dean and the Vice Chancellor. It will be effective from 1st day of the month in which it falls due unless it is with-held. An increment may be with-held if his/her conduct has not been good or his/her work has not been satisfactory, in the opinion of the Chancellor.

11. CAREER ADVANCEMENT

The Career Advancement Scheme shall be as per regulations / guidelines issued by UGC, as compulsory applicable to Private University.

12. PERIOD OF PROBATION AND CONFIRMATION

12.1 Every teacher appointed against a regular post shall be on probation on such post for a period of twelve months provided that the appointing authority may extend the period of probation.

12.2 In case of a teacher appointed on probation, the appointment may be terminated by one month's notice or by payment of a sum equivalent to one month's salary, without assigning any reason.

12.3 During the period of probation, if a teacher is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may, in case of a teacher appointed by direct recruitment, terminate his/her services in the University by waving off the notice period.

12.4 On satisfactory completion of the period of probation/extended period of probation, a teacher shall be eligible for confirmation on that post. The confirmation will, however not be automatic. The teacher shall remain on probation unless confirmed in writing, even after the lapse of period of probation.

13. RESIGNATION AND TERMINATION OF SERVICE

13.1. (a) Subject to acceptance of the resignation by the appointing authority any employee teaching or non teaching can resign from his services after giving 3 months' notice in writing or three months' salary or 1/4th of annual package in lieu thereof to the Institution.

(b) The University shall have the right to terminate the services of any employee teaching or non teaching by giving 1 months notice in writing or 1 months' salary in lieu thereof or 1/12th of annual package

13.2. The executive council shall have the power to relax the period of notice or payment of salary in special circumstances.

14. SUPERANNUATION AND RE-EMPLOYMENT OF TEACHERS

14.1 Teachers in the regular service of the University shall retire on superannuation on completing the age of 65 years. While a teacher whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month, one whose date of birth is the first day of a month, shall retire on superannuation on the last date of the previous month.

14.2 The Chancellor may, on the recommendation of the Vice-Chancellor, may re-employ a distinguished superannuated teacher after he has attained the age of 65 years for a suitable period if the Chancellor is satisfied that the services of such teacher are required in the interest of the University.

15. LEAVE RULES

Leave rules, as laid down in the separate regulations shall be followed for University teachers.

16. PERFORMANCE APPRAISAL

16.1 Performance appraisal for teachers including self appraisal of performance as per UGC or AICTE guidelines, as the case may be, shall be written in the Performa prescribed for the purpose.

Performance appraisal shall be a mandatory part of the Career Advancement scheme / Annual Increment.

16.2 The performance appraisal reports shall be submitted to the reviewing and accepting authorities as decided by the Vice Chancellor.

17. CODE OF PROFESSIONAL ETHICS

The code of professional ethics as laid down in the UGC guidelines shall be applicable to all the teaching staff of the University.

18. VACATION

18.1 Vacation will be of such duration and dates as notified in the academic calendar of the University every year.

18.2 Teaching staff of the University and any other staff declared as such, shall be entitled to avail themselves of the vacation and termed “vacation staff”.

18.3 Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. In such case leave at 1/3 of the period during which he/she is asked to work during the vacation, will be credited as Earned Leave, in addition to the Earned Leave admissible to him/her as per leave rules.

19. SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every teacher holding a regular post in the University at the time of notification of this Regulation, shall, on such notification be deemed to have been appointed under the provisions of this Regulation and will be required to sign the agreement as prescribed, in case he intends to continue.

20. RECORD OF SERVICE

20.1 There shall be a personal file for every teacher in which shall be placed all papers, records and other documents relating to his/her service in the University.

20.2 In addition to the personal file, a service book shall also be maintained in respect of each teacher in prescribed form. This shall contain a history of his/her service from the date of his/her appointment in the University including grant of increment, promotion, reward, punishment, and all other important events of his/her career. The Service Book shall also contain a leave account of the teacher showing the complete record of all kinds of leave (except casual leave) earned and availed of by him/her and the balance of leave at his/her credit.

20.3 The entries in the service book shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.

21. PROVIDENT FUND/PENSION/GRATUITY/OTHER RETIREMENT BENEFITS ETC.

The teachers of the University will be covered under the scheme as adopted by the University.

22. REPRESENTATIONS

Representation to the Chancellor or Pro Chancellor may be made only through the Vice Chancellor in case of Teaching staff

23. RESIDUARY CONDITIONS OF SERVICE & REMOVAL OF DOUBTS

Any matter relating to the conditions of service of teachers for which no specific provision is made in this statute, shall be determined by the Executive Council. Where a doubt arises as to the interpretation or application of any of the provisions of this Statute, the matter will be referred to the Chancellor for a decision, which shall be final.