

2. The service conditions, qualifications, recruitment rules and reservation rules, for the appointment of the non-teaching employees shall be prescribed by the State Government from time to time.

SC-15.30 *Applicability of Statutes, Ordinances and Rules*

All such Statutes/ Ordinances/ Circulars/ Resolutions passed by Goa University prior to the setting up of the Autonomous College and which are governed by these statutes shall not apply to the Autonomous College. In all matters which are not governed by these Statutes, University statutes/ordinances/circulars /resolutions in force from time to time shall apply.

SC-15.31 *Financial Powers*

Notwithstanding anything contained in these Statutes, no provision therein shall be deemed to authorize or empower any of the body or bodies constituted under the Statutes to take any decision involving financial commitments or empowering receipt of any financial aid or donations, without the prior approval of the Governing Body.

(Effective from 25th October, 2019)

SC-16 STATUTE ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

SC-16 Minimum qualifications for the posts of Professors and Teachers, and other Academic Staff in Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

SC-16.1 Coverage

These Statutes incorporate provisions of minimum qualifications for appointment and other service conditions of College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales as per the notification No. F.1-2/2017(EC/PS) issued on the 18th July, 2018 by University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018. For the purpose of Career Advancement Scheme (CAS) the provisions of these statutes will be effective from 18th July, 2018.

SC-16.1 Coverage (Amended on 09th May, 2022)

These Statutes incorporate provisions of minimum qualifications for appointment and other service conditions of College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales as per the notification No. F.1-2/2017(EC/PS) issued on the 18th July, 2018 by University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

For the purpose of Career Advancement Scheme (CAS) the provisions of these statutes will be effective from 18th July, 2018.

All the Amendments made to the Goa University Statute SC-16 shall be effective from 18th July 2018. However, any case which has already been decided will not be reopened by virtue of these amendments in this statute and the candidates shall get the benefits at the time of next promotion.

SC-16.1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

Provided that where no such norms and standards have been laid down by any regulatory authority, these Statutes herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.

Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or the State Eligibility Test (SET), conducted by Savitribai Phule Pune University for the said purpose, qualifying in NET/SET shall be an additional requirement.

SC-16.2 Pay Scales, Pay Fixation, and Age of Superannuation

SC-16.2.1 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guide lines prescribed by the UGC, from time to time.

SC-16.2.2 The date of implementation of the revision of pay shall be 1st January, 2016.

SC-16.3 Recruitment and Qualifications

SC-16.3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Colleges, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Statutes. The composition of such a committee shall be as specified in these Statutes.

SC-16.3.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Principal, College Librarian and College Director of Physical Education and Sports shall be as specified by these Statutes.

Provided that in addition to the requirements stipulated by the UGC and as laid down in these Statutes, the following additional requirements shall be essential for direct recruitments to all the posts in aided/affiliated / autonomous/private and Government Colleges covered under these statutes.

a) *Minimum of 15 years of Residence in Goa.*

b) *Knowledge of Konkani. Additionally, knowledge of Marathi shall be desirable.*

SC-16.3.3 The National Eligibility Test (NET) or State Eligibility Test (SET) conducted by Savitribai Phule Pune University shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Statutes.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances /Bye-laws/Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Colleges/Institutions subject to the fulfillment of the following conditions:

The Ph.D. degree of the candidate has been awarded in regular mode only;

The Ph.D. thesis has been evaluated by at least two external examiners;

An open Ph.D. viva voce of the candidate has been conducted;

The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored /funded /supported by the UGC/ ICSSR /CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar of the University concerned.

The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted.

SC-16.3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/ Scheduled Tribe/ Other Backward Classes (OBC) (Non-creamy Layer)/ Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

SC-16.3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

SC-16.3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

SC-16.3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

SC-16.3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

SC-16.3.9 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/promotion. Regular faculty members up to twenty percent of the total faculty strength (excluding faculty on medical/maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

SC-16.3.10 Qualifications: No person shall be appointed to the post of College teacher, College Librarian or College Director of Physical Education and Sports, in any institution including affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in these Statutes.

(Amended on 3rd January, 2024)

No person shall be appointed to the post of College teacher, Librarian, or Director of Physical Education and Sports, in any of the institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in these Statutes.

SC-16.4 Direct Recruitment

SC-16.4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Management, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor: Eligibility (A or B):

A.

i) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be or have been awarded Ph.D. degree from National Institutes of Importance :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Statutes of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Colleges/ Institutions subject to the fulfillment of the following conditions :-

i) The Ph.D. degree of the candidate has been awarded in a regular mode;

- ii) The Ph.D. thesis has been evaluated by at least two external examiners;
- iii) An open Ph.D. viva voce of the candidate has been conducted;
- iv) Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- v) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SET.

OR

B.

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor: Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals (in case of Indian languages publications in scopus/ Web of science journals shall not be mandatory; for Konkani language publications with ISBN/ISSN number shall be considered in lieu of publications in Scopus/Web of Science/UGC listed journals)and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor: Eligibility (A or B) :

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals of specified citation index, out of which minimum two should be in Scopus / Web of Science in case of Science disciplines and

minimum one in case of other disciplines (in case of Indian languages publications in Scopus/ Web of science journals shall not be mandatory; for Konkani language publications with ISBN/ISSN number shall be considered in lieu of publications in Scopus/Web of Science/UGC listed journals) and a total research score of 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

B.

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/ allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. College Principal and Professor (Professor's Grade)

A. Eligibility:

- i) Ph.D. degree
- ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- iii) A minimum of 10 research publications in peer reviewed journal as approved by Goa University from time to time or UGC-listed journals out of which at least two should be in Scopus / Web of Science Journal.
- iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Statutes.
- ii) A Principal presently serving on tenure basis shall be designated as Professor and shall also join back his/her parent organization with the designation as Professor and in the grade of the Professor. The permanent principal having Ph.D degree shall also get Professor's designation.

V. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal. Vice Principal shall be eligible for further extension of two years and shall be paid a monthly allowance of Rs. 2,000/- during the tenure as Vice Principal.

Provided that the eligibility for number of Vice-Principal(s) in different colleges shall be decided by the Directorate of Higher Education, Government of Goa taking into account the number of

courses/programmes, strength of students and faculty strength in the respective college.

SC-16.4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Management, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication. (Amended on 09th May, 2022)

I. Assistant Professor: Eligibility (A or B):

A.

i) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be or have been awarded Ph.D. degree from National Institutes of Importance :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Statutes of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Colleges/ Institutions subject to the fulfillment of the following conditions :-

- i. The Ph.D. degree of the candidate has been awarded in a regular mode;*
- ii. The Ph.D. thesis has been evaluated by at least two external examiners;*
- iii. An open Ph.D. viva voce of the candidate has been conducted;*
- iv. Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;*
- v. The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.*

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SET.

OR

B.

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the

performance in the interview.

II. Associate Professor: Eligibility:

- i. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.*
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).*
- iii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals (in case of Indian languages publications in scopus/ Web of science journals shall not be mandatory; for Konkani language publications with ISBN/ISSN number shall be considered in lieu of publications in Scopus/Web of Science/UGC listed journals)and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.*

III. Professor: Eligibility (A or B) :

A.

- i. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals of specified citation index, out of which minimum two should be in Scopus / Web of Science in case of Science disciplines and minimum one in case of other disciplines (in case of Indian languages publications in scopus/ Web of science journals shall not be mandatory; for Konkani language publications with ISBN/ISSN number shall be considered in lieu of publications in Scopus/Web of Science/UGC listed journals)and a total research score of 120 as per the criteria given in Appendix II, Table 2.*
- ii. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.*

OR

B.

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/ allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. College Principal and Professor (Professor's Grade)

A. Eligibility:

- i. Ph.D. degree*
- ii. Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.*

- iii. *A minimum of 10 research publications in peer reviewed journal as approved by Goa University from time to time or UGC-listed journals out of which at least two should be in Scopus / Web of Science Journal.*
- iv. *A minimum of 110 Research Score as per Appendix II, Table 2*

B. Tenure

- i. *A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Statutes.*
- ii. *A Principal presently serving on tenure basis shall be designated as Professor and shall also join back his/her parent organization with the designation as Professor and in the grade of the Professor. The permanent principal having Ph.D degree shall also get Professor's designation.*

NOTE:

The Principal shall be entitled for a special allowance of Rs. 4500/- per month from 28th January 2019. Prior to 28th January 2019, they shall be entitled for allowance as per the old Statutes.

V. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal. Vice Principal shall be eligible for further extension of two years and shall be paid a monthly allowance of Rs. 2,000/- during the tenure as Vice Principal.

Provided that the eligibility for number of Vice-Principal(s) in different colleges shall be decided by the Directorate of Higher Education, Government of Goa taking into account the number of courses/programmes, strength of students and faculty strength in the respective college.

NOTE:

1. *Monthly allowance of Rs. 2000/- shall be applicable to Vice-Principal(s) from the date of notification of the statute i.e., 29th October 2019. Prior to 29th October 2019, they shall be eligible for a monthly allowance as prescribed under the old statutes.*
2. *Vice-Principals already appointed under the old statutes shall also be eligible for further extension provided the total tenure as Vice-Principal does not exceed four years.*

SC-16.4.2. Music Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility (A or B):

A.

i) *Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.*

ii) *Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SET or*

who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Statutes of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SET).

OR

B.

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- i) studied under a noted/reputed traditional Master(s)/Artist(s)
- ii) Has been 'A' grade artist of AIR/Doordarshan;
- iii) Has the ability to explain, with logical reasoning the subject concerned; and
- iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor :

Eligibility (A or B):

A.

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.

- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications. Performance in Goa University/ Government of Goa specified music festivals shall be considered in lieu of publication.

OR

B.

A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

- i) been 'A'-grade artist of AIR/Doordarshan;
- ii) eight years' experience of outstanding performing achievement in the field of specialization;
- iii) experience in designing of new courses and /or curricula;
- iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and
- v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. College Principal and Professor :

Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- iii) Minimum of 6 research publications in the UGC-listed journals or Performance in Goa University/ Government of Goa specified music festivals shall be considered in lieu of publication
- iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

B.

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

- i) Having Masters degree, in the relevant subject
- ii) Has been 'A'-grade artist of AIR/Doordarshan
- iii) Has Ten years of outstanding performing achievements in the field of specialization
- iv) Has made significant contributions in the field of his/her specialisation and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned,

- vii) Has adequate knowledge to teach theory with illustrations in the said discipline, and
- viii) Has performed in specified (by Goa University/ Government of Goa) music festivals.

SC-16.4.2. Music Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc. (Amended on 09th May, 2022)

III. College Principal and Professor:

Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree*
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions*
- iii) Minimum of 6 research publications in the UGC-listed journals or Performance in Goa University/ Government of Goa specified music festivals shall be considered in lieu of publication*
- iv) Has a total research score of 120, as per Appendix II, Table 2.*

OR

B.

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

- i) Having Masters degree, in the relevant subject*
- ii) Has been 'A'-grade artist of AIR/Doordarshan*
- iii) Has Ten years of outstanding performing achievements in the field of specialization*
- iv) Has made significant contributions in the field of his/her specialisation and ability to guide research;*
- v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;*
- vi) Has the ability to explain with logical reasoning the subject concerned,*
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline, and*
- viii) Has performed in specified (by Goa University/ Government of Goa) music festivals.*

NOTE:

- 1. The Principal shall be entitled for a special allowance of Rs. 4500/- per month from 28th January 2019. Prior to 28th January 2019, they shall be entitled for allowance as per the old Statutes.*
- 2. Monthly allowance of Rs. 2000/- shall be applicable to Vice-Principal(s) from the date of notification of the statute i.e., 29th October 2019. Prior to 29th October 2019, they shall be eligible for a monthly allowance as prescribed under the old statutes.*

3. *Vice-Principals already appointed under the old statutes shall also be eligible for further extension provided the total tenure as Vice-Principal does not exceed four years.*

SC-16.4.3 Drama Discipline:

I. Assistant Professor

Eligibility (A or B)

A.

- i) Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
2. *NET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SET.*

OR

B.

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

concerned subject, who has:

- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
- ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
- iii) The ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:

Eligibility (A or B) :

A.

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications. Performance in Goa University/ Government of Goa specified drama festivals shall be considered in lieu of publication.

OR

B.

A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- i) Been recognised artist of Stage/ Radio/TV;
- ii) Eight years of outstanding performance in the field of specialisation;
- iii) Experience of designing new courses and /or curricula;
- iv) Participated in Seminars/Conferences in reputed institutions; and
- v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. College Principal and Professor

Eligibility (A or B) :

A.

An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the UGC listed journals;

Performance in Goa University/ Government of Goa specified drama festivals shall be considered in lieu of publications and a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- i) Master's degree, in the relevant subject;
- ii) Ten years of outstanding performing achievements in the field of specialization;
- iii) Made significant contribution in the field of specialization
- iv) Guided research;
- v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
- vi) Ability to explain with logical reasoning the subject concerned;
- vii) Adequate knowledge to teach theory, with illustrations in the said discipline.
- viii) Has performed in specified (by Goa University/ Government of Goa) drama festivals.

(Amended on 09th May, 2022)
SC-16.4.3 Drama Discipline:

III. College Principal and Professor

Eligibility (A or B) :

A.

An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the UGC listed journals; Performance in Goa University/ Government of Goa specified drama festivals shall be considered in lieu of publications and a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- i) Master's degree, in the relevant subject;*
- ii) Ten years of outstanding performing achievements in the field of specialization;*

- iii) *Made significant contribution in the field of specialization*
- iv) *Guided research;*
- v) *Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;*
- vi) *Ability to explain with logical reasoning the subject concerned;*
- vii) *Adequate knowledge to teach theory, with illustrations in the said discipline.*
- viii) *Has performed in specified (by Goa University/ Government of Goa) drama festivals.*

NOTE:

1. *The Principal shall be entitled for a special allowance of Rs. 4500/- per month from 28th January 2019. Prior to 28th January 2019, they shall be entitled for allowance as per the old Statutes.*
2. *Monthly allowance of Rs. 2000/- shall be applicable to Vice-Principal(s) from the date of notification of the statute i.e., 29th October 2019. Prior to 29th October 2019, they shall be eligible for a monthly allowance as prescribed under the old statutes.*
3. *Vice-Principals already appointed under the old statutes shall also be eligible for further extension provided the total tenure as Vice-Principal does not exceed four years.*

SC-16.4.4 Yoga Discipline

I. Assistant Professor :

Eligibility (A or B) :

A.

Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SET or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Statutes, 2009 or 2016 and their amendments from time to time as the case may be or have been awarded Ph.D. degree from National Institutes of Importance.

OR

B.

A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be or have been awarded Ph.D. degree from National Institutes of Importance.

**Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Statutes*

II. ASSOCIATE PROFESSOR

- i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. PROFESSOR

Eligibility (A or B) :

A.

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals out of which minimum one should be in Scopus / Web of Science and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

B.

An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

(Amended on 09th May, 2022)

SC-16.4.4 Yoga Discipline:

III. College Principal and Professor:

Eligibility (A or B) :

A.

- i) *An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work,*

with a minimum of 10 publications as books and/ or research/policy papers in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals out of which minimum one should be in Scopus / Web of Science and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.*

OR

B.

An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

NOTE:

- 1. The Principal shall be entitled for a special allowance of Rs. 4500/- per month from 28th January 2019. Prior to 28th January 2019, they shall be entitled for allowance as per the old Statutes.*
- 2. Monthly allowance of Rs. 2000/- shall be applicable to Vice-Principal(s) from the date of notification of the statute i.e., 29th October 2019. Prior to 29th October 2019, they shall be eligible for a monthly allowance as prescribed under the old statutes.*
- 3. Vice-Principals already appointed under the old statutes shall also be eligible for further extension provided the total tenure as Vice-Principal does not exceed four years.*

SC-16.4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

I. ASSISTANT PROFESSOR:

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

- i) Essential: A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.*
- ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published a minimum of seven publications of high standard in the specified citation index or UGC-listed journals.*

III. PROFESSOR:

- i) Essential: Master's Degree with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.*

- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published a minimum of ten publications of high standard in the specified citation index or UGC-listed journals out of which minimum two should be in Scopus / Web of Science.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) *The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.*
- (ii) *Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in the specified citation index or UGC-listed journals out of which minimum two should be in Scopus / Web of Science.*

SC-16.4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. ASSISTANT PROFESSOR:

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

- i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognized by the U.G.C, and published work of high standard in peer-reviewed journals as approved by Goa University from time to time or UGC-listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P./M.Sc. P.T.), with ten years' experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and
- (ii) Published work of high standard in the UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years

total experience, including five years' experience as Professor (Physiotherapy).

Note:

- (i) *Senior-most Professor shall be designated as the Principal / Director / Dean.*
- (ii) *Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in the UGC listed journals.*

SC-16.4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF COLLEGE LIBRARIAN

I. COLLEGE LIBRARIAN

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- iii) A consistently good academic record, with knowledge of computerization of a library.
- iv) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SET or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be or have been awarded Ph.D. degree from National Institutes of Importance:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Statutes of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SET for recruitment and appointment of College Librarian subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (ii) *NET/SET shall also not be required for candidates in such Master's Programmes for which NET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SET.*

SC-16.4.8 MINIMUM QUALIFICATIONS FOR THE POST OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

I. College Director of Physical Education and Sports Eligibility (A or B) :

A.

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be or have been awarded Ph.D. degree from National Institutes of Importance:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Statutes of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SET for recruitment and appointment of College Director of Physical Education and Sports subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/ seminar, based on his/her Ph.D work.

Note: The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned

- iv) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SET.
- v) Passed the physical fitness test conducted in accordance with these Statutes.

OR

B.

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. Physical Fitness Test Norms

- (a) Subject to the provisions of these Statutes, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12MINUTESRUN/WALK TEST			
Up to30Years	Up to40Years	Up to45Years	Up to50Years
1800metres	1500metres	1200metres	800metres

NORMS FOR WOMEN			
8MINUTESRUN/WALK TEST			
Up to30Years	Up to40Years	Up to45Years	Up to50Years
1000metres	800metres	600metres	400metres

SC-16.5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

SC-16.5.1 Selection Committee Composition

I. Assistant Professor in Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Aided, Private and constituent Colleges shall consist of the following persons:
- Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
 - The Principal of the College.
 - Head of the Department/Teacher-incharge of the subject concerned in the College.
 - Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
 - Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the

Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vii) Representative of the Directorate of Higher Education, Government of Goa.
- (b) Five members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in Colleges

- (a) The Selection Committee for the post of Associate Professor in Colleges including Aided, Private and Constituent Colleges, shall consist of the following persons:
- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
 - iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 - v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vii) Representative of the Directorate of Higher Education, Government of Goa
- (b) The quorum for the meeting shall be five, including two subject experts.

III. Professor in Colleges

- (a) The Selection Committee for the post of Professor in Colleges including Aided, Private and Constituent Colleges shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
 - iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 - v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - iv) vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vi) Representative of the Directorate of Higher Education, Government of Goa.
- (b) The quorum for the meeting shall be five, including two subject experts.

IV. College Principal and Professor
A. Selection Committee

- (a) The Selection Committee for the post of College Principal and Professor in Colleges including Aided, Private and Constituent Colleges shall have the following composition:
- i) Chairperson of the Governing Body to be the Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.

- iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
 - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - vii) Representative of the Directorate of Higher Education, Government of Goa.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of **SC-16.5.1(IV)**.
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal in Colleges including Aided, Private and Constituent Colleges for second term shall have the following composition:

- i) Vice-Chancellor, Goa University - Chairperson.
- ii) Nominee of the Chairman, University Grants Commission - Member.
- iii) Representative of the Directorate of Higher Education, Government of Goa - Member
- iv) Chairperson of the Management of the college - Member
- v) The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

- vi) The Committee for assessment to the post of College Principal in Government Colleges for second term shall have the following composition:
- vii) Chairman, Goa Public Service Commission - Chairperson
- viii) Nominee of the Vice-Chancellor, Goa University - Member
- ix) Nominee of the Chairman, University Grants Commission - Member.
- x) Director of Higher Education, Government of Goa - Member

V. Selection Committees for the posts of College Director of Physical Education and Sports and College Librarian in Colleges including Aided, Private and Constituent Colleges shall be the same as that of Professor Assistant Professor, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

VI. The “Screening-cum-Evaluation Committee” for CAS promotion of Assistant Professors/ equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level in Colleges including Aided, Private and Constituent Colleges shall consist of:

A. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;
- iv) Representative of the Directorate of Higher Education, Government of Goa

B. For College Librarian:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.
- iv) Representative of the Directorate of Higher Education, Government of Goa

C. For College Director, Physical Education and Sports:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The University Director, Physical Education and Sports; and
- iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.
- iv) Representative of the Directorate of Higher Education, Government of Goa

Note:

The quorum for these committees in all categories shall be three which will include one subject

expert/ university nominee.

In case of Government colleges, the Government shall constitute its own Committee for all the above on similar lines as it is for aided colleges.

The selection committee for direct recruitment to all the posts in the Government Colleges shall be constituted by the Goa Public Service Commission.

SC-16.5.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the university based on these Statutes and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate(s) under CAS for implementation.

SC-16.5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

SC-16.5.4 For all Selection Committees specified in these Statutes, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

SC-16.6.0 SELECTION PROCEDURE:

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3, 4, and 5.

In order to make the system more credible, colleges may assess the ability for teaching and/ or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Statutes.

SC-16.6.0 SELECTION PROCEDURE: (Effective from 28th July, 2020)

In order to make the system more credible, colleges may assess the ability for teaching and/ or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage, which shall be held either in person or online. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Statutes.

In all the Selection Committees of direct recruitment of teachers and other academic staff in colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women /Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

The process of selection of a Professor shall involve the inviting of the application developed by the university, based on the Assessment Criteria and Methodology guidelines set out in these Statutes in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

(Effective from 28th July, 2020)

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

In the case of selection of faculty members who are from outside the academic field and are considered under Clause SC-16.4.1 (III.B), SC-16.4.1 (I.B, II.B, III.B), SC-16.4.3 (I.B, II.B, III.B) and SC-16.4.4 (III.B) of these Statutes, the university shall lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the knowledge system are selected.

In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Statutes which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

The Internal Quality Assurance Cell (IQAC) shall be established in the Colleges. The IQAC shall be constituted under the chairmanship of the Principal in case of College. The Chairperson shall be assisted by a senior faculty member as Coordinator in case of College.

The primary aim of IQAC is:

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. The composition of the IQAC shall be as follows:
 - a. Chairperson: Head of the Institution
 - b. A few senior administrative officers
 - c. Three to eight teachers
 - d. One member from the Management
 - e. One/two nominees from local society, Students and Alumni
 - f. One/two nominees from Employers/ Industrialists/stakeholders
 - g. One of the senior teachers as the Coordinator of the IQAC

- (a) The members at Sr. No. (b)-(g) above shall be nominated by the Principal of the affiliated College for IQAC in Colleges.
 - (b) The membership of such nominated members shall be for a period of two years; however, the Coordinator shall have tenure of three years.
 - (c) The IQAC shall meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members.
4. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
 5. The IQAC shall have the following functions:
 - (i) To act as the documentation and record-keeping Cell for the Institution, including assistance in the development of the API criteria based PBAS Proforma using the indicative template laid down in these Statutes on regular basis in case of individual teachers.
 - (ii) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
 - (iii) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
 - (iv) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes; provided that the student feedback system will be as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
 - (v) Dissemination of information on various quality parameters of higher education;
 - (vi) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
 - (vii) Documentation of the various programmes/ activities of the Institution leading to quality improvement;
 - (viii) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
 - (ix) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
 - (x) Development of Quality Culture in the institution;
 - (xi) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
 - (xii) The IQAC of the University shall devise its own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3, 4, and 5 specified in these Regulations and shall make available the same to IQACs at affiliated colleges of the University.

- (xiii) Any other activity aimed at enhancement of Institutional quality parameters.

As regards to constitution of selection committees for various aspects, direct recruitment and for CAS promotion, the extant provisions and relevant judgements/orders from High Courts or Hon. Supreme Court in relation to Article 30 (1) of the Constitution in respect of minority established institution, shall be considered from time to time.

The Internal Quality Assurance Cell (IQAC) shall be established in all Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Principal as Chairperson. The IQAC shall act as the documentation and record- keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Statutes. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of College teachers for the CAS promotion is based on the following criteria:

i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the classhours, counseling and mentoring, additional teaching to support the college as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answerscripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/ conference/workshop/presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step1: The college teachers shall submit to college an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the IQAC. The submission should be through the Head of the Department(HOD)/teacher-in-charge. A sub-committee of the IQAC which shall comprise of senior teacher representatives shall do the assessment process.

Step:2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step3: A CAS Promotion shall be granted as mentioned in Clauses **SC-16.6.4** of these Statutes.

SC-16.6.1 Assessment Criteria and Methodology:

Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/Associate

Professors/ Professors/in Colleges;

Table 4 of Appendix II is applicable to College Librarians for promotion under Career Advancement Scheme; and

Table 5 of Appendix II is applicable to College Director of Physical Education and sports for promotions under Career Advancement Scheme

SC-16.6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Statutes.

(Amended on 09th May, 2022)

SC-16.6.2

The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Statutes.

Note:

The selection committee for CAS to the post of Associate Professor and Professor for college teachers shall be the same as that of selection committee for direct recruitment of Associate Professor and Professor in Colleges.

SC-16.6.3 The criteria for promotions under Career Advancement Scheme laid down under these Statutes shall be effective from the date of notification of these Statutes. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the VIth pay Statutes, a choice may be given to them, for being considered for promotions under the VIth pay Statutes. This option can be exercised only within three years from the date of notification of UGC Regulations 2018.

SC-16.6.3 (effective from 22nd January, 2020) *The criteria for promotions under Career Advancement Scheme laid down under these Statutes shall be effective from the date of notification of 7th Pay UGC Regulations i.e. 18th July, 2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the VIth pay Statutes, a choice may be given to them, for being considered for promotions under the VIth pay Statutes. This option can be exercised only within three years from the date of notification of UGC Regulations 2018.*

SC-16.6.3 (Effective from 21st May, 2020) *The criteria for promotions under Career Advancement Scheme laid down under these Statutes shall be effective from the date of notification of 7th Pay UGC Regulations i.e. 18th July, 2018. However, to avoid hardship to those faculty members who have already qualified **prior to 18th July 2018** under the VIth pay Statutes, a choice may be given to them, for being considered for promotions under the VIth pay Statutes. This option can be exercised only within three years from the date of notification of UGC Regulations 2018.*

A teacher who wishes to be considered for promotion under the CAS may submit in writing to the college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Statutes. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the College may initiate the

process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Statutes, as on and till the date on which these Statutes are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.

The Selection Committee specifications as contained in Clauses **SC-16.5.1** to **SC-16.5.4** shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, and for equivalent cadres.

The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table 1 of Appendix II.

The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

For the promotion under the CAS, the applicant teacher must be on the roll and inactive service of the College on the date of consideration by the Selection Committee.

The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The college shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

If a candidate applies for promotion on completion of the minimum eligibility period and is unsuccessful, the date of promotion shall be from that of minimum period of eligibility.

If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is unsuccessful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

The teachers shall be considered for promotion from one Academic Level / Grade Pay to another as per the CAS under these Statutes.

OR

The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Statutes.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Statutes for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under:

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4thAmendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

The Directorate of Higher Education, Government of Goa shall constitute a Grievance Committee for colleges to look into the grievances regarding Career Advancement.

Table-B

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))

Sr. No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment Period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

Sr. No.		Assistant Librarian (Stage 1/ AGP	Assistant Librarian (Stage 2/ AGP	Assistant Librarian (Selection Grade/Deputy

		Rs.6000/- to Stage 2/AGP Rs.7000/-)	Rs.7000/- to Stage 3/AGP Rs.8000/-)	Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

Sr. No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-)	Assistant Director (Selection Grade)/ Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st December, 2018.

(Amended on 09th May, 2022)

SC-16.6.3

SC-16.6.3 (Effective from 21st May, 2020) The criteria for promotions under Career Advancement Scheme laid down under these Statutes shall be effective from the date of notification of 7th Pay UGC Regulations i.e. 18th July, 2018. However, to avoid hardship to those faculty members who have already qualified **prior to 18th July 2018** under the VIth pay Statutes, a choice may be given to them, for being considered for promotions under the VIth pay Statutes. This option can be exercised only within three years from the date of notification of UGC Regulations 2018.

SC-16.6.3 (Amended on 3rd January, 2024)

The criteria for promotions under Career Advancement Scheme laid down under these Statutes shall be effective from the date of notification of these Statutes. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify within six months (till 17th January, 2019) as per the UGC Regulations on Minimum Qualifications for Appointment

of Teachers and other Academic staff in Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010, a choice may be given to them either, for being considered for promotions under the 2010 or 2018 Regulations. This option can be exercised only up to 31st December 2023 and the date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the candidate should fulfil all eligibility criteria required for promotion.

1 Note: This option is applicable only to those faculty members who by virtue of their length of service become eligible for CAS on or before 17th January, 2019.

SC-16.6.3 (Amended on 13th March, 2025)

The criteria for promotions under Career Advancement Scheme laid down under these Statutes shall be effective from the date of notification of these Statutes. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify till 31st December, 2024 as per the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic staff in Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010, a choice may be given to them either, for being considered for promotions under the 2010 or 2018 Regulations. The date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the candidate should fulfil all eligibility criteria required for promotion.

A teacher who wishes to be considered for promotion under the CAS may submit in writing to the college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Statutes. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Statutes, as on and till the date on which these Statutes are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.

*The Selection Committee specifications as contained in Clauses **SC-16.5.1** to **SC-16.5.4** shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, and for equivalent cadres.*

The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table 1 of Appendix II.

The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

For the promotion under the CAS, the applicant teacher must be on the roll and inactive service of the College on the date of consideration by the Selection Committee.

The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The college shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

If a candidate applies for promotion on completion of the minimum eligibility period and is unsuccessful, the date of promotion shall be from that of minimum period of eligibility.

If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is unsuccessful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

(Amended on 3rd January, 2024)

The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected either from 1st January or 1st July depending on the date of eventual assessment, as detailed below:

If the eventual assessment is between 1st January and 30th June of a year, the promotion shall be granted from 1st July of the year.

If the eventual assessment is between 1st July and 31st December of a year, the promotion shall be granted from 1st January of next year.

Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

The teachers shall be considered for promotion from one Academic Level / Grade Pay to another as per the CAS under these Statutes.

OR

The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Statutes.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Statutes for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under:

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities*

and Colleges and Measures for the Maintenance of Standards in Higher Education) (4thAmendment), Regulations, 2016, for faculty and other equivalent cadre positions.

- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

The Directorate of Higher Education, Government of Goa shall constitute a Grievance Committee for colleges to look into the grievances regarding Career Advancement.

Table-B

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))

Sr. No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment Period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

Sr. No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period

2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee
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Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

Sr. No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/ Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Extension shall be granted to complete Refresher/Orientation Course up to 31st December 2018 or as decided by UGC from time to time and in such cases the date of completion of the Orientation and Refresher Course will not have any effect in deciding the date of eligibility for promotion under C.A.S. The date of the eligibility for the promotion of such candidates shall be decided based on the other eligibility criteria required for promotion.

(Amended on 3rd January, 2024)

Wherever the requirement of the Orientation Course (OC)/Refresher Course (RC) has remained incomplete, the promotions would not be held up, but these requirements should be fulfilled by 31st December 2023 or as notified by the Commission from time to time.3

SC-16.6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS

The entry- level Assistant Professors (Level10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause **SC-16.6.3** of these Statutes.

Career Advancement Scheme (CAS) for Colleges teachers

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11)

Eligibility:

Assistant Professors who have completed four years of service and having a Ph.D. degree or five

years of service and having a M.Phil./PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG Degree in Professional courses.

Attended one Orientation course of 21 days' duration on teaching methodology; and Any one of the following: Complete done Refresher /Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of atleast three /four /five of the last four /five /six years of the assessment period as the case may be, as specified in Appendix II, Table1,and;
- ii) The promotion is recommended by the screening-cum-evaluation committee.

Assistant Professor (Senior Scale /Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11 /Senior Scale: Completed Courses /programmes from among the categories of Refresher Courses /Research Methodology course /Workshops /Syllabus Up Gradation Workshop /Teaching-Learning-Evaluation /Technology Programmes /Faculty Development Programme /Syllabus Up-gradation Workshop /Teaching-Learning- Evaluation /Technology Programmes /Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course /programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course /contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) Eligibility:

- i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- ii) A Ph.D. degree in subject relevant/allied/relevant discipline.
- iii) Any one of the following during the last three years: completed one course/ programme from amongst the categories of Refresher Courses /Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks(ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, **Table1**, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Statutes.

IV. Associate Professor (Academic Level 13 A) to Professor (Academic Level 14) Eligibility:

- 1) Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals out of which minimum two should be in Scopus / Web of Science in case of Science disciplines and minimum one in case of other disciplines (except for Indian languages; for Konkani language publications with ISBN/ISSN number shall be considered in lieu of publications in Scopus/Web of Science/UGC listed journals). Out of ten research publications three research papers should have been published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Statutes.

(Amended on 9th May, 2022)

SC-16.6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS

*The entry- level Assistant Professors (Level10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause **SC-16.6.3** of these Statutes.*

The teachers shall be considered for promotion from one Academic Level / Grade Pay to another as per the CAS under these Statutes.

Note-

Ph.D. shall not be a mandatory condition for the CAS to move from Assistant Professor to Associate Professor till 18th July 2021.

I. Career Advancement Scheme (CAS) for Colleges teachers

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11)

Eligibility:

Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil./PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG Degree in Professional courses.

Attended one Orientation course of 21 days' duration on teaching methodology; and Any one of the following: Complete done Refresher /Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of atleast three /four /five of the last four /five /six years of the assessment period as the case may be, as specified in Appendix II, Table1,and;
- ii) The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale /Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of services in Academic Level 11/ Senior Scale. **OR** Assistant Professors who have completed 11 years of total service without Ph.D./M. Phil OR 10 years of total service with M.Phil./P.G. Degree in professional courses such as L.L.M., M. Tech., M. V. Sc., M.D., **OR** 09 years of total service with Ph. D
- 2) Any two of the following in the last five years of Academic Level-11 /Senior Scale: Completed Courses /programmes from among the categories of Refresher Courses /Research Methodology course /Workshops /Syllabus Up Gradation Workshop /Teaching-Learning-Evaluation /Technology Programmes /Faculty Development Programme /Syllabus Up-gradation Workshop /Teaching-Learning- Evaluation /Technology Programmes /Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course /programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course /contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professors who have completed three years of services in Academic Level 12/ Selection Grade. OR Assistant Professors who have completed 14 years of total service without Ph.D./M. Phil, OR 13 years of total service with M.Phil./P.G. Degree in professional courses such as L.L.M., M. Tech., M. V. Sc., M.D., OR 12 years of total service with Ph.D.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course/ programme from amongst the categories of Refresher Courses /Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty

Development Programme of at least two weeks(ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, **Table1**, and*
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Statutes.*

IV. Associate Professor (Academic Level 13 A) to Professor (Academic Level 14)

Eligibility:

- 1) Associate Professors who have completed three years of service in Academic Level 13A OR Associate Professor with Ph.D. will be eligible to move to the post of Professor after completing 15 years of total regular service, out of which 2 years shall be as Associate Professor, provided all the other eligibility conditions are fulfilled.*
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.*
- 3) A minimum of 10 research publications in peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals out of which minimum two should be in Scopus / Web of Science in case of Science disciplines and minimum one in case of other disciplines (except for Indian languages; for Konkani language publications with ISBN/ISSN number shall be considered in lieu of publications in Scopus/Web of Science/UGC listed journals). Out of ten research publications three research papers should have been published during the assessment period.*
- 4) A minimum of 110 Research Score as per Appendix II, Table 2*

CAS Promotion Criteria:

A teacher shall be promoted if;

The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Statutes.

C. Career Advancement Scheme (CAS) for Librarians

Note:

- i) *The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and of these Statutes for Colleges/Institutions.*
- ii) *College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.*

I. From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):

Eligibility:

A College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

(Amended on 29th October, 2025)

I. From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):

Eligibility:

*A College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree **related to Library Science, Information Science or Documentation Science** or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.*

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

A College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From College Librarian (Senior Scale/Academic level 11) to College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.

(Amended on 29th October, 2025)

II. From College Librarian (Senior Scale/Academic level 11) to College Librarian (Selection Grade/ Academic level 12)

Eligibility:

- 1) *College Librarian who have completed five years of services in Academic Level 11/ Senior Scale. OR College Librarian who have completed 11 years of total service without Ph.D./M. Phil OR 10 years of total service with M.Phil./P.G. Degree in professional courses such as L.L.M., M. Tech., M.V. Sc., M.D., OR 09 years of total service with Ph. D.*
- 2) He/she has done any two of the following in the last five years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalisation,
 - (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
 - (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From College Librarian (Selection Grade/Academic level 12) to College Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.

(Amended on 29th October, 2025)

III. From College Librarian (Selection Grade/Academic level 12) to College Librarian (Academic Level 13A)

Eligibility:

1. *College Librarian who have completed three years of services in Academic Level 12/Selection Grade. OR College Librarian who have completed 14 years of total service without Ph.D./M. Phil, OR 13 years of total service with M.Phil./P.G. Degree in professional courses such LL.M., M. Tech., M. V. Sc., M.D., OR 12 years of total service with Ph.D.*
- 2) He/she has done any one of the following in the last three years:
 - i) Training/Seminar/Workshop/Course on automation and digitalization,

- ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,
- iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration,
- iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
- v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Statutes on the basis of the interview performance.

IV. The criteria for CAS Promotions from College Librarians (Academic Level 13A) to College Librarians (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.

(Amended on 29th October, 2025)

IV. The criteria for CAS Promotions from College Librarians (Academic Level 13A) to College Librarians (Academic Level 14) shall be the following:

Eligibility:

College Librarian who have completed three years of service in Academic Level 13A OR College Librarian with Ph.D. will be eligible to move to the post of Librarian (Academic Level 14) after completing 15 years of total regular service, out of which 2 years shall be as College Librarian (Academic Level 13A), provided all the other eligibility conditions are fulfilled.

- 2) He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,
 - (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
 - (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.

- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Statutes on the basis of the interview performance.

D. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) of these Statutes for Colleges/Institutions.*
- ii) College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.*

I. From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.

(Amended on 29th October, 2025)

II. From College Director of Physical Education and Sports (Senior Scale/ Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

Eligibility:

- 1) *College Director of Physical Education and Sports who have completed five years of services in Academic Level 11/ Senior Scale. OR College Director of Physical Education and Sports who have completed 11 years of total service without Ph.D/M. Phil OR 10 years of total service with M.Phil./P.G. Degree in professional courses such as L.L.M., M. Tech., M.V. Sc., M.D., OR 09 years of total service with Ph. D.*
- 2) He/she has done any two of the following in the last five years: (i)Completed one course /programme from among the categories of refresher courses, research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee .

III. From College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to College Director of Physical Education and Sports (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.

(Amended on 29th October, 2025)

III. From College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to College Director of Physical Education and Sports (Academic Level 13A)

Eligibility:

- 1) *College Director of Physical Education and Sports who have completed three years of services in Academic Level 12/Selection Grade. OR College Director of Physical Education and Sports who have completed 14 years of total service without Ph.D./M. Phil, OR 13 years of total service with*

M.Phil./P.G. Degree in professional courses such LL.M., M. Tech., M. V. Sc., M.D., OR 12 years of total service with Ph.D.

- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Statutes on the basis of the interview performance.

IV. The criteria for CAS Promotions from College Director Physical Education and Sports (Academic Level 13A) to College Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.

(Amended on 29th October, 2025)

IV. The criteria for CAS Promotions from College Director Physical Education and Sports (Academic Level 13A) to College Director Physical Education and Sports (Academic Level 14) shall be the following:

Eligibility:

- 1) *College Director Physical Education and Sports who have completed three years of service in Academic Level 13A OR College Director Physical Education and Sports with Ph.D. will be eligible to move to the post of College Director Physical Education and Sports in (Academic Level 14) after completing 15 years of total regular service, out of which 2 years shall be as College Director Physical Education and Sports in (Academic Level 13A), provided all the other eligibility conditions are fulfilled.*
- 2) He/she has done any one of the following during last three years: (i) Completed one course /programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course /programme of at least two weeks

(ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Statutes on the basis of the interview performance.

SC-16.6.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the recruiting institution based on the recommendations of a selection committee (subject to approval by the Government of Goa) while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/ Assistant Librarian/ Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph.D., M.Phil. or M.Tech. and LL.M degree.

However, those entering the service as Assistant Professor/ Assistant Librarian/ Assistant Director of Physical Education and Sports, having a post-doctoral teaching/ research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

SC-16.7 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

SC-16.7.1 DUTY LEAVE:

- i) Duty leave up to 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the College, and accepted by the Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.

- ii) However, examination related work shall be treated as on duty and not as duty leave. Attending meetings or participating in a delegation or tasks given by the Directorate of Higher Education, Government of Goa or Goa University and other Government Departments/Bodies (both State and Central) should be treated as on Duty and not Duty leave.
- iii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iv) 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.
- v) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- vi) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

SC-16.7.2 STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

(Amended on 09th May, 2022)

SC-16.7.2 STUDY LEAVE:

- i. *The scheme of Study Leave provides an opportunity to avail of scholarships/ fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D/ Post-doctoral fellowship or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary to him/her by his/her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.*
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Governing Body of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/College Librarian/ /College DPE&S (other than as Associate Professor or Professor of a

College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the College/Institution, giving full plan of the work.

- iv. The study leave shall be granted by the Governing Body on the recommendation of the Principal. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College/Institution.
- v. The 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.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

(Amended on 09th May, 2022)

- vi. *The study leave shall be granted for a maximum period of 02 years extendable by one more year. The study leave for one particular programme can be granted in more than one spell without insisting for a cooling period. However one spell shall be of one year duration.*
- vii. The study leave may be granted more than once, provided that not less than five years have elapsed after the teacher returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. 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 Governing Body. In the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the prior approval of the Governing Body to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the College/Institution on the expiry of his/her study leave, and serves the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled, the teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -

- (a) who is unable to complete his/her studies within the period of study leave granted to him/her **or**
- (b) who fails to rejoin the services of the University on the expiry of his/her study leave **or**
- (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service **or**
- (d) who, within the said period, is dismissed or removed from service by the College shall be liable to refund, to the /College/Institution, the amount of the leave salary and allowances and other expenses incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

- i. *If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Statutes.*
- ii. *Notwithstanding the above provision, the Governing Body may order that nothing in these Statutes shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Governing Body may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Statutes.*
- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the 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/ College/ Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Principal of is/her parent College/ Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Colleges/Institutions are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the College/Institution in the long run.
- xviii. In service study leave shall be considered for Career Advancement as well as Direct Recruitment as periods on duty.

(Amended on 09th May, 2022)

- xix. *Subsequent spell of study leave for a new programme may be granted, provided not less than three years have elapsed after the applicant has resumed duty on completion of the earlier spell of study leave.*
- xx. *The total period of study leave and sabbatical leave shall not exceed 05 years in one's entire career.*

SC-16.7.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university College and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, 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 of duration of one year or more.
- iii) 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.
- iv) 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 the regular employment in an institution of advanced studies, provided that in such cases the Governing Body may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) 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 College on the expiry of his/her leave.
- vi) Cooling period of five years shall be required between two periods of sabbatical leave.

Effective from 06th November, 2020

- vi) *A teacher who has availed himself/herself of sabbatical leave, would not be entitled to second sabbatical leave, until after the expiry of five years from the date of teacher's return from previous sabbatical leave.*
- vii) The teacher should serve the Institution for a minimum period of three years after joining to avail of sabbatical leave.

Effective from 06th November, 2020

- vii) *A teacher shall serve the Institution for a minimum period of three years after joining back from a sabbatical leave*

(Amended on 09th May, 2022)

SC-16.7.3 Sabbatical Leave:

- viii) *The teacher should serve the Institution for a minimum period of two years after joining from sabbatical leave.*
- viii) *The total period of study leave and sabbatical leave taken together shall not exceed 05 years in one's entire career.*

SC-16.7.4 Other Kinds of Leave Rules for Permanent Teachers of Colleges

- (a) 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
 - (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
 - (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Governing Body may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

- (i) The 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. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave

- (i) Special casual leave, not exceeding 10 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 any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) 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 shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
- (a) 1/30th of the actual service, including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.
- (ii) For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.
- (iii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of 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.

For removal of doubt, it may be clarified:

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.
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.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the State Government.

IV. Half-pay Leave

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

Explanation:

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

Note: Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner 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 account; 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 these Statutes, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the /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, and 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 the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without leave into extraordinary leave.

VII. 'Leave Not Due'

'Leave not due', may, at the discretion of the 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 a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

'Leave not due' shall not be granted, unless the 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.

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 yet to be earned may be waived by the College Governing Body.

Provided that the College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including medical termination of pregnancy, 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 application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in line with the Central Government woman employees Child care leave may be granted as per the guidelines issued by the Govt. of Goa from time to time. A substitute teacher may be appointed in place of the teacher who has availed Child Care leave

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

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

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

XIV. T.B./Cancer Leave

A teacher shall be granted T.B./Cancer leave on full pay provided that he/she produces a medical certificate from the Head of the medical institution specialized in such disease to the effect that he/she was suffering from the said disease during the leave period. The total period of T.B./Cancer leave shall not exceed one year at a time.

SC-16.8 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant- teachers shall be as decided by the state Government from time to time.

SC-16.9 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

SC-16.10 Period of Probation and Confirmation

SC-16.10.1 The minimum period of probation of a teacher/ Librarian/ newly recruited Principal shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

SC-16.10.2 The teacher/ Librarian/newly recruited Principal on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

SC-16.10.3 Subject to **SC-16.10** of this Statutes, it is obligatory on the part of the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.

SC-16.10.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.

SC-16.10.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

SC-16.11 Filling-up of Teaching Posts

All the sanctioned/approved posts in the College shall be filled up on an urgent basis.

SC-16.12 Appointments on Contract Basis

Teachers should be appointed on contract basis only when it is absolutely necessary and when the student- teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College. The qualifications and selection procedure for appointing them should be the same as those applicable to a teacher appointed on regular basis. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of an Assistant Professor appointed on regular basis. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

SC-16.13 Teaching Days

SC-16.13.1 The Colleges must have at least 180 teaching days in a year, i.e., there should be a minimum of 30 weeks in a year of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:

Categorization	Number of weeks: 6-days a week pattern		Number of weeks: 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

SC-16.14 Workload

SC-16.14.1 The workload of the teachers in full employment should not be less than Forty hours a week for thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per teacher), for Community Development /Extra- Curricular Activities/ library consultation/research in case of Under-Graduate Programmes and/or at least Two hours per day for research in case of Post-Graduate programmes, for which the necessary space and infrastructure

shall be provided by the College. The direct teaching-learning workload should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

SC-16.14.2 Remission for Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work shall be as per Government guidelines.

SC-16.15 Service Agreement and Fixing of Seniority

SC-16.15.1 At the time of recruitment in Colleges, a service agreement should be executed between the College and the teacher concerned and a copy thereof shall be deposited with the Principal. Such service agreement shall be duly stamped as per the government rates applicable.

SC-16.15.2. The self-appraisal methodology, as per **SC-16.6** and its sub-clauses and Clauses **SC-16.6.1** to **SC-16.6.4** and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

SC-16.15.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. Colleges should maintain grade-wise seniority, i.e. Professors shall be senior to Associate Professors and Associate Professors shall be senior to Assistant Professors and so on. Original seniority in the grade shall be maintained if any teacher migrates from one institution to another institution within the jurisdiction of Goa University. The rules and regulations of the State Government shall apply, for all other matters of seniority.

SC-16.16 Code of Professional Ethics

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study 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 organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;

- (vii) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- (viii) Abide by the Act, Statutes and Ordinances of the University and respect its ideals, vision, mission, cultural practices and traditions;
- (ix) Cooperate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of 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) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or the administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities:

Teachers should:

- (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 of 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 institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; 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.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognize 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 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 hence 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 activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community;
- (g) Manage his/her private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race or gender in his/her professional endeavour.

College Director Physical Education and Sports)/College Librarian should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

SC-16.17 Other Terms and Conditions

SC-16.17.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline or interdisciplinary area by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders in a relevant discipline or interdisciplinary area at the time of recruitment to the post of Assistant Professor shall be entitled to two non- compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
 - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline or interdisciplinary area of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
 - b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Statutes or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non- compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non- compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.

- viii. Five non-compounded advance increments shall be admissible to College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix.
- a) College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
- b) However, College Librarians who have already been awarded Ph.D. in library science at the time of coming into force of these Statutes or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of College Librarians who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.
- xi. College librarians who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii.
- a) Two non-compounded advance increments shall be admissible for College Librarian with M.Phil. degree in Library Science at the entry level. College Librarian acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- b) The post of Librarian in the Colleges shall be treated as non-vacational academic post.
- xiii. Five non-compounded advance increments shall be admissible to College Directors of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.
- xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/Statutes shall not be entitled to the benefit of advance increments under these Statutes.

- xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Statutes.
- xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/Statutes, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Statutes.

(Amended on 09th May, 2022)

SC.16.17.1 Other Terms and Conditions

SC-16.17.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. *Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline or interdisciplinary area by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.*
- ii. *M.Phil degree holders in a relevant discipline or interdisciplinary area at the time of recruitment to the post of Assistant Professor shall be entitled to two non- compounded advance increments.*
- iii. *Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.*
- iv.
 - a. *Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline or interdisciplinary area of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.*
 - b. *However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Statutes or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.*
- v. *In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non- compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.*
- vi. *Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non- compounded increments fixed at increment applicable at entry level only on*

award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.

- vii. *Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.*
- viii. *Five non-compounded advance increments shall be admissible to College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.*
- ix.
 - a. *College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.*
 - b. *However, College Librarians who have already been awarded Ph.D. in library science at the time of coming into force of these Statutes or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.*
- x. *In respect of College Librarians who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.*
- xi. *College librarians who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.*
- xii.
 - a. *Two non-compounded advance increments shall be admissible for College Librarian with M.Phil. degree in Library Science at the entry level. College Librarian acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.*
 - b. *The post of Librarian in the Colleges shall be treated as non-vacational academic post.*
- xiii. *Five non-compounded advance increments shall be admissible to College Directors of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.*

- xiv. *Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/Statutes shall not be entitled to the benefit of advance increments under these Statutes.*
- xv. *Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Statutes.*
- xvi. *For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/Statutes, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Statutes.*

Note:

1. *Where the Ph.D. is considered in lieu of NET/SET as an essential qualification, no Ph.D. increment shall be granted except where-*
 - (i) *Ph.D. is obtained from a Foreign University/Institution with a ranking among the top 500 in the World University Ranking (at any time) by any one of the following:*
 - (a) *Quacquarelli Symonds (QS), (b) Times Higher Education (THE), (c) Academic Ranking of World Universities (ARWU)*
 - OR
 - (ii) *the candidate is possessing post-Doctoral fellowship/certificate of a minimum of one year through Foreign University/Institution with a ranking among the top 500 in the World University Ranking (at any time) by any one of the following:*
 - (a) *Quacquarelli Symonds (QS), (b) Times Higher Education (THE), (c) Academic Ranking of World Universities (ARWU)*
 - OR
 - (iii) *Government has waived NET/SET qualification for the group of teachers appointed from 19/9/1991 to 17/7/2001*
 - OR
 - (iv) *where the candidate subsequently acquires NET/SET qualification. (In this case, the candidate will be entitled for in-service Ph.D. increment from the date of his/her clearing of NET/SET, however, for the purpose of determining the increment, entry level pay at the time of award of Ph.D. will be considered.)*
2. *For the purpose of the interpretation of this Clause SC 16.17.1, the entry-level pay means the entry-level pay in the pay matrix where the teacher is drawing his/her pay at the time of grant of the increment.*
3. *The Ph.D. increment granted for any candidate shall not be considered as financial up-gradation under Rule 10 of the CCS revised pay rule.*
4. *For the purpose of SC 16.17.1 (iii), it is further clarified that where the professional qualification mentioned in the above Clause is the mandatory qualification required to become eligible as a teacher, the teacher shall not be entitled for any remission of years for promotion or advance increment at the*

time of recruitment or in-service advance increment for possessing the qualification mentioned in SC 16.17.1 (iii).

5. *For the purpose of Clause SC 16.6.3, the date of applicability shall be 18th July 2018.*
6. *It is clarified that a maximum of 5 increments can be granted at the time of entry irrespective of additional qualifications possessed by the candidate at the time of entry or in future.*
7. *A maximum of 3 in-service increments can be granted irrespective of the additional qualifications possessed by the candidate at the time of claiming the increment or in future.*

The candidate who has already been granted increments for possessing M.Phil./ Professional qualification at the time of entry or in the service shall be entitled for additional increment for possessing Ph.D. subject to maximum 3 increments altogether.

SC-16.17.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

SC-16.17.3 Allowances and Benefits

- I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

Increments:

- i. A yearly increment shall be drawn as a matter of routine, unless it is withheld / postponed by the Governing Council/Management of the College on the recommendation of the Principal for a valid reason as established in conduct of an inquiry as per the relevant rules and regulations and after the teacher has been given an opportunity to make his/her written representation.
- ii. The annual increments shall be computed using the Pay Matrix as given in Appendix I to these Statutes and in a manner as specified in GSR-721(E) dated 25th July 2016, Central Civil Services (Revised pay) Rules, 2016 and as adopted by Government of Goa vide its notification No. 8/1/2016-Fin (R &C)/(A) dated 30th November 2016.

SC-16.18 Lien:

- (1) A confirmed teacher shall be entitled to keep lien on the post held by him/her for a period of one year extendable by another year if he/she applies for such lien ordinarily at least two months in advance.
- (2) A permanent teacher who is selected/ appointed by the University/ State Government/ Central Government/ Managements of Affiliated Colleges and Recognized Institutions as the Vice-Chancellor/ Registrar/ Director or Principal of a College or on any other administrative positions where the appointment is for a fixed term/tenure, he/she shall be entitled to keep lien on his/her original post till the end of the term/tenure for a period of five years and extendable to a maximum period of 10 years.

SC-16.19 Deputation:

A teacher may, at the discretion of the Governing Council/Management, be deputed to any of the institution including other Universities/Colleges on the following terms and conditions:-

- (i) The Governing Council/Management, at its discretion, may consider the requests from other institutions for a lien of service of a teacher of the University / college, provided that he/she is confirmed in his/her post.
- (ii) No teacher shall be deputed to other institutions against his/her will.
- (iii) The deputation of such teacher may be in the first instance for a period of up to two years; if necessary, the Governing Council/Management may extend the deputation period, by three more years so that the total deputation period shall not be more than five years.
- (iv) In the case of a teacher whose services are loaned on deputation, the (host) Institution concerned shall be required to send to the University/College (parent institution) on or before the 5th day of each month, the provident fund contributed equivalent to the amount that the teacher would have drawn ordinarily had he/she continued in the University/College (parent institution) in the post in which he/she is confirmed along with the equal share of the teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the college. If the teacher is eligible for gratuity, the Institution's contribution towards gratuity shall be sent to the college on or before the 5th day of each month for crediting the same to the teacher's account in the Gratuity Fund of the University/College.
- (v) The Institution (host) concerned shall also pay to the college the leave salary for the leave earned by the teacher during the period of deputation.
- (vi) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to be drawn on rejoining.

- (vii) The seniority of the teacher on deputation shall not be affected adversely on his/her return to the College.
- (viii) A teacher on deputation shall not apply for any post during the period of deputation without prior permission of the parent College.

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3-For College Teachers Table 4- For College Librarian Table 5- For College Director of Physical Education and Sports

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F. No. I-712015-U.II(I)

Government of India

Ministry of Human Resource Development

Department of Higher education

University-2 Section

Shastri Bhavan. New Delhi

Dated 8th November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. I-7/2015-U.II (1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in-

(a) Cell Academic level 12, row3 may be read as "84,700" instead of "84,100"

(b) Cell Academic level I3A, row I6 may be read as "2,04,700" instead of "2,04,100"

(c) Cell Academic level I4, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

Sd/-

(Dr. K.K. Tripathy)

Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi- 110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
5. Secretary, Department of Expenditure, North Block, New Delhi
6. Secretary, Department of Personnel & Training, North Block, New Delhi
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Pay Band	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,100	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300

7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,100	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,100		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Appendix II

Table 1

Assessment Criteria and Methodology for College Teachers

Sr. No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2	Involvement in the College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Co-ordinator, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. OR Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these Statutes and as per the acts, statutes and ordinances of the parent institution.</p>		

Table 2

Methodology for College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the College and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sr. No.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education/ Physical Education /Commerce / Management &other related disciplines
1.	Peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals of specified	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
	(C) Participation in Musical Concerts/Drama in lieu of publications in the field of Music/Drama		University shall provide the modality for the computation of points.
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (Incase of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete	12	12

	course/e-book		
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	UG project	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Completed		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International(Abroad)	07	07
	International(within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - - 5 Points

- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

Paper presented if part of edited book or proceeding then it can be claimed only once.

For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.

(Amended on 09th May, 2022)
SC-16.19 Deputation

A) A teacher may, at the discretion of the Governing Council/ Management, be deputed to any of the institution including other Universities/Colleges on the following terms and conditions:-

- (i) The Governing Council/Management, at its discretion, may consider the requests from other institutions for a lien of service of a teacher of the University / college, provided that he/she is confirmed in his/her post.*
- (ii) No teacher shall be deputed to other institutions against his/her will.*
- (iii) The deputation of such teacher may be in the first instance for a period of up to two years; if necessary, the Governing Council/Management may extend the deputation period, by three more years so that the total deputation period shall not be more than five years.*
- (iv) In the case of a teacher whose services are loaned on deputation, the (host) Institution concerned shall be required to send to the University/College (parent institution) on or before the 5th day of each month, the provident fund contributed equivalent to the amount that the teacher would have drawn ordinarily had he/she continued in the University/College (parent institution) in the post in which he/she is confirmed along with the equal share of the*

teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the college. If the teacher is eligible for gratuity, the Institution's contribution towards gratuity shall be sent to the college on or before the 5th day of each month for crediting the same to the teacher's account in the Gratuity Fund of the University/College.

- (v) The Institution (host) concerned shall also pay to the college the leave salary for the leave earned by the teacher during the period of deputation.
- (vi) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to be drawn on rejoining.
- (vii) The seniority of the teacher on deputation shall not be affected adversely on his/her return to the College.
- (viii) A teacher on deputation shall not apply for any post during the period of deputation without prior permission of the parent College.

B) A teacher on deputation can be absorbed by the host institution at any time during the period of deputation with the prior approval of the State Government.

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3-For College Teachers Table 4- For College Librarian Table 5- For College Director of Physical Education and Sports

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F. No. 1-712015-U.II(I)

*Government of India
Ministry of Human Resource Development
Department of Higher education
University-2 Section
ShastriBhavan. New Delhi*

Dated 8th November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of

the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. I-7/2015-U.II (1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in-

(a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"

(b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"

(c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

Sd/-

(Dr. K.K. Tripathy)

Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi- 110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi
4. Secretary (Coordination), Cabinet Secretariat, RashtrapatiBhavan, New Delhi
5. Secretary, Department of Expenditure, North Block, New Delhi
6. Secretary, Department of Personnel & Training, North Block, New Delhi
7. Secretary, Department of Agriculture Research and Education, KrishiBhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), NirmanBhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Pay Band	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,100	1,39,400	1,53,000	1,93,300

4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,100	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,100		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Appendix II
Table 1
Assessment Criteria and Methodology for College Teachers

Sr. No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory

2	<p><i>Involvement in the College students related activities/research activities:</i></p> <p><i>(a) Administrative responsibilities such as Head, Chairperson/ Co-ordinator, etc.</i></p> <p><i>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</i></p> <p><i>(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</i></p> <p><i>(d) Organising seminars/ conferences/ workshops, other college activities.</i></p> <p><i>(e) Evidence of actively involved in guiding Ph.D students.</i></p> <p><i>(f) Conducting minor or major research project sponsored by state, national or international agencies.</i></p> <p><i>(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.</i></p>	<p><i>Good - Involved in at least 3 activities</i></p> <p><i>Satisfactory - 1-2 activities</i></p> <p><i>Not-satisfactory - Not involved / undertaken any of the activities</i></p> <p>Note: <i>Number of activities can be within or across the broad categories of activities</i></p>
<p>Overall Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at Sl.No.2.</p> <p>OR</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these Statutes and as per the acts, statutes and ordinances of the parent institution.</p>		

NOTE

Table 1 shall not be applicable to those on deputation or tenure position or working arrangement position to State Government/ Goa University/ Colleges or any other Government bodies on administrative posts/ non-teaching positions. In such cases, a certificate regarding their performance may be appended with a grade (Good/Satisfactory/Not-Satisfactory) by the concerned Head of the Institution wherein the assessee is deputed/posted including those on working arrangement.

Table 2

Methodology for College Teachers for calculating Academic/ Research Score(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the College and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sr. No.	Academic/Research Activity	Faculty of sciences/Engineering/Agriculture / Medical/Veterinary Sciences	Faculty of Languages / Humanities/Arts/Social Sciences/Library/Education/Physical Education/Commerce/Management & other related disciplines
1	Research Papers in the peer-reviewed journals as approved by Goa University from time to time or UGC listed Journals.	08 per paper	10 per paper
2	Publications (other than Research papers)		
	(a) Book authored other than text book (s)/master guide(s)/ magazine (s) which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
	(c) Participation in Musical Concerts/ Drama in lieu of publications in the field of Music/Drama		University shall provide the modality for the computation of points.
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula	02 per curricula/ course	02 per curricula/ course

	<i>(c) MOOCs</i>		
	<i>Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)</i>	<i>20</i>	<i>20</i>
	<i>MOOCs (developed in 4 quadrant) per module/lecture</i>	<i>05</i>	<i>05</i>
	<i>Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</i>	<i>02</i>	<i>02</i>
	<i>Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)</i>	<i>08</i>	<i>08</i>
	<i>(d) E-Content</i>		
	<i>Development of e-Content in 4 quadrants for a complete course/e-book</i>	<i>12</i>	<i>12</i>
	<i>e-Content (developed in 4 quadrants) per module</i>	<i>05</i>	<i>05</i>
	<i>Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</i>	<i>02</i>	<i>02</i>
	<i>Editor of e-content for complete course/paper /e-book</i>	<i>10</i>	<i>10</i>
<i>4</i>	<i>(a) Research guidance</i>		
	<i>Ph.D.</i>	<i>10 per degree awarded 05 per thesis submitted</i>	<i>10 per degree awarded 05 per thesis submitted</i>
	<i>M. Phil/PG dissertation</i>	<i>02 per degree awarded</i>	<i>02 per degree awarded</i>
	<i>UG project</i>	<i>02 per project completed</i>	<i>02 per project completed</i>
	<i>(b) Research Projects Completed</i>		
	<i>More than 10 lakhs: Including projects assigned by Central Government/ National level Government bodies irrespective of</i>	<i>10</i>	<i>10</i>

	<i>the amount.</i>		
	<i>Less than 10 lakhs: Including projects assigned by State Government/ State level Government bodies irrespective of the amount.</i>	<i>05</i>	<i>05</i>
	<i>(c) Research Projects Ongoing</i>		
	<i>More than 10 lakhs: Including projects assigned by Central Government/ National level Government bodies irrespective of the amount.</i>	<i>05</i>	<i>05</i>
	<i>Less than 10 lakhs: Including projects assigned by State Government/ State level Government bodies irrespective of the amount.</i>	<i>02</i>	<i>02</i>
	<i>(d) Consultancy</i>	<i>03</i>	<i>03</i>
5	<i>(a) Patents</i>		
	<i>International</i>	<i>10</i>	<i>10</i>
	<i>National</i>	<i>07</i>	<i>07</i>
	<i>(b) *Policy Document (Submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)</i>		
	<i>International</i>	<i>10</i>	<i>10</i>
	<i>National</i>	<i>07</i>	<i>07</i>
	<i>State</i>	<i>04</i>	<i>04</i>
	<i>(c) Awards/ Fellowship</i>		
	<i>International</i>	<i>07</i>	<i>07</i>
	<i>National</i>	<i>05</i>	<i>05</i>
	<i>State</i>	<i>03</i>	<i>03</i>
6	<i>*Invited Lectures/ Resource Person/ paper presentation in Seminars/Conferences / full paper in Conference Proceedings (Paper presented in Seminars/ Conference and also published as full paper in Conference Proceedings will be counted only once)</i>		
	<i>International (abroad)</i>	<i>07</i>	<i>07</i>

International (within country)	05	05
National	03	03
State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Clarivate/Web of Science/Web of Knowledge/ Thomson Reuter list only)"

- i) Paper in refereed journals without impact factor - 05 Points*
- ii) Paper with impact factor less than 1 - 10 Points*
- iii) Paper with impact factor between 1 and 2 - 15 Points*
- iv) Paper with impact factor between 2 and 5 - 20 Points*
- v) Paper with impact factor between 5 and 10 - 25 Points*
- vi) Paper with impact factor >10 - 30 Points*
- (a) Two authors: 70% of total value of publication for each author.*

More than two authors: 70% of the total value of publication for the First/ Principal/ Corresponding author and 30% of the total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

Paper presented if part of edited book or proceeding then it can be claimed only once.

For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

**For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories.*

Clarification regarding research publications for career advancement and direct recruitment- Many times each institution and each screening committee is interpreting the provisions of eligibility conditions of research publications differently. To avoid any hardship to the teachers it is clarified as under:

- 1) In case of research publications published on or after 14.6.2019, the research papers published only in the journals covered under UGC Care List shall be considered except for the subject Konkani where the research publications in books/journals with ISBN/ISSN numbers respectively shall be considered irrespective of the crucial date of eligibility for CAS or direct recruitment.*
- 2) In the case of research publications published before 14.6.2019, the research papers/chapters in books/ articles in books published only in the journals/books having ISSN/ISBNs and Journals covered under UGC approved list from time to time will be considered along with the journals covered under UGC Care List except for the subject Konkani where the research articles in the journals recognized and approved by Goa University from time to time will be considered along with the research publications in books/journals with ISBN/ISSN numbers respectively shall be considered irrespective of the crucial date of eligibility for CAS or direct recruitment.*

- 3) Conference papers in proceedings (full papers)/books/ special series indexed in Scopus/Web of Science shall also be considered in the category of research papers for direct recruitment and C.A.S.
- 4) The date of acceptance of the Research paper by the Journal can be considered for the direct recruitment and CAS subject to submission of documentary proof in this regard with valid DOI (Where DOI/Date of Acceptance is not available, date of publication, either print or online shall be considered).

For the purpose of considering impact factor of the journal, current impact factor at the time of application for CAS and direct recruitment shall be considered (Impact Factor given by Clarivate/Web of Science/Web of Knowledge/Thomson Reuter only shall be considered).

Table: 3

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
1	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3	M.Phil. <i>(Amended on 3rd January, 2024)</i> M.Phil/ LLM /M.Tech/ M.Arch/ M.E./ M.V.Sc./ M.D/ M. Pharm. etc	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	25			
5	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7	Teaching / Post-Doctoral Experience (2 marks for one year each)#	10			
8	Awards				
	International / National Level (Awards given by International Organisations/ Government of India /Government of India recognized National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 25Marks
- (ii) JRF/NET/ SET Maximum - 10 Marks
- (iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities

(C)	Academic Score	-	84
	Research Publications	-	06
	Teaching Experience	-	10
Total			100

(D) SLET/SET score shall be valid for appointment in respective State Universities/ Colleges/ institutions only

Table-4

Assessment Criteria and Methodology for Librarians

S. No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work: Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website</p>	<p>90% and above - Good Below 90% but 80% and above -Satisfactory Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop</p>

		Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing Books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitization of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
<p>Note:</p> <p>It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of Assessment.</p> <p>The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Table 5

Assessment Criteria and Methodology for directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
--------	----------	------------------

1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external Competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
<p>Note: It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		

(Effective from 2nd February, 2024)

SC-16.20 - periodic review of performance of employees to ascertain whether they should be retained in service or retired from service prematurely, in public interest applicable to all the faculty members of Colleges affiliated Goa University.

Provisions of O.M. No. 2/6/94-PER(Vol-I)(Part)/3392 dated 10/10/2022 issued by the Department of Personnel, Government of Goa, regarding the periodic review of performance of employees to ascertain whether they should be retained in service or retired from service prematurely, in public interest shall be applicable to all the teachers of affiliated Colleges.

The composition of the Review and Representation Committee for the purpose of application of the provisions of above said Office memorandum shall be as follows:

For Colleges affiliated to Goa University.

<i>Review Committee</i>	<i>Representation Committee</i>
<i>Principal of the Colleges as Chairperson</i>	<i>Chairman of Management Council of College as Chairperson</i>
<i>Vice-Principal</i>	<i>Principal</i>
<i>DHE/DTE/DPH Nominee</i>	<i>DHE/DTE/DPH Nominee</i>
<i>Teacher of Professor Grade to be nominated by the Vice-Chancellor from another College</i>	<i>Teacher of Professor Grade to be nominated by the Vice-Chancellor from another College.</i>

Schedule SSC-1

Regarding Vacation Leave etc. admissible to the Principals and teachers of Non-Government colleges affiliated to Goa University.

Vacation

SSC-1 (i) The calendar for an academic year including vacation shall be fixed by the University from time to time.

A teacher, other than Principal, is entitled to 90 days vacation during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his/her duties as a teacher as may be assigned to him by the Principal provided that every teacher shall enjoy over the year a total of 60 days vacation.

Note:- A teacher shall be considered to have availed himself/herself a vacation or a portion of a vacation unless he/she has received instructions in writing from the Principal of the College to remain on duty during that vacation or a portion thereof before the commencement of that vacation.

SSC-1 (i) (Effective from 22nd November 2000) Vacation

The calendar for an academic year including vacation shall be fixed by the University from time to time.

A teacher, other than Principal, is entitled to 10 weeks vacation during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal provided that every teacher shall enjoy over the year a total of 60 days vacation.

Vacation Salary

SSC-1 (ii) A teacher shall be entitled to vacation as may be specified from time to time. A teacher who ceases to be a member of the staff in the college at the end of the first term or at the end of the second term, as the case may be, shall be paid for vacation his pay and allowances in the following manner: -

- (a) If he/she has served for the whole of the first term or for the major part of the first term, he/she shall be paid his/her pay & all allowances upto the last day of the first vacation following the end of the first term;

- (b) If he has served for the whole of the second term or for the major part of the second term, he shall be paid his pay and allowances for the period upto 30 days after the end of the second term ;
- (c) If he has served for the whole of the academic year or for the major part of the whole academic year, he shall be paid his pay and allowances upto the last day of the second vacation following the end of the second term;

Explanation

Major part means more than one-half period. Provided that any such teacher shall be entitled to the pay and allowances for the vacation only for a part or whole of the vacation period, as the case may be, if he/she is not gainfully employed elsewhere.

- (d) If a teacher is not present either on the first working day or on the last working day of a term without a valid reason, the college shall be entitled to deduct his pay and allowances for 15 days.
- (e) If a teacher is not present on the last working day of a term as well as on the first working day of the term following without a valid reason, the college shall be entitled to deduct his pay and allowances for 30 days;
- (f) If a teacher is not present on the first working day and/or the last working day of a term for a valid reason, the college shall not make any deduction from his/her pay and allowances.

SSC-1 (iii) Leave :

No leave can be claimed as a matter of right. (Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority.)

The following shall be the kinds of leave :-

- (1) Casual leave.
- (2) Earned leave
- (3) Half-pay leave
- (4) Study leave
- (5) Deputation leave
- (6) Extra-ordinary leave
- (7) Maternity leave
- (8) Leave preparatory to retirement
- (9) Special disability leave
- (10) T.B./Cancer leave
- (11) Special leave
- (12) Sabbatical leave

SSC-1 (iii) (Effective from 22nd November 2000) Leave

[\[Go To Index\]](#)

No leave can be claimed as a matter of right. (Discretion to refuse to revoke leave in exceptional circumstances lies with the sanctioning authority).

Leave treated as duty, viz.;

Casual leave;

Special Causal leave; and

Duty leave

Leave earned by duty, viz.;

Earned Leave;

Half Pay leave; and

Commutated leave

Leave not earned by duty viz.;

Extraordinary leave; and

Leave not due

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.

(c) Leave for other purposes

Quarantine leave

Paternity leave & Adoption leave

SSC-1 (iii) (1) Casual Leave

- (a) All teachers, including the Principal, shall be entitled to 15 days casual leave in a year the word "year" referring to the academic year.
- (b) Not more than 7 days casual leave and holidays enjoyed in continuation at one time can be granted to a teacher or a Principal save only in exceptional circumstances when it may be extended upto 10 days.
- (c) Casual leave shall be evenly distributed during the year as far as possible Casual leave cannot be prefixed or suffixed to vacations or any kind except special leave.
- (d) In the case of the Principal, Casual Leave cannot be prefixed or suffixed to earned leave or any other kind of leave except special leave.

- (e) A teacher appointed on temporary basis shall be entitled to casual leave of 15 days in a year as stated above and shall not be eligible for any other kind of leave.
- (f) Casual leave shall not be combined with any other kind of leave, but may be permitted either at the beginning or at the end of the holidays declared by the sanctioning authority and/or Sundays, provided that the period of total absence does not exceed 7 days at one time save only in exceptional circumstances when it may be extended up to 10 days (vide(2) above).
- (g) Holidays or Sundays falling during the period of casual leave shall be excluded in the amount of casual leave.
- (h) Ordinarily all applications for casual leave shall be sent before the date from which the casual leave is required.
- (i) A record of all casual leave of all teachers shall be maintained. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

SSC-1(iii)(1) (Effective from 22nd November 2000) Casual Leave:

- (a) *All teachers including the Principal of the College shall be granted casual leave not exceeding eight days in an academic year.*
- (b) *Casual Leave cannot be combined with any other kind of leave except special causal leave. It may be combined with holidays including Sundays.*
- (c) *Holidays or Sundays falling during the period of causal leave shall be excluded in the account of Casual Leave.*
- (d) *As far as possible all applications for casual leave shall be sent before date from which the causal leave required.*
- (e) *A record of all causal leave of all teachers in a College/Institution shall be maintained by the Head of the College/Institution.*

SSC-1 (iii) (2) Earned Leave

- a) The Principal being the administrative Head of the college shall be treated as a non-vacation teacher and shall not be entitled to vacations to which teachers are ordinarily entitled. He/she shall however, be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to a maximum accumulation of 240 days.
- b) A teacher is required to do any work during vacations for which he/she does not receive any additional remuneration during the period of vacations, he/she shall be entitled to earn leave equal to one third of the number of days on which he/she works during the vacations subject to a maximum of 30 days
Provided, however, that such leave cannot be accumulated for more than 240 days.

SSC-1(iii)(2) (Effective from 22nd November 2000) Earned Leave:

- (i) *Earned Leave admissible to teacher shall be (a) 1/30th of 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 purpose 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 accumulated 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 portion thereof, is spent outside India.*

Note - 1: *When 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 teaching staff as applicable to the employees of Central/State Governments.*

SSC-1(iii)(2)(ii)Note–3 (Effective from 24th April, 2001) Encashment of Earned Leave:

Encashment of Earned Leave shall be allowed to teaching staff as applicable to the employees of Central/State Government who were eligible for vacation.

SSC-1 (iii) (3) Half-pay leave :

- (a) Half-pay leave admissible to a teacher in respect of each completed year of service shall be 20 days. It may be granted on private or medical grounds
- (b) An application for half-pay leave on medical grounds shall have to be supported by a Medical Certificate from a Registered Medical Practitioner.
- (c) A teacher shall be allowed leave on medical grounds at the rate of 10 days for each completed year of service on commuted basis or 20 days on half-pay basis.

- (d) Half-pay leave can be accumulated to the credit of a teacher and allowed to be commuted without any limit.

SSC-1(iii)(3) (Effective from 22nd November 2000) Half-Pay Leave:

- (1) *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.*

SSC-1(iii)(4) Study Leave

A teacher shall be eligible for study leave according to the following rules. The Governing Body shall be the sanctioning authority for such leave.

1. General

1. (a) A teacher in a college may be granted study leave at the discretion of the Governing Body of the College to enable him/her to undertake higher studies or specialised training either in India or abroad in the subject having a direct and close connection with his/her sphere of duties which will increase his/her usefulness to the College.
- (b) A teacher shall ordinarily not be eligible for more than 24 months of study leave.
- (c) A teacher must apply for study leave sufficiently well in advance (atleast six months) before he intends to avail himself/herself or such leave and shall specify the course or courses of study or research contemplated or any examination he/she may propose to undergo alongwith a detailed programme.
- (d) Leave due and admissible may be combined with study leave if and as may be permitted by the Governing Body provided that the total period of absence after combination does not exceed 28 months.
- (e) Where a teacher takes advantage of assistance from other sources such as travel grants, teaching assistantship, fellowships, visiting professorships etc. the teacher shall be eligible for study leave as follows :-
- (i) Leave earned by a teacher on full pay.

- (ii) Extra-Ordinary leave for the rest of the period. However, additional benefits such as lump-sum grant, if any, may be determined by the Governing Body having regard to the circumstances of each case.
- (f) Study leave shall not ordinarily be granted to more than one teacher in a college at a time during the term.
- (g) The total period of study leave during the entire service of a teacher in the college shall not ordinarily exceed 48 months.

2. Eligibility

Study leave with full-pay may be granted to a teacher who is confirmed in his/her post and who has put in continuous service of not less than 3 years on the date when such leave is granted.

3. Agreement of Study Leave

- (a) A teacher who is granted study leave shall enter into an agreement with the Governing Body to serve the college for a period of at least 3 years if the study leave does not exceed 24 months and for a period of at least 5 years if the study leave exceeds 24 months.
- (b) If a teacher fails to rejoin and/or fails to continue to serve as agreed on the completion of study leave, he/she shall be liable to refund the entire amount received by him/her by way of emoluments during the study leave.
- (c) Similarly, if a teacher on study leave fails to fulfill the purpose for which he was granted study leave or leaves service of the college, he/she will in addition to refunding the amount received by him/her by way of emoluments during his/her study leave, pay to the Governing Body a sum of Rs.4,000/- if the study leave, is for a period not exceeding 24 months and Rs.6,000/- if the study leave is for a period exceeding 24 months but not exceeding 48 months.
- (d) The Governing Body shall be empowered to prescribe further conditions under the agreement to be entered into by a teacher, as it may deem fit, if the study leave is for a period exceeding 48 months.

4. Other Terms and Conditions

In the case of approved course of instruction, approved course of research and educational tour, a teacher may be granted study leave on such terms and conditions as the Governing Body, may decide in individual cases.

SSC-1(iii)(4) (Effective from 22nd November 2000) Commuted Leave:

Commuted 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 day at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.*

SSC-1(iii) (5) Deputation Leave

A teacher may, at the discretion of the Governing Body, be deputed to any of the institutions including Universities/Colleges on the following terms and conditions:-

- (a) The Governing Body may, at its discretion, consider the request from other institutions for a lien of service of a teacher of the college, provided that he/she is confirmed in his/her post.
- (b) No teacher shall be deputed to other institutions against his/her will.
- (c) The deputation of such teacher may be in the first instance for a period of one year. After having reviewed the case at the end of this period the Governing Body may extend the period, if necessary, but not exceeding one year.
- (d) In the case of a teacher whose services are loaned on deputation, the institution, concerned shall be required to send to the colleges on or before the 5th of each month the provident fund contributed equivalent to the amount that the teacher would have drawn ordinarily had he/she continued in the college in the post in which he/she is confirmed along with the equal share of the teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the college. If the teacher is eligible for gratuity, the institutions contribution towards gratuity shall be sent to the college on or before the 5th of each month for crediting the same to the teacher's account in the Gratuity Fund of the college.
- (e) The institution concerned shall also pay to the college the leave salary for the leave earned by the teacher during the period of deputation.
- (f) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to draw the same on rejoining.

- (g) The seniority of the teacher on deputation shall not be affected on his/her return to the parent college.
- (h) The teacher on deputation shall not apply for any post during the period of deputation without prior permission of the institution concerned and the parent college.

SSC-1(iii)(5) (Effective from 22nd November 2000) Study Leave:

- (i) *Study leave may be granted to a confirmed whole time teacher after a minimum of 3 years of continuous service, to pursue as special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of University organization and methods of education. The paid period of study leave shall be for 3 years, but 2 years will be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The number of teachers given study leave, will not exceed the stipulated percentage of teachers in any department. Provided that the Governing Body of the College may, in the special circumstances of a case, waive the condition of three years service being continuous.*

Explanation:

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

- (1) *the person is a teacher on the date of the application*
 - (2) *there is no break in service.*
- (ii) *Study leave shall be granted by the Governing Body of the College on the recommendation of the Principal of the concerned College. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Governing Body of the College is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College.*
 - (iii) *Study leave shall not be granted to a teacher who is due to retire within five years of the date of which he/she is expected to return to duty after the expiry of study leave.*
 - (iv) *Study leave shall 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 Governing Body of the concerned College. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body of the concerned College to treat the period of shortfall as ordinary leave has been obtained.*

- (vi) *Subject to the provision of sub clause (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 College/Principal.*
- (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, extra-ordinary 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 on his/her return and re-joining the service of the College may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.*
- (x) *Study leave shall count as service for pension/contributory provident fund provided the teacher joins the College on the expiry of his/her leave.*
- (xi) *Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.*

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

- (xiii) *A teacher availing himself/herself of study leave shall undertake that he/she shall serve the College 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 College, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to*

the satisfaction of the Principal or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security to two permanent teachers for the amount which might become refundable to the College in accordance with sub-clause (xii) above.

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

SSC-I(iii) (6) Extra - Ordinary Leave :

- (a) A teacher who is elected or nominated as a member of Parliament or State Legislature shall be on leave during the period of his/her membership of such body and his/her lien on his/her original post shall be retained. The period of his membership shall be treated as extra-ordinary leave and shall not be counted towards increments. This period shall be considered as active service for purposes of the normal benefits except of the benefits of Provident Fund and Gratuity.
- (b)(1) Extra-Ordinary leave may be granted to a confirmed teacher in special circumstances, viz.
 - (a) when no other leave is by rule admissible; and
 - (b) When other leave is admissible but a teacher applied in writing for the grant of extra-ordinary leave.
- (2) Extra-Ordinary leave is not debited against the leave account.
- (3) Extra-Ordinary leave may be granted in combination of any other kind of leave that is admissible.
- (4) Except in the case of extra-ordinary leave granted to a confirmed teacher as study leave or in the case of periods of suspension converted into leave under Statutes the duration of extra-ordinary leave to a teacher shall not ordinarily exceed three months on any one occasion.

SSC-1(iii)(6) (Effective from 22nd November 2000) Extraordinary Leave:

- (i) A permanent teacher, may be granted extraordinary leave when:*
 - (a) No other leave is admissible;*
 - (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 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/her 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.*
- (iv) *The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.*

SSC-I(iii) (7) Maternity Leave

- (a) A female teacher shall be eligible for maternity leave on full pay for 90 days from the date of its commencement. Such leave shall not be debited to leave account. A female teacher who has less than two surviving children is entitled to such leave.
- (b) In the case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act 1971, maternity leave not exceeding six weeks shall be admissible on the production of medical certificate and irrespective of the number of surviving children.

SSC-1(iii)(7) (Effective from 22nd November 2000) Maternity Leave:

- (i) *Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave shall 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 application for leave is supported by a medical certificate.*
- (ii) *Maternity leave shall be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave shall be granted if the request is supported by a medical certificate.*

SSC-1(iii)(7)(Effective from 13th September, 2007)relating to Maternity Leave to College Teachers:

- (i) *Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 180 days to be availed of twice in the entire career. Maternity leave shall 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 application for leave is supported by a medical certificate.

- (ii) *Maternity leave shall be combined with earned leave, half pay leave or extra ordinary leave but any leave applied for in continuation of maternity leave shall be granted if the request is supported by a medical certificate.*

SSC-I (iii) (8) Leave Preparatory to Retirement

- (a) When a teacher applies for earned leave preparatory to retirement sufficiently in advance (at least one month before the date on which he intends to proceed on leave), but when the governing body considers that it will not be in the interest of the college to allow him to proceed on leave applied for, the teacher concerned shall be automatically granted lumpsum cash equivalent to leave salary admissible for the Number of days of earned leave at the credit of the teacher on the last day of his service subject to 240 days."
- (b) The earned leave applied for by a teacher shall not be refused except when it is necessary to do so in the interest of the college.
- (c) A teacher on earned leave preparatory to retirement desiring to take up another employment shall be given the option of retiring forthwith but in such a case all leave due to him shall lapse.

SSC-1 (iii) (8) (Effective from 22nd November 2000) Sabbatical leave:

- (i) *Permanent, whole-time teachers of the College who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College and higher education system. The Principal of the College who has completed three years of continuous service shall be eligible for sabbatical leave for a period not exceeding six months within the country or abroad for increasing professional/administrative competence thereby increasing usefulness to the college, and not for obtaining a degree or any other academic qualifications.*
- (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, shall 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 organization in India or abroad. He/she shall, 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 advance studies, provided that in such cases the 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 College on the expiry of his/her leave.*

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

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

SSC-I(iii) (9) Special Disability Leave

Special disability leave shall, on the recommendation of a Registered Medical Practitioner from among the panel of Registered Medical Practitioners appointed by the Governing Body of the college be granted as follows :-

- (a) on full pay for a period not exceeding 3 months at a time or one year during the entire service.
- (b) on half-pay for a period not exceeding 6 months at a time or two years during the entire service.

A teacher, who has been granted such special disability leave on a medical certificate, shall not return to duty unless he/she produces a certificate of physical fitness to resume duty from a

Registered Medical Practitioner appointed by the Governing Body.

SSC-1(iii) (9) (Effective from 22nd November 2000) 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 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 shall be granted in combination with holidays or vacation.*

SSC-I(iii) (10) T.B./Cancer Leave

A teacher, after the expiry of earned leave and half-pay leave admissible to him/her, shall be granted T.B./Cancer leave on full-pay provided that he produces a medical certificate from the Head of a medical institution specialised for such disease to the effect that he was suffering from the said disease during the leave period. The total period of T.B./Cancer leave shall not exceed one year at a time.

SSC-1(iii) (10) (Effective from 22nd November 2000) Duty Leave :

- (i) *Duty leave may be granted for*
 - (a) *Attending conferences, congresses, symposia and seminars on behalf of the College or with the permission of the College.*
 - (b) *Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this College, and accepted by the Principal.*
 - (c) *Working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the College.*
 - (d) *Participating in a delegation or working on a committee appointed by the Government of India, State government, the University Grants Commission, a sister University or any other*

Academic Body, and

(e) For performing any other duty for the College.

- (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 or full pay. Provided that if the teacher received 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.*
- (v) Duty leave shall also be given for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.*

SSC-1 (iii) (11) Special Leave

A teacher shall be sanctioned leave of absence from duty which shall be treated as special leave for academic purpose for not more than fifteen days in an academic year for extramural work and for attending meetings, seminars convened by this University and the like convened by Government and the recognised teachers, organisations at the University, State and National levels. If a teacher is required to leave his/her place of duty for the work pertaining to examinations held by the Goa Board of Secondary and Higher Secondary Education, he/she shall be sanctioned leave of absence from duty which shall be treated as special leave. A teacher shall not be refused special leave for attending meetings convened by this University. For attending meetings, seminars, etc. convened by other bodies, special leave may be sanctioned at the discretions of the sanctioning authority provided that the total number of days of special leave in an academic year does not exceed fifteen days as stated above.

SSC- 1(iii) (11) (Effective from 22nd November 2000) Leave not Due:

- (i) Leave not due, shall, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days, at a time and 180 days in all shall be granted 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 Principal is satisfied that as far as it can reasonably be foreseen, the teacher will return on 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 balances 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 reasons 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 Governing Body.

Provided further Governing Body may, in any other exceptional case, waive, for the reasons to be recorded, the refund of leave salary for this period of leave still to be earned.

12. Sabbatical Leave:

- (1) The Principal of a college who has completed three years of continuous service shall be eligible for sabbatical leave for a period not exceeding six months within the country or abroad for increasing professional/administrative competence thereby increasing usefulness to the college, and not for obtaining a degree or any other academic qualifications. Such leave can be availed of only twice during the entire period of service. The sabbatical leave shall not be granted to a Principal who has less than three years service in the college before the age of retirement.
- (2) During the period of sabbatical leave, the Principal shall be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to proceeding on sabbatical leave. In addition, he/she may receive subsistence allowance from an institution abroad if he/she is spending a period of sabbatical leave in a foreign University/Laboratory. The college shall not however, fill up his/her post.
- (3) During the period of sabbatical leave, the Principal shall be allowed to draw his/her normal increment on the due date and the period of leave shall also count as regular service for the purposes of retirement benefits provided that he/she rejoins the college on the expiry of leave.
- (4) The Principal on sabbatical leave shall not take up, during the period of such leave, any regular appointment in any other organisation in India or abroad.

Note:-

- (1) The programmes to be followed during sabbatical leave shall be submitted for approval of the Governing Body alongwith the application for grant of leave.
- (2) On return from leave the Principal shall report to the Governing Body within three months the nature of study, research, or writing work undertaken during the period of leave.

SSC-1(iii)(12) (Effective from 22nd November 2000) Quarantine Leave:

The Governing Body of the concerned College shall, 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.

SSC-1(iii)(13) (Effective from 22nd November 2000) Paternity Leave:

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

SSC-1(iii)(14) (Effective from 22nd November 2000) Adoption Leave:

Adoption leave shall be provided as per the rules of the Central Government

SSC-1 (iv) Combination of Leave

Any kind of leave under these Statutes can be granted in combination with or in continuation of any other kind of leave or vacation, except casual leave, upto a limit to be decided by the Governing Body. However, casual leave can be granted in combination with or in continuation of duty leave.

SSC-1 (v) Surrender of Earned Leave for Encashment

- a) A teacher who is eligible for earned leave and who avails of leave for a period of not less than 30 days shall be allowed to surrender the balance of the earned leave to his/her credit on the date of commencement of leave, at his/her option, subject to a maximum of 30 days. He/she shall be granted leave salary equivalent to the amount of pay, dearness allowance and compensatory local allowance admissible for the first thirty days of leave enjoyed.
- b) The benefit of surrender of earned leave for encashment shall be granted even if the leave applied for is refused on the grounds of the exigencies of work; it being understood that such refused leave can be availed of at later date, within a period of six months but the same shall not be available for surrender for the purpose of encashment in future.
- c) Such benefit of surrender of earned leave for encashment shall be allowed in a block of one year commencing from 1st April every year,

SSC-1 (vi) Leave Sanctioning Authority

The sanctioning authority for different kinds of leave to teachers shall be as under :-

<u>Kind of leave</u>	<u>Sanctioning Authority</u>
1. All kinds of leave to Principal	Governing body
2. Study Leave, Deputation Leave, Leave without pay, Extra-ordinary leave without pay; T.B./Cancer leave to teachers.	Governing Body
3. All kinds of leave to teachers other than those specified above	Principal.

SSC-1 (vii) Leave Salary :

- 1) A teacher on earned leave is entitled to leave salary equal to the monthly pay and allowances to which he/she is entitled immediately before the commencement of leave. A female teacher

on maternity leave shall be entitled to leave salary equal to the monthly pay and allowances to which she is entitled.

- 2) A teacher on half-pay leave is entitled to leave salary equal to half of the monthly pay drawn by him/her before the commencement of leave plus D.A., C.L.A. and H.R.A. admissible on such half-pay.
- 3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (1) above.

SSC-1 (viii) Vacation, leave and other benefits applicable to the teachers appointed on contract basis/temporary basis.

1. Vacation

A temporary teacher shall be entitled to vacation as prescribed in Statutes SSC-1(i).

2. Leave

- e) **General:** No leave can be claimed as a matter of right. Discretion to refuse or revoke in exceptional circumstances lies with the sanctioning authority.
- f) **Casual Leave:** A teacher appointed on a temporary basis shall be entitled to casual leave prescribed in Statutes SSC-1(iii)(1).
- g) **Extra-ordinary leave without pay :** Extra-ordinary leave without pay may be granted under special circumstances as prescribed in Statutes SSC-(iii)(6).
- h) **Other kinds of leave :** A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kinds of leave as laid down in statutes SSC-1 (iii) after he/ she completes one year's continuous and active service.

Schedule SSC-1 (Effective from 19th June, 2013) Deleted

FORM A-1

(See SSA-1(vii)(1)of Part A)

Nomination Paper

Election to _____

by the constituency of _____

(To be filled in by the Proposer)

I hereby nominate _____
to be a candidate for election as member of _____
of the Goa University.

1. Full name of proposer _____

2. Number of proposer in the voters list _____

3. Name of the candidate's father/husband _____

4. Full postal address of the candidate _____

5. Number of candidate in the voters list _____

Date: _____

Signature of proposer

(to be filled by the candidate)

I, the, above mentioned candidate, give my assent to the above nomination.

Date: _____

Signature of Candidate

(To be filled by the Returning Officer)

Serial No. of the nomination paper _____

This nomination was delivered to me at my office at _____ (hours) on _____

(date) by _____ candidate/proposer

Date: _____

Returning Officer

Decision of Returning Officer accepting or rejecting the nomination paper.

I have examined this paper and decided as follows:-

Date:_____

Returning Officer

]

Receipt of Nomination paper.

(To be handed over to the person presenting the nomination paper)

Serial No. of Nomination paper_____

The nomination paper of_____

a candidate for election to_____ was

delivered to me at my office at_____ (hours)

on_____ (date) by_____

Date:

Returning Officer

FORM A-2

(See SSA-1(xiv)(i) of Part A)

Ballot Paper

Election to _____ of the

Constituency of _____

Number of seats to be filled in _____

Sr. No.	Name of candidate	(x) cross
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Form B-I
FORM OF CONTRACT UNDER STATUTES SB-2 AND SB-3

(See Statute SSB-I (I) (c))

Memorandum of Agreement made this the _____
day of _____ One Thousand Nine Hundred and _____
_____ between
_____ (hereinafter
called the "Teacher") of the First Part, and the Goa University being a body corporate constituted
under the Goa University Act 1984 (hereinafter called the University) of the Second Part. It is hereby
agreed as follows:

1. That the University hereby appoints _____
to be a member of the teaching staff of the University with effect from the date
the said _____ takes charge of the
duties of his/her post and the said _____ hereby accept the engagement, and undertakes to
take such part in the activities of the University and perform such duties in the Universities as
may be required by and in accordance with the said Act, the Statutes and Ordinances,
Regulations and Rules framed thereunder, for the time being in force. Whether the same relate
to organisation of instruction or teaching, or research or the examination of students or their
discipline or their welfare, and generally to act under the direction of the authorities of the
University.
2. (1) The teacher shall be on probation for a period of twelve months which may be
extended so as not to exceed twenty four months in all.

(2) The University shall have the power to relax the provisions contained in sub-paragraph (1)
and shall also have the right to assess the suitability of the teacher for confirmation even before
the expiry of the period of twelve months from the date of his/her appointment but not earlier
than nine months from that date.

(3) If the University is satisfied with the suitability of the teacher for confirmation he/she shall be
confirmed in the post to which he/she was appointed at the end of the period of his/her
probation.

(4) In case the University decides not to confirm the teacher whether at the end of twelve months
period of his/her probation or at end of the extended period of probation as the case may be the
teacher shall be informed in writing, at least, 30 days before the expiration of that period that
he/she would not be confirmed and would, consequently, cease to be in the service of the
University at the end of the period of his/her probation.

* This paragraph will not apply to teachers appointed under Statutes SB-3.

3. That the said _____ shall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty years.
4. That the University shall pay _____ during the continuance of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. _____ per mensem, raising by annual increment of Rs. _____ to a maximum salary of Rs. _____ per mensem.

Provided that whenever there is any change in the nature of appointment or the emoluments of the Teacher, particulars of the charge shall be recorded in the schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice Chancellor to it, and after the Teacher has been given sufficient opportunity to make his/her written representation.

5. That the said Teacher agrees to be bound by the provisions of the Act, Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.
6. That the Teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached but his prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission, or to any consultancy work or any literary work or publication or Radio talk or extension lectures, or with the permission of the Vice-Chancellor, to any other academic work.
7. It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in relevant provisions of Statutes (reproduced below):

S 22(1) Where there is an allegation of misconduct against a Teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the Teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the Circumstances of the case do not warrant the suspension of the Teacher, revoke that order:

S 22(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive shall be entitled to remove a Teacher on the ground of misconduct.

S 22(3) Save as aforesaid, the Executive Council shall not be entitled to remove a Teacher except for good cause and after giving three months notice in writing or payment of three months salary in lieu of notice.

S 22(4) No teacher shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

S 22(5) The removal of a Teacher shall require a two-third majority of the members of the Executive present and voting.

S 22(6) The removal of a Teacher shall take effect from the date on which the order of removal is made.

Provided that where a Teacher is under suspension at the time of his removal, the removal shall take effect, on the date on which he was placed under suspension.

Any dispute arising out of this contract shall be settled in accordance with the provisions of clauses of 2,3,4 of Section 26 of the Goa University Act, 1984.

The Teacher may at any time, terminate his/her retirement by giving the Executive Council three months notice in writing provided that the Executive Council may waive the requirement of notice at its discretion.

On the termination of this engagement, from whatever cause, the Teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties here to affix their hands and seal.

1. Signature
Designation

In the presence of :

1. Signature
Designation

2. Signature
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

1. Signature
Designation

In the presence of:

1. Signature
Designation

2. Signature
Designation

SCHEDULE

Name of Teacher in Full _____

Address _____

Designation _____

Salary Rs. _____ in the grade of _____

Note: The changes in grade, salary or designation should be briefly described.

Change of designation or grade	Date of approval of E.C.	Date from which change takes effect	Signature of Teacher	Signature of Officer of University

Form B-2

CONTRACT UNDER STATUTES SB-4

(See Statute SSB-I(i)(C))

For Appointment for a Fixed Tenure under Statute SB-4

Memorandum of Agreement made this the _____ day of _____
One Thousand Nine Hundred and _____ between

(hereinafter called the 'Teacher') of the FIRST PART, and the Goa University being a body corporate constituted under the Goa University Act, 1984 (hereinafter called the 'University') of the SECOND PART.

It is hereby agreed as follows :

1. That the University hereby appoints _____ to be a member of the teaching staff of the University with effect from the _____ and the said _____ hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances, Regulations and Rules framed thereunder, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the said _____ shall be a part-time/ whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the Teacher before the expiry of the term of his/her appointment for which he/ she is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his appointment as aforesaid.
3. That the University shall pay _____ during the continuance of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. _____ plus usual allowances per mensem, raising by annual increments of Rs. _____ to a maximum salary of Rs. _____ per mensem:
Provided that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice Chancellor to it, and after the Teacher has been given sufficient opportunity to make his/her written representation.
4. That the said Teacher agrees to be bound by the provisions of the Goa University Act, Statutes,

Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of Teacher shall be made after his/her appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him/her.

5. That the teacher shall devote his/her whole-time/part-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply work undertaken in connection with the examination Universities or learned bodies or Public Service Commissions, or to any consultancy work, or any literary work or publication or Radio talk or extension lectures, or, with the permission of Vice-Chancellor, to any other academic work.
6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance with the procedure laid down in relevant provisions of the Statute 22(1).

S.22(1) Where there is an allegation of misconduct against a Teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the Teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made.

Provided that the Executive Council may if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

S.22(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a Teacher on the ground of misconduct.

S.22(3) Save as aforesaid, the Executive Council shall not be entitled to remove a Teacher except for good cause and after giving three months notice in writing or payment of three months salary in lieu of notice.

S.22(4) No Teacher shall be removed under Clause (2) or under Clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

S.22(5) The removal of a Teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

S.22(6) The removal of a Teacher shall take effect from the date of which the order of removal is made.

Provided that where a Teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

7. Any dispute arising out of this contract shall be settled in accordance with the provisions of clause 2,3,4 of Section 28 of the Goa University Act, 1984.
8. The Teacher may, at any time, terminate his/her engagement by giving the Executive Council three months notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.
9. On the termination of this engagement, from whatever cause, the Teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her

In witness whereof the parties hereto affix their hand and seal.

1. Signature
Designation

In the presence of:

1. Signature
Designation

2. Signature
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

1. Signature
Designation

In the presence of:

1. Signature
Designation

2. Signature
Designation

Form B-3

Form of assessment report for submission during the period of probation and for confirmation in service of the Teacher

(See SSB-i(v)(c))

I. Basic Information :-

(i) Name of the Teacher (in full)

(Beginning with surname)

(ii) Date of Birth :-

(iii) Academic qualification of

the Teacher:-

Degree & Postgraduate Degree Examination	Special/ Principal subject offered	Allied/Additional/ subordinate subject offered	Class obtained	Year of passing	University

(iv) Designation: _____

(v) Subject taught: _____

(vi) Teaching experience at the college level, if any: _____

_____ months

(vii) Teaching and research experience at P.G. level: _____

Name of the Institutions where employed previously	Period of service with	Designation	Class taught	Subject taught	Scale of Pay

II. Nature and date of completion of orientation programme:

III. Participation in extra-mural activities :

(i) Extra-curricular activities - Debates, Cultural activities, Counselling to Students, Planning Forum, Union, NSS, Scouting etc.

(ii) Service to community - Adult Education, Extension service etc.

Assistance rendered in University administration as member of any Committee(s) appointed by any University Authority;

General Observations:

(i) Attendance

(a) Regularity _____

(b) Punctuality _____

(ii) Student-Teacher relationship _____

(iii) Class control _____

(iv) Research publication(s) _____

Recommendation of the Head of the Department

Place:

Date :

Signature of the Head of the Department

Recommendation of the Dean of the Faculty

Place:

Date :

Signature of the Dean of the Faculty
Recommendation of the Vice-Chancellor

Place:

Date :

Signature of the Vice-Chancellor

Form B-4

Bond to be executed by the Faculty members when granted Study Leave/ Sabbatical Leave

(See Statute SSB-1 (xi) (D) (n) (6))

This agreement made on this _____ day of _____ 1999 _____

between the Goa University being a body corporate constituted under the Goa University Act 1984 (hereinafter called the University of the ONE PART) and

(i)

resident of _____

(hereinafter called the Obliger of the SECOND PART):

(ii) resident of _____

and

(iii) resident of _____ and (iii)

(hereinafter called (ii) - jointly the sureties of the THIRD PART).

WHEREAS the Obliger is employed in Goa University in the

AND WHEREAS the Obliger has applied for study leave for the following purpose:

AND WHEREAS the University has agreed to grant study leave on the condition that after the completion of studies, the Obliger will re-join the University and serve the University for a minimum period of years. The Obliger has agreed

to these conditions and the sureties have also assured that University that the Obliger will perform these obligations faithfully.

1. THAT the Obliger undertakes that after completion of studies as aforesaid shall re-join the University and shall serve under the University for a minimum of _____ years.

2. THAT in case the Obliger fails to complete studies within the period of study leave or fails to

re-join the service of the University on the expiry of study leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University or is dismissed or removed from the service by the University within the period aforesaid and the Obliger and the sureties shall forthwith pay to the University or as may be directed by the University a sum of Rs. _____ as liquidated damages and refund the advances received by the Obliger from the University and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of study leave, provided always that if the Obliger completes 18 months service after return from study leave, then the sureties and the Obliger shall be liable to pay only half of the amount of the liquidated damages.

3. THAT the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per Clause 2 above.
4. THAT the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them.
5. THAT the hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorised by it or any other indulgence or concession shown by the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either of them.
6. THAT the University may at its discretion extend the study leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respect for the amounts payable under these presents during the original period as well as during the extended period.
7. THAT if any amount is paid by the University outside India than the Obliger and the sureties shall be liable to pay the equivalent amount in Indian currency according to the

prevalent official rate of exchange at the time of payment.

IN WITNESS WHEREOF the parties have set their hand hereto in presence of witness:

Witness No. 1

Signature

(Name:)

Signature

Obliger

Witness No. 2

Signature

(Name:)

Witness No. 1.

Signature

(Name:)

Signature

Surety No 1.

Witness No. 2.

Signature

(Name:)

Signature

Surety No 2.

Witness No. 2.

Signature

(Name:)

Witness No.1.

Signature

(Name:)

Officer of the University

Witness No.2.

Signature

(Name:)

Form B-5

FORM OF CLEARANCE CERTIFICATE

(See Statute SSB-1 (x viii))

This is to certify that no dues are outstanding against Shri/Smt/Kum

(Name of the Teacher) _____

(Designation) in the _____
Department.

Place:

Date :

Head of the Department

Form B-6

FORM OF DISCHARGE CERTIFICATE

(See Statutes SSB-1 (xix))

This is to certify that Shri/Smt/Kum _____

_____ was in the service of this University _____

from _____ He/She has left/has been relieved from the service of the
University from _____ (BN/AN). The pay drawn by him/her on in the pay
scale of Rs. _____ was Rs. p.m. The date of
his/her next increment in the said pay-scale is

Place :

Date :

Registrar of the University

Form B-7

Proforma showing the information required for grant of Study Leave/ Extraordinary Leave/Sabbatical Leave to a University Teacher:

(See SSB(xi)(I)and(E))

Sr.No	Particulars	Remark
1.	Name & Designation of the Teacher:	
2.	Department:	
3.	Nature of leave applied for and duration there beginning with:	
4.	Purpose:	
5.	Whether the period of leave applied for at ' 3' above is covered under any of the U.G.C. programme such as Cultural/Bilateral Exchange Programme Common Wealth Academic Staff Fellow-ship/Scholarships etc., if so a copy of the U.G.C. letter of sanction.	
6.	Date of joining the University service and total service put in as on the date of commencement of the leave asked for:	
7.	Whether appointment is temporary or permanent, if permanent the date of confirmation and the number and the date of letter of confirmation:	
8.	Date of retirement:	
9.	A xerox copy of the letter of appointment in the Foreign University/Body etc. for which the leave has been applied has to be attached herein:	
10.	A copy of the Agreement/Contract entered into along with the Foreign University/ Body has to be enclosed herein:	
11.	Amount of remuneration/honorarium/ Fellowship and other benefits to be received from the Foreign University/ Body during the leave period together with the Corresponding value in Indian Rupees:	

12. Period of Study Leave granted in the past together with the exact date :

13. Whether the Teacher is willing to serve the University at least for a period of three years after resuming the duties. If so, he has to give necessary undertaking in the prescribed proforma on a stamp paper:

14. Whether the purpose for which the above leave has been granted is going to benefit the University/ Department in any way? If so, give the details:

15. Other information if any:

Date:

Place: Signature of the Teacher

CERTIFICATE

This is to certify that the above information is true and correct. It is recommended that the study Leave/Extra-ordinary Leave/Sabbatical Leave applied for by Dr./Shri/Kum/Prof.

_____ may/may not be granted for the reason

Date:

Place:

Signature of Head of the University Department

Recommendation of the Dean of the Faculty

Date:

Place: Signature of the Dean of the Faculty

Form B-8

**Request for Long Leave: Study Leave/Extra ordinary Leave/ sabbatical Leave/
Lien/Deputation to a University teacher.**

- A.
1. Name :
 2. Designation:
 3. Department:
 4. a) Date of joining the University:
 b) Designation:
 5. Nature of leave applied for: Study/Sabbatical/Commuted/Extraordinary/Lien/MOU/
Deputation.
 6. Duration of Leave/Lien:

From	To
------	----
 7. Purpose:
 8. Amount of remuneration/honorarium/fellowship and or other benefits to be received from the Foreign University/Body during the leave period (Attach Offer):
 9. Period(s) of long leave/lien if any, availed in the past:

From	To
------	----

(i)

(ii)
- B.
1. Arrangement regarding teaching, examinations, etc., during absence.
 2. Sponsored Projects/Consultancy, if any, and the arrangement proposed during absence.
 3. M.Phil/Ph.D. students, if any, and the arrangement proposed during absence.
 4. If staying in a University quarter: will retain the quarter for the:

-family to stay _____
-will vacate the quarter _____

Date:

Signature of Teacher

(i) The arrangements proposed in Part - B are satisfactory/not satisfactory.

(ii) It is recommended that the leave applied for by Dr./Shri/Smt./Prof. _____
_____ may be granted.

(iii) May not be granted for the following reasons:

Date

Signature of the Head
University Department

Recommendation of the Dean of the Faculty

Date:

Signature of Dean of the Faculty

FORM C-1

(See Statute SC-2(ii))

FORM OF DEED OF CONTRACT OF SERVICE TO BE EXECUTED BY A COLLEGE TEACHER

DEED of contract of service made at _____ this _____ day _____ in the year one thousand nine hundred and _____ BETWEEN Shri/Smt/Kum _____ of the one part and the Governing Body of the _____ College of the other part.

WITNESSETH and it is hereby agreed and declared as follows :-

1. That the said Shri/Smt/Kum _____ has read and understood thoroughly the terms and conditions of appointment laid down by the Statutes made under Section 22 (t) of the Goa University Act 1984 called "statutes governing terms and conditions of service of teachers appointed in non-Government Constituent Colleges and affiliated Colleges of the Goa University."
2. That the said Shri/Smt/Kum _____ do hereby covenants with the said Governing Body as follows :-
 - (i) That the said Shri/Smt/Kum _____ do hereby agrees with all the terms and conditions laid down by the above mentioned Statutes.
 - (ii) That the said Shri/Smt/Kum _____ shall at all times during the period of this contract, abide by all the terms and conditions laid down by the above mentioned Statutes.
 - (iii) That the said Shri/Smt/Kum _____ shall abide all general rules of service which are now or may hereafter be in force including amendments to the above mentioned Act and Statute and including Ordinances, Regulations, Rules and directions of the said Goa University affecting this contract of service
 - (vi) That the said Shri/Smt/Kum _____ of his/her own free will and accord do hereby accepts appointment to the full-time/part-time post of _____ in the above mentioned college under this Deed.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET their hands and seals of the day and year first above mentioned.

Signature

Signed by the said _____

Signature

Signed and sealed by _____

on behalf of the Governing

Body of _____

in the presence of _____

Name and Address

Signature

1. _____

2. _____

Name and Address

Signature

1. _____

2. _____

FORM C-2

(see statute SC-3(i))

FORM OF APPOINTMENT LETTER OF A TEACHER

From _____

To _____

Dear Sir/Madam,

With reference to your application dated _____ the Governing Body/Principal is pleased to inform you that you are hereby appointed to the full-time/part-time post of Lecturer in the subject of _____ /Principal in _____ college, _____ on the starting pay of Rs. _____ p.m. in the time-scale of pay of Rs. _____ with effect from _____.

Your appointment is on probation for a period of two years/purely temporary upto

Your service will be governed by the Provisions of the Goa University Act, 1984 and the Statutes, ordinances, Regulations and Rules of the University for the time being in force and the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

You will be entitled to receive the allowances as per rules

If your acceptance is not received upto _____ your appointment is liable to be cancelled.

In case you accept the appointment, you shall have to submit discharge certificate(s) from your present employer(s) if any, and to execute a deed of contract of service in the enclosed form at the time of joining the duties.

Please acknowledge.

Encl :

Place:

Date :

Yours faithfully,

Chairman/Secretary of the
Governing Body/Principal of
the _____ (College)

Form C-3

(See Statute SC-5(viii)(i))

Form of six-monthly report for submission during the period of probation and for confirmation in service of the teacher

I. Basic Information:-

(i) Name of the teacher (in full) _____

(Beginning with surname)

(ii) Qualifications of the teacher:-

Degree and Postgraduate degree examination	Special/ Principal subject	Allied Additional/ Subordinate subject offered	Class obtained	Year of Passing	University

(iii) Subject taught _____

(iv) Designation _____

(v) Date of Birth _____

(vi) Date of joining the present college _____

(vii) Teaching experience at the college level _____

Name of the Institution where employed previously	Period of service with dates	Designation	Class taught	Subject taught	Scale of pay

II. Participation in extra-mural activities _____

(i) Extra-curricular activities - debates, cultural activities, counselling to students, Planning Forum, Union, NSS, NCC, Scouting etc.

(ii) Service to community - Adult Education, Extension Service etc.

III.. Help rendered in college administration of various committees such as Discipline Committee, Admission Committee, Student Welfare Committee, etc.

IV. General Observations :

(i) Attendance

(a) Regularity

(b) Punctuality

(ii) Student - teacher relationship _____

(iii) College relationship _____

(iv) Class control _____

(v) Reading habits and other matters _____

Place: _____

Signature of the Principal

Date : _____

(Seal of the College)

Form C-4

(See Statute SC-5(viii))

FORM OF SELF-ASSESSMENT REPORT FOR COLLEGE LECTURER

Date on which the teacher reached or will reach the stage at

Rs. 1300 in the pay scale of Rs.700-1600

I. Basic Information:-

(i) Name of the College in full _____

(ii) Region in which situated (Urban/Rural) _____

(iii) Name of the Lecturer (in full) _____
(Beginning with surname)

(iv) Qualifications of the Lecturer: _____

Degree and Postgraduate degree Examination	Special / Principal subject offered	Allied Additional/ subordinate Subjects offered	Class Obtained	Year of Passing	University

(v) Subject taught and faculty _____

(vi) Designation _____

(vii) Date of Birth _____

(viii) Date of joining the present college _____

(ix) Teaching experience at the college level _____ years, _____ months.

Name of the Institutions where employed previously	Period of service with dates	Designation	Class taught	Subject taught	Scale of Pay

II. Courses taught and work load	Number of periods per week			
	Lectures	Tutorials	Practicals	Subject/Papers taught
(i) Under-graduate				
(ii) Post-Graduate				
(iii) M. Phil.				

III. Teaching Methods applied :-

Name and describe new teaching methods used, if any (besides lecture method) i.e.

- (i) Distributing lecture synopsis and bibliography _____
- (ii) Encouraging questions in class _____
- (iii) Announcing topics for discussion in advance _____
- (iv) Holding Seminars _____
- (v) Use of audio-visual aids _____ (wherever facilities exist)

IV. Contribution to COSIP & COHSSIP Schemes in the college or through ULP (wherever such scheme exists)

V. Any other contribution in :-

- (i) Teaching Methods _____
- (ii) Evaluation Techniques _____
- (iii) Course Development etc. _____

VI. Academic and Professional Growth (During the year)

- (i) Research qualifications acquired _____
- (ii) Research projects undertaken _____

(iii) Research papers published indicating titles and names of journals in
which published _____

(iv) Guidance rendered to Research Scholar's _____

(v) Participation in Seminars, workshops, and Conferences _____

* (vi) Participation in orientation programmes,
refresher courses, etc _____

* (vii) Faculty improvement programme _____

* (viii) Any other type of training _____

VII. Participation in Extra-mural activities _____

(i) Extra-mural activities - debates, cultural activities counselling to students, Planning Forum,
Union, NSS, NCC Scouting etc.

(ii) Service to community - Adult Education, Extension Service etc.

*(Wherever such facilities exist)

VIII. Help rendered in college administration by membership of various committees such as
Discipline Committee, Admission Committee, Student welfare Committee, etc.

IX. Any other information about his contribution (not conveyed above) relevant to all proper
assessment of activities

X. General Observations:

(i) Attendance

(a) Regularity _____

(b) Punctuality _____

(ii) Student - teacher relationship _____

(iii) Colleague relationship _____

(iv) Class control _____

(v) Reading Habits and other matters _____

Place : _____

Signature of the Lecturer

Date : _____

Evaluation by the senior-most Lecturer in the Department or Head of the Department or Principal.

Item	Factual verification		Evaluation				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
*I							
*II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

* Evaluation is not expected in respect of columns No.I and II.

Date :

Signature of the Senior-most
Lecturer of the Department/Head
of the Department/Principal.

Observations of the Principal _____

Place :- _____

Signature of the Principal

Date:- _____

(Seal of the College)

Form C-5

(See Statute SC-5(viii)(i))

Form of report for consideration at the time of interview for a higher post, for triennial assessment of the work of the teacher and for other specific purposes.

I. Basic Information :-

(i) Name of the College in full _____

(ii) Region in which situated (Urban/Rural)

(iii) Name of the Lecturer (in full)
(Beginning with Surname) _____

(iv) Date of Birth _____

(v) Qualification of the Lecturer:-

Degree and Postgraduate degree examination	Special/Principal subject offered	Allied Additio-nal/subordinate subject	Class obtained	Year of Passing	University

(vi) Subjects taught and faculty _____

(vii) Designation _____

(viii) (a) Date of joining the present college _____

(ix) Teaching experience at the college level _____ years, _____ months.

Name of the Institutions where employed previously	Period of service with dates	Designation	Classes taught	Subject Scale of taught pay

II Courses Taught and workload	Number of periods per week			
	Lectures	Tutorials	Practicals	Subjects & papers taught
i) Under Graduate				
ii) Post Graduate				
ii) M.Phil.				

III. Contribution :-

- (i) Teaching Methods _____
- (ii) Evaluation Techniques _____
- (iii) Course Development etc. _____

IV Academic and Professional Growth (During the year) :-

- (i) Research qualifications acquired _____
- (ii) Research Projects undertaken _____
- (iii) Research papers published indicating titles and names of journals in which published _____

- (iv) Guidance rendered to Research Scholars _____
- *(v) Participation in Seminars, Workshops, and Conferences _____

- *(vi) Participation in Orientation Programmes, Refresher Courses etc. _____

- *(vii) Faculty improvement programme _____
- *(viii) Any other type of training _____

Place: _____

Date: _____

Signature of the Principal

Seal of the College

* Wherever such facilities exists.

Form C-6

(See Statute SC-5(xiv))

FORM OF CLEARANCE CERTIFICATE

This is to certify that no college dues are outstanding against Shri/Smt./Kum_____

_____ (Name of the teacher), _____
_____ (Designation), in the _____
college.

Place:

Date:

Principal of the College

Form C - 7

(See Statute SC-5(xv))

FORM OF DISCHARGE CERTIFICATE

This is to certify that Shri/Smt./Kum. _____
was in the service of this college as _____ from _____
He/She has left/ has been relieved from the service of the college from _____ BN/AN.
The pay drawn by him/her on _____ in the pay scale of Rs _____
was Rs _____ p.m. The day of his her next increment in the said scale is _____

Place:

Date:

Principal of the college

Form C-8

(See statute SC-7 (v) (B)(6))

FORM OF SUSPENSION ORDER

(Registered

Post A/D)

To

As decided by the Governing Body of the college by the Resolution No. _____
Passed at it's meeting held on _____ . I _____ do hereby
suspend you Shri/Smt./Kum. _____ from the service of the college with effect from
_____ BN/AN. on the charges mentioned below

- (1)
- (2)
- etc.

2. It is also ordered that a regular Departmental Inquiry be held in to your conduct. Orders appointing a Inquiry Officer for the purpose are being issued separately.
3. You should note that it is not permissible for you to accept any gainful employment or to engage in trade or business while you are under suspension. Any breach of this condition shall render you liable to forfeit your claim for subsistence allowance.
4. Pending further orders you shall be paid a subsistence allowance equal to half of your salary i.e. half pay on the date of suspension plus such other allowances as may be admissible.

Place:

By Order,

Chairman of the Governing Body/Principal of the _____

Date:

College

Form C-9
(see statute SC-7(v)(c))

FORM OF APPOINTMENT ORDER OF INQUIRY OFFICER

As it has been decided to hold a Departmental Inquiry into the
conduct of Shri/Smt/Kum. _____
(Designation) _____ on the charge(s) mentioned in the enclosed statement.
Shri/Smt/Kum _____
_____ is appointed as Inquiry Officer to hold the Inquiry in accordance with procedure
prescribed in the Statutes. A form in which the memo of charges is to be served on Shri/Smt/
Kum. _____
is attached. Shri/Smt/Kum _____ is requested to see
that he/she completes the inquiry and submits his/her report expeditiously and in any case on or before .

Place:

Chairman of the Governing

Date:

Body/Principal of the _____

College

To,

FORM C-10

(see Statute SC-7(v)(D))

FORM OF MEMO OF CHARGES

(Registered Post A/D)

To,

I, (Name and Designation) _____

_____ appointed as Inquiry Officer by the order issued

by _____ under his No. _____ dated

_____ to hold a Departmental Inquiry into your conduct, to hereby charge you

Shri/Smt/Kum _____

_____ as under:

(1)

(2)

etc.

2. A statement of allegations on which the charges are based is sent herewith. Copies of the relevant documents which have been relied upon while framing the charges are also sent herewith.
3. You are called upon to submit your written statement of defence along with such documents as you intend to rely on in your defence in answer to the above charges within a period of fourteen days from the date of receipt of this memo and to state at the same time whether you desire to be heard in person. If you desire to examine any witness in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to submit your statement or to furnish the names and addresses of your witnesses within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of your witnesses.
4. You are further called upon to state why the above charges or any of them, if held proved, should not be considered as good and sufficient ground for imposing upon you any one of the penalties specified in the Statutes of the Goa University. Any representation that you may make with regard to the action taken against you would be considered by the Competent Authority before the final order of penalty is passed.

Place:

Date:

Inquiry Officer

Form C-11

(See Statute SC-7(v)(l))

FORM OF SHOW CAUSE NOTICE

(Registered Post A/D)

To,

Subject: Disciplinary Action.

Dear Sir/Madam,

I am to forward herewith a copy of the report submitted by the Inquiry Officer who conducted the Departmental Inquiry into your conduct and to state that with due consideration of the findings arrived at in this respect, it has been held that Charges No. _____ mentioned in the memo of charges served upon you have been proved against you. It is, therefore, proposed to dismiss/remove you from the service of College/retire you compulsorily from the service of the College/reduce you to a lower post or pay-scale or the lower stage of increment in your present time-scale of pay.

2. You are hereby called upon to show cause within a period of fourteen days from the date of receipt of this notice why the proposed penalty should not for good and sufficient reasons, be imposed upon you. On your failure to show cause within the time allowed to you, it will be presumed that you do not wish to show cause.

3. You are requested to acknowledge receipt of this notice.

Yours faithfully,

Place:

Date:

Chairman of the Governing Body/

Principal of the _____

_____ College.

Form C-12

(See Statute SC-7(v)(j))

FORM OF ORDERS FOR IMPOSING PENALTY

(Registered Post A/D)

To,

As decided by the Governing Body of the College by Resolution No. _____ passed at its meeting held on _____ the _____ Chairman of the Governing Body hereby directs that Shri/Smt/Kum _____ should be charged with the penalty of

_____ dismissal/removal from the service of the college with effect from _____ (BN/AN).

Hence you are charged with the penalty of _____ dismissed/removal from the service of the College with effect from _____ (BN/AN).

BY ORDER,

Chairman of the Governing Body,

Place:

Principal of the _____

Date:

_____ College.

No :

Form No. C-13

(See Statute SC-17(viii))

Form of Appointment Order of Non-Teaching Staff

From

To,

Dear Sir/Madam,

With reference to your application, dated the Registrar/Principal is pleased to inform you that you are hereby appointed to the post of _____ in the College/ University on a starting pay of Rs. _____ p.m. in the time-scale of Rs. _____.

2. Your appointment is on probation/temporary upto _____. During the period of probation, your services are likely to be terminated by giving one month's notice on either side.
3. After the 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 Section/Unit.
4. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
5. Your services will be governed by the provisions of the Goa University Acts 1984 and Statutes including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and/or the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University. Your appointment is subject to the approval from Director of Education, Government of Goa.
6. You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.
7. If your acceptance is not received upto _____ your appointment is liable to be cancelled/ withdrawn.

8. In case you are accepting the appointment, you shall have to submit the discharge certificate from your present employer, if any, will have to give an undertaking/agreement in the prescribed form (enclosed) before joining the duties, medical fitness certificate from a Government Medical Officer and two character certificates before joining the duties.

Yours faithfully,

Management/Registrar/Principal.

Form C-14

(See Statute SC-18 (i))

Undertaking

From:

Shri/Smt./Kum.

Address:

Date:

To,

The Registrar/Principal,

Dear _____,

I have received the letter of appointment and the conditions mentioned therein and I declare that I agree to abide by the terms and conditions mentioned therein.

Name of the Department or Section where appointed.

Designation

Letter of appointment No.
and date

Name and signature of the employee

FORM C-14A

(See Statute SC-18(i))

Agreement

This agreement made on the _____ day of _____ 19 _____ between Shri/Smt. _____ and the Registrar/Management/ Principal of the College/Head of Recognised Institution established by it is hereby agreed by and between the parties hereto as under:-

(1) The Registrar/Management/Principal

(2) Shri/Smt.

appointed under letter No. _____ dated _____

We hereby agree to abide by the provisions of the Goa University Act, 1984, the Statutes, Ordinances, Regulations and Rules made there under from time to time and/or rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

Signature

Signature of the Employee

Signed and Sealed on
behalf of the Management

Registrar/Principal of the College/Head of the
Recognised Institution.

Place :

Place :

Date :

Date :

Witnesses :

Name

Address

Signature

(1)

(2)

Form No. C-15

(See Statute SC-19(iii))

Report about the ability and conduct of a probationer

- | | | |
|----------------------------------|----|----|
| 1. Name | .. | .. |
| 2. Designation | .. | .. |
| 3. Period of Report | .. | .. |
| 4. Leave taken during the period | .. | .. |

I. Performance

- | | | |
|-----------------------------|----|----|
| 1. Industry | .. | .. |
| 2. Application | .. | .. |
| 3. Initiative | .. | .. |
| 4. Accuracy | .. | .. |
| 5. Punctuality in work | .. | .. |
| 6. Promptness | .. | .. |
| 7. Relations with superiors | .. | .. |
| 8. Relations with colleague | .. | .. |
| 9. Dependability | .. | .. |
| 10. | | |

II. General

- | | | |
|-------------------------|----|----|
| 1. General impression | .. | .. |
| 2. Leadership qualities | .. | .. |
| 3. Knowledge | .. | .. |
| 4. Technical ability | .. | .. |

III. Recommendations

1. Fit to be continued in the post or not

Signature