

**DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY  
VISA KHAPATNAM**

**SERVICE REGULATIONS - 2024**



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**DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY,  
VISAKHAPATNAM  
SERVICE REGULATIONS - 2024**

*In exercise of the powers conferred under Section 31 (2) read with clause (xxxiv) of Section 5 of the DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY ACT, 2008 (ACT No.32 of 2008), the Executive Council of DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY, VISAKHAPATNAM, hereby, frames the following Regulations:*

*The DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY, VISAKHAPATNAM Service Regulations to consolidate, define, amend and regulate the procedure of appointments, conditions of service, leave, retirement, conduct, discipline, appeal, review, and other incidental matters relating to services at the University.*

**CHAPTER-I  
GENERAL PROVISIONS**

**I.1 Short Title of the Regulations**

These Regulations shall be called ‘DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY, VISAKHAPATNAM. SERVICE REGULATIONS - 2024’.

**I.2 Application**

The Regulations shall apply to all employees of the University.

**I.3 Definitions**

The DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY ACT, 2008 (ACT No.32 of 2008); the University Statutes and the General Clauses Act, 1887 shall provide general interpretational guidance. Unless the context otherwise requires, the following terms shall mean:

- (a) ‘*Academic Council*’ means the Academic Council of the University as defined under section 12 of the *Damodaram Sanjivayya National Law University Act, 2008 (Act No.32 of 2008)*.
- (b) ‘*Act*’ means the *Damodaram Sanjivayya National Law University Act, 2008 (Act No.32 of 2008)*.
- (c) ‘*Chancellor*’ means Chancellor of the University as defined under section 8 of the *Damodaram Sanjivayya National Law University Act, 2008 (Act No.32 of 2008)*.
- (d) ‘*Competent Authority*’ means the Vice-Chancellor of the University.
- (e) ‘*Controlling Authority*’ means Vice Chancellor in case of University Teaching & Administrative Service; and the Registrar in case of University Management Service.
- (f) ‘*Employee*’ means any person employed in any service of the University by the competent authority in the manner prescribed under these Regulations.
- (g) ‘*Executive Council*’ means the Executive Council of the University as defined under section 14 of the *Damodaram Sanjivayya National Law University Act, 2008 (Act No.32 of 2008)*.



- (h) *'Finance Committee'* means the Finance Committee of the University under Section 22 of the *Damodaram Sanjivayya National Law University Act, 2008 (Act No.32 of 2008)*.
- (i) *'General Council'* means the General Council of the University as defined under section 11 of the *Damodaram Sanjivayya National Law University Act, 2008 (Act No.32 of 2008)*.
- (j) *'High Court'* means the High Court of Andhra Pradesh.
- (k) *'Prescribed'* means Statutes, Regulations or Rules, as the case may be, prescribed under the *Damodaram Sanjivayya National Law University Act, 2008*.
- (l) *'Registrar'* means the Registrar under Section 27 of the *Damodaram Sanjivayya National Law University Act, 2008. (Act No. 32 of 2008)*.
- (m) *'Regulation'* means the DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY, VISAKHAPATNAM Service Regulations - 2024.
- (n) *'Rule'* means Rules framed by the *Damodaram Sanjivayya National Law University, Visakhapatnam*.
- (o) *'Service'* means any of the University services as prescribed from time to time.
- (p) *'Statute'* means the Statutes as approved by the General Council of the University from time to time.
- (q) *'Teacher'* Wherever expression Teacher or Faculty has been used, it shall mean, member of University Teaching Service.
- (r) *'Tenure Post'* means a regular post which an individual may not hold for more than a specified period.
- (s) *'Time-Scale Pay'* means pay which, subject to the condition prescribed in these Regulations, rises by periodical increments from a minimum to maximum. It includes the class of pay known as progressive.
- (t) *'University'* means the 'DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY, VISAKHAPATNAM' established under Section 3 of the *Damodaram Sanjivayya National Law University Act, 2008*.
- (u) *'Vice-Chancellor'* means the Vice-Chancellor of the University under Section 9 of the *Damodaram Sanjivayya National Law University Act, 2008*.
- (v) *'Visitor'* means the *Visitor of the University as defined in the Amendment Act of Act No. 1 of 2019 to the Damodaram Sanjivayya National Law University Act, 2008*.
- (w) *'Years'* referred to:
  - (i) Academic Year: A twelve-month period commencing from 1st of July to 30<sup>th</sup> of June of the following year during which a cycle of the academic work is to be completed;
  - (ii) Financial Year: A twelve-month period commencing from 1st of April to 31st March of the following year; and
  - (iii) Calendar Year: A twelve-month period commencing from 1st of January to 31st of December.

## CHAPTER-II

### **Qualifications, Procedure for Selection, Terms and Conditions of Service, Emoluments, Leaves, Amenities and Powers and Functions of the Vice-Chancellor (Section 9 of the DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY ACT, 2008 (ACT NO.32 OF 2008)).**

#### **II.1 Qualifications**

- (a) A person possessing the highest level of competence, integrity, morals, and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor shall be an academic person and a Professor of Law having ten years of experience in a university.
- (b) He/She should, in the estimation of the Chancellor, be capable of providing effective leadership to the University.

#### **II.2 Search-cum-Selection Committee and Procedure for Selection**

- (a) The Vice-Chancellor shall be appointed by the Chancellor from out of a panel of not less than three persons recommended by a Search-cum-Selection Committee, constituted under Section 9 (3) of the act. Provided that if the Chancellor does not approve any of the persons so recommended he may call for fresh recommendations.
- (b) The Search committee shall consist of:
  - (i) A person nominated by the Executive Council of the University;
  - (ii) A person nominated by the Chairman of the University Grants Commission;
  - (iii) A person nominated by the Government of Andhra Pradesh and he/she shall be the Convener of the search committee.
- (c) The selection for the post of Vice-Chancellor shall be through proper identification of persons by a Search-cum-Selection Committee through a public notification or nomination or a combination thereof.
- (d) The members of Search-cum-Selection Committee shall be persons of eminence in the sphere of legal education and shall not be connected in any manner with the University.
- (e) While preparing the panel, the Search-cum-Selection Committee shall give proper weightage to academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Chancellor.
- (f) The Committee shall recommend the panel of not less than three suitable persons for the consideration of the Chancellor for being appointed as Vice-Chancellor. The names of the persons so recommended shall be in alphabetical order without any preference being indicated.
- (g) The Vice Chancellor shall hold office for a term of five years from the date on which he/she enters his/her office or until he/she attains the age of seventy years whichever is earlier and he/she shall be eligible for reappointment:  
Provided that after the expiry of the tenure of the Vice-Chancellor, he/she shall continue in office till the successor assumes charge.  
Provided that in case of reappointment of the incumbent Vice-Chancellor, he/she shall hold office for a term of another five years from the date on which he/she is reappointed

- or until he/she attains the age of 75 years whichever is earlier.
- (h) The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service-related benefits.
  - (i) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if the Vice-Chancellor is unable to perform the duties of office due to ill health or any other cause, the Chancellor shall have the authority to designate a Professor of the University/ or any present or Retired A.P. High Court Judge to perform the functions of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor resumes the duties of the office, as the case may be.
  - (j) Where, in the opinion of the Vice-Chancellor an emergency requires immediate action, he/she shall take such action as he/she deems necessary and shall report the action so taken for confirmation in the next meeting of the authority which in the ordinary course would have dealt with, the matter.
  - (k) The Vice-Chancellor shall not be removed from his/her office except by an order of the Chancellor passed on the ground of willful omission or refusal to carry out the provisions of the Act or abuse of power vested in him/her and after due inquiry conducted in the manner prescribed.

### **II.3 Powers and Functions**

The Vice-Chancellor shall be the Academic Head and the Principal Executive Officer of the University. He/She shall have the power to undertake all necessary actions in the due discharge of his/her responsibilities.

The Vice-Chancellor shall perform duties and functions as defined in Section 9 (8) of the *Damodaram Sanjivayya National Law University Act, 2008*, as detailed below:

1. Ensure that the provisions of the Act, Statutes and Regulations are duly observed, and he/she shall have all powers as are necessary for that purpose;
2. Convene the meetings of the Executive Council, the Academic Council, Finance Committee, Building Committee, and Planning Board in accordance with the provisions of the Act;
3. Be the competent authority to appoint Teachers, Librarian, Deputy Librarian, Finance and Accounts Officer, Junior Accounts Officer and other Officers in consultation with the Executive Council on the recommendations of duly constituted Selection Committee following U.G.C, Government of A.P and DSNLU Rules and Regulations.
4. Take disciplinary action against the University teacher and officers in accordance with the prescribed procedure; adopted under present DSNLU Rules and Regulations.
5. Take all necessary action against students to maintain proper discipline in the University;
6. Delegate to the officers, Heads of the Departments/Centres and other employees of the University the responsibility to undertake day-to-day activities of the University in accordance with the Regulations;
7. Ensure the carrying out of the routine items regarding creation or abolition of temporary posts on contractual basis for short duration, sanction of leave, approval of academic calendar, appointment of examiners, grant of annual increments, grant of dearness allowance, increase as announced by the central/state governments from time to time and any other *ad hoc* increase on exigencies or as announced by the central/state government from time to time or similar routine matters which are not normally

- referred to the Executive Council;
8. Appoint Centre Head/ Dean In-charge(s), Coordinator(s), Chief-Warden(s), Warden(s), Assistant Warden(s), Head(s), Member(s) of various Committee(s) etc. or other administrative position(s);
  9. Suspend a member from the meeting, body or committee for persistently obstructing or stalling the proceedings or for indulging in behavior unbecoming of a member;
  10. Initiate disciplinary action wherever required against employees or delegate such powers to other officers;
  11. Ensure that the University examinations are conducted at the scheduled time; that results of such examinations are published expeditiously and that academic sessions of the University start and end on notified date(s);
  12. Allocate responsibilities to and assess the performances of members of the University Teaching Service, University Administrative Service, and University Management Service;
  13. Manage the affairs in relation to the people (including students and academic staff), in such manner that the actions are in accordance with the development plans of the University whilst having a positive impact on society;
  14. Pass such Orders and take such measures that are necessary to implement any of the above; and
  15. Where, in the opinion of the Vice-Chancellor an emergency requires immediate action, he/she shall take such action as he/she deems necessary and shall report the action so taken for confirmation in the next meeting of the authority which in the ordinary course would have dealt with, the matter.

#### **II.4 Emoluments**

The emoluments and other conditions of service of the Vice-Chancellor shall be as prescribed by the UGC from time to time.

In addition to the above, the Vice-Chancellor shall be entitled to:

1. Such salary as may be notified by the University Grants Commission/State Government/A.P Universities Act, 1991 from time to time. However, the Chancellor/Executive Council may fix higher salary and additional allowance/s as he/she may deem fit;
2. Dearness and other allowances as notified by the State Government from time to time;
3. Reimbursement of all medical expenses including expenses on naturopathy or any other alternative treatment for himself/herself and his/her family;
4. Reimbursement of the expenses on account of travelling allowance, dearness allowance in discharging functions as V.C and for himself/herself and his/her family members from his/her home town to place of duty and back on his/her assuming office and relinquishing it on the expiry of his/her tenure;
5. Travelling Allowance at the rates equivalent to the rank of Secretary to Government of Andhra Pradesh or such higher rates as may be fixed by the Chancellor/Executive Council;
6. Allowances, Leave and Leave Salary as per UGC scales or as per deputation Rules of Government of Andhra Pradesh/parent institution, if a person, employed in another institution, is appointed as the Vice-chancellor on deputation/lien, he/she shall be entitled to such Allowances, Leave and Leave Salary till such time as the person continues to hold lien on his post. The University shall also pay Leave Salary, Provident

Fund, Pension Contributions to the institution from where the Vice-Chancellor is permanently employed; and

7. Contribute to any provident fund/scheme of which he/she is a member and the University shall contribute to the account of such person in that provident fund/scheme at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor.

## II.5 Leave

The leave entitlements of the Vice-Chancellor shall be as follows:

1. Casual leave as may be admissible to non-vacation officers of the University;
2. Leave on full pay at the rate of 30 days in the calendar year. Such leave shall be credited in advance in two-half yearly installments of 15 days each on the first day of January and the first day of July every year;  
*Provided* that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.
3. The leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year;
4. In case Vice-Chancellor is appointed for a further term, the leave period mentioned above shall apply separately to each term;
5. Leave salary for the number of days of leave on Full Pay due at the time of his/her relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed elsewhere;
6. Half pay leave at the rate of 20 days for each completed year of service;
7. Special casual leave, duty leave and other leave as applicable to the member of University Teaching Service in regular service;
8. During the period of leave, the Vice-Chancellor shall be entitled to the same salary, honorarium and allowances and such other facilities/services as may have been provided;
9. Extraordinary leave without pay for a maximum period of six months during the full term of five years;
10. The Vice-Chancellor shall be deemed to be on official duty for attending:
  - (a) Any meeting called by the Central or State Government, Public Services, UPSC, APPSC, PSC, UGC, AIU, AICTE, BCI, NAAC, NIRF, APCHE, any other National/International Bodies, NGOs, any other University, and for any other public purpose; and
  - (b) National and international conferences to represent the University/sign MoUs on behalf of the University.*Provided* that the Chancellor shall be informed in advance and obtain permission for any such foreign visit/s to attend international commitments;
11. The Vice-Chancellor may on his/her own accord avail casual leave, special casual leave, duty leave, earned leave and medical leave. For any foreign travel, the Vice-Chancellor shall send advance information to the Chancellor; and
12. Where an employee of the University is appointed as the Vice-Chancellor, then such employee shall be allowed to avail of any leave credited in his/her leave account before being appointed as the Vice-Chancellor. Similarly, on relinquishing the post of the

Vice-Chancellor and in the event of such employee re-joining his/her earlier post, such employee shall be entitled to carry back to this position the leave accumulated as Vice-Chancellor.

## **II.6 Amenities**

The Vice-Chancellor shall be entitled to the following amenities:

1. A fully furnished residential accommodation duly maintained / managed by the University without any charge on the Vice-Chancellor.
2. An official chauffeur driven car, mobile phone, iPad/Tab etc. and free telephone (with STD and ISD) service at the residence which shall also be used as the Camp Office.
3. The Vice-Chancellor shall be entitled to the services of two cooks, two attendants and a maid servant at the residence.
4. The Vice Chancellor who, in addition to the administrative duties of Vice Chancellor also discharges the teaching duties of a teacher, he/she would be paid an honorarium as per the Financial Regulations of the University or if the University teacher is appointed as Vice Chancellor and he/she discharges the duties of the Vice Chancellor in addition to his/her duties as the teacher of the University, he/she would be paid an honorarium as per the Financial Regulations of the University.

## CHAPTER-III

### University Services, Qualifications, Procedure for Appointments, Emoluments, Terms and Conditions of Appointment

#### III.1 University Services

The University shall have the following Teaching, Administrative and Managerial services:

- (a) University Teaching Service;
- (b) University Administrative Service; and
- (c) University Managerial Service which shall be of two categories namely Office Management Service and Supportive Management Service.

#### III.1.1 Pay and Allowances

The Pay and Allowances for University Teaching Service, University Administrative Service, and University Managerial Service shall be as per the Financial Regulations of the University, and shall be revised from time to time following U.G.C. Rules and Regulations and Govt. of A.P. Service Rules.

#### III.2 University Teaching Service (UTS)

The University Teaching Service (UTS) shall include:

1. Professor Emeritus / Distinguished Professor / Chair Professor / Senior Professor / Professor / Associate Professor / Assistant Professor/ Lecturer;
2. Librarian;
3. Research Associate/Research Assistant; and
4. Any other Teaching and Research Posts.

#### III.2.1 Appointments

1. The appointment in the University Teaching Service shall be either time-scale, tenure, or contractual.
2. The Executive Council shall, on the recommendation of the duly constituted Selection Committee, appoint, from time to time, such posts in the University Teaching Service either time-scale, tenure, or contractual, as may be necessary for carrying out teaching and research.
3. The Executive Council may make tenure appointments for a period of three years except as otherwise provided in these Regulations. Such appointments shall:
  - (a) Be made through a duly constituted Selection Committee, as provided in this Regulation;
  - (b) Carry pay, allowances and other benefits as are admissible as per Financial Regulations of the University; and
  - (c) Be assessed (performance of the employee) at least one month before the expiration of the tenure, on an objective criterion by duly constituted Evaluation Committee consisting of the following members:
    - (i) Vice-Chancellor, Chairperson;
    - (ii) Nominee of the Executive Council;
    - (iii) Two subject experts to be nominated by the Vice-Chancellor; and
    - (iv) Dean - Academic Affairs;



- (d) After assessment, the Evaluation Committee shall recommend, either of the following:
  - (i) Renewal for a fresh tenure; or
  - (ii) In case of unsatisfactory performance, for reasons to be recorded in writing, the services may be discontinued.
- (e) All Full time/ Regular teachers appointed by direct appointment shall have a minimum of one-year probation period as per the UGC norms. However, the Vice-Chancellor shall have authority to extend the period of probation, if required, for one more year.

Explanation: Tenure appointments shall not create/confer any right of claim for regular or continuous employment, or expectancy of renewal, or any other type of appointment, and shall be subject to periodic assessment and review.

### **III.2.2 Procedure for Appointments**

- (a) Appointments shall be made through all-India advertisement in at least one national daily and by displaying on the website of the University except for the appointments mentioned in Clause (c). Shortlisted candidates shall be called for Interview / interaction which may include a written test, group discussion, PPT presentation, mock classes, and psychometric test.
- (b) The appointments shall be subject to such terms and conditions as prescribed by the University Grants Commission from time to time or as recommended by the duly constituted Selection Committee as the case may be.
- (c) However, it is not necessary to advertise and constitute any Selection Committee for making appointments to any supernumerary post or to the post of Professor Emeritus/Distinguished Professor, if invited by the Executive Council upon the recommendation of the Vice-Chancellor, for a term of one year which may be extended mutually for such a period as approved by the Executive Council. A person who has served as a Professor with a minimum of ten years of teaching/research experience or served as Chancellor or Pro-Chancellor or Vice-Chancellor or a retired Justice of Supreme Court/High Court may be considered for the appointment to the post of Professor Emeritus/Distinguished Professor.

### **III.2.3 Minimum Qualifications for Direct Recruitment**

Minimum qualifications for direct recruitment to the post of Senior Professor, Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, and Assistant Librarian shall be the same as specified in **Schedule-B (I)** of these Regulations and the regulations prescribed by the University Grants Commission from time to time.

### **III.2.4 Constitution of Selection Committees and Selection Procedures**

The Selection Committee shall be constituted for all direct recruitments of faculty posts and equivalent cadres, and Career Advancement Scheme promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor and for equivalent cadres.



### **III.2.4.1 Selection Committee Composition**

#### **(1) Selection Committee for Appointment of Assistant Professor / Associate Professor / Professor**

- (a) The Selection Committee for the post of Assistant Professor/Associate Professor/Professor in the University shall consist of the following persons:
  - (i) The Vice-Chancellor shall be the Chairperson of the Committee;
  - (ii) An academician not below the rank of Professor to be nominated by the Chancellor;
  - (iii) Three experts in the subject concerned nominated by the Vice-Chancellor from amongst the panel of names recommended by the Academic Council and approved by the Executive Council;
  - (iv) Head of the Department concerned, if any, provided he/she holds a post not lower than the level of the post for which the selection is to be made; and
  - (v) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the Selection Committee does not belong to that category.
- (b) Meeting of the Selection Committee shall be convened by the Vice-Chancellor whenever necessary. The Vice-Chancellor shall preside over the meeting of the Selection Committee. Four members, including two external experts, shall constitute the quorum.

#### **(2) Selection Committee for the Appointment of Senior Professor**

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
  - (i) The Vice-Chancellor shall be the Chairperson of the Committee;
  - (ii) An academician not below the rank of Senior Professor/Professor with minimum of ten years' experience, who is a nominee of the Chancellor;
  - (iii) Three experts not below the rank of Senior Professor/Professor with minimum of ten years of experience as Professor in the subject concerned nominated by the Vice-Chancellor from amongst the panel of names recommended by the Academic Council and approved by the Executive Council;
  - (iv) Head of the Department concerned, if any, provided he is not below the rank of Senior Professor/Professor with minimum of ten years of experience; and
  - (v) An academician not below the rank of a Senior Professor / Professor with minimum of ten years of experience representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Meeting of the Selection Committee shall be convened by the Vice-Chancellor whenever necessary. The Vice-Chancellor shall preside over the meeting of the Selection Committee. Four members, including two external experts, shall constitute the quorum.

**(3) Selection Committee for Appointment of Librarian / Deputy Librarian / Assistant Librarian**

The Selection Committees for the posts of Librarian, Deputy Librarian and Assistant Librarian shall be the same as given under Clause (1) for the posts of Professor, Associate Professor, and Assistant Professor, respectively, except that one of the Subject Experts with the Selection Committee shall be a practicing Librarian.

**III.2.4.2 Selection Procedure**

- (a) The overall selection procedure shall incorporate a 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 performance on a grading system pro-forma, based on **Schedule-B (II)** of these Regulations (as per UGC Guidelines issued from time to time).
- (b) The University 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/interaction stage. These procedures may be followed for both direct recruitment and CAS promotions, wherever Selection Committees are prescribed in these Regulations.
- (c) In all the Selection Committees of direct recruitment of the University Teaching Service, an academician belonging to the Scheduled Caste/Scheduled Tribe/ OBC/ Minority / Women / Differently-abled categories, 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 such candidate, and such nominee shall ensure that the norms of the government, in relation to the categories mentioned above, are strictly followed during the selection process.
- (d) The process of selection shall be based on the Assessment Criteria and Methodology set out in **Schedule-B (II)** of these Regulations.  
*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.  
  
*Provided* further that such publications of the candidates shall be made available to the subject experts for assessment before holding the interview/interaction. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of the selection.
- (e) Members of University Teaching Service shall be eligible for Career Advancement, in accordance with qualifications and eligibility criteria provided in UGC Regulations from time to time. The Assessment of the performance of teachers for the CAS promotion shall be based on the following criteria:
  - (i) **Teaching-Learning:** The commitment to teaching based on observable indicators such as punctuality and regularity to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the University as and when the need arises.
  - (ii) **Content Designing and Editing:** Course curriculum, course outline, course material, and editing and proof-reading of University publication.
  - (iii) **Examination and Evaluation Activities:** Examination and evaluation activities like performing examination supervision duties, question-papers setting for

University examinations, evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule announced by the Examination Section for each academic session, evaluating rough/final drafts of projects, assignments, dissertations, thesis and conducting presentation and viva-voce, submission of all results, answer scripts, projects as per the schedule after conducting examinations and declaration of result, showing answer scripts and discussing the model answers in the class.

- (iv) **Professional Development Related to Teaching and Research Activities:** Attending Orientation / Refresher / Research and Teaching Methodology Courses, Development of E-Contents and MOOC's, Organising Seminar / Conference / Workshop. Presentation of Papers and Chairing of Sessions/Guiding, Carrying out Research Projects and Publishing Research Output in National and International Journals. Organising Moot Court Competition / Client Counselling competition / Trial Advocacy/Literary and Debating Competition etc.
- (v) **Administrative Support and Participation in Students' Co-curricular and Extra-Curricular Activities:** The performance on administrative responsibilities as Convenor and/or member of committees and supervision, guidance and mentoring for students' participation in moot court competitions, co-curricular and extra-curricular activities.

### **III.2.5 Pre-selection Assessment by the Screening-cum-Evaluation Committee both for Direct Recruitment and Promotion under Career Advancement Scheme**

1. The Vice-Chancellor shall constitute a Screening-cum-Evaluation Committee to evaluate the credentials of the candidates in a transparent, objective and credible manner.
2. The CAS promotion from a lower stage to a higher stage of Assistant Professor/ Assistant Librarian shall be conducted through a Screening-cum-Evaluation Committee, following the criteria laid down in **Schedule-B (II)** of these Regulations.
3. The composition of Screening-cum-Evaluation Committee for CAS Promotion of Assistant Professor/Assistant Librarian from one level to the other higher level shall consist of the following:
  - (i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
  - (ii) Dean – Academic Affairs; and
  - (iii) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.
4. The Screening-cum-Evaluation Committee shall verify/evaluate grades as per the assessment criteria and methodology laid down in **Schedule-B (II)** of these Regulations.
5. Based on the claims made by the candidates, the Screening-cum-Evaluation Committee shall assess and assign marks against each and every criterion.
6. The candidates shall provide three copies of their publications, wherever applicable, which shall be sent to three external experts nominated by the Vice- Chancellor from among the panel of experts approved by the Executive Council. The reports received

from such experts along with their comments, if any, shall necessarily be placed before the Selection Committee.

7. The faculty shall be promoted under the Career Advancement Scheme with the condition that they shall continue to publish research papers every year after such promotion.

### **III.2.6 Assessment Process for Promotion under the Career Advancement Scheme (CAS)**

1. The University shall send a general circular twice a year, inviting applications for the CAS promotions from eligible candidates.
2. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Screening-cum-Evaluation Committee.
3. A teacher, who wishes to be considered for promotion under the Career Advancement Scheme (CAS), may submit in writing to the University, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS. He/She shall submit duly filled-in-application supported by all credentials as per the assessment criteria and methodology guidelines set out in these Regulations. If the teacher finds that he/she would fulfil the CAS promotion criteria at a later date, and applies on that date, and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
4. In order to avoid any delay in holding the Screening-cum-Evaluation Committee meetings for various positions under the CAS, the Vice-Chancellor may initiate the process of screening/selection, and complete the process within six months from the receipt of the application.
5. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
6. 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.
7. In order to avoid any hardship, the teacher fulfils all other criteria specified by 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, 2018" can be considered for promotion from the date, on or after the date, on which they fulfil the eligibility conditions. The requirement of UGC-HRDC Orientation/Refresher Courses/Guiding Ph.D. Candidate for the promotion to the existing Teacher cannot be waived but the Teacher may be provided one year's time to fulfil this requirement. The promotion shall be effective from the date of eligibility after all conditions for the promotion have been complied with by the Teacher.
8. The assessment process under the following steps shall be followed for carrying out the assessment for promotion under the CAS at all levels:
  - (a) Step 1: The teacher eligible for the Promotion under the Career Advancement Scheme (CAS) shall submit Annual Self-Appraisal Reports for period to be

- considered for the promotion under CAS, along with the documentary evidence for the claims so made in the Annual Self-Appraisal Report.
- (b) Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements as provided in **Schedule-B (II)** of these Regulations, the teacher shall submit an application for promotion under CAS.
  - (c) Step 3: A CAS Promotion shall be granted as provided in **Schedule-B (I)** of these Regulations.
9. A teacher shall be promoted if, 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 provided in **Schedule-B (II), Table- 1** of these Regulations, and the promotion is recommended by the Screening-cum-Evaluation Committee/Selection Committee, as the case may be.
10. 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.

### **III.2.7 Appointment of Librarian**

Minimum Qualifications for Direct Recruitment to the post of Librarian/Deputy Librarian/Assistant Librarian, shall be the same as specified by the UGC from time to time and as adopted by the University, as per the conditions laid down in **Schedule-B (I)** of these Regulations. They shall be eligible for Career Advancement as per UGC norms, as may be framed from time to time. Procedure for the appointment, Selection Committee, shall be as per UGC norms. For the post of Librarian/Deputy Librarian/Assistant Librarian, candidates with experience working in Law Libraries would be preferred.

### **III.2.8 Appointment of Teaching Faculty / Research Associate / Research Assistant on Contractual Basis**

#### **III.2.8.1 Nature of Contractual Appointment**

- (a) The Vice-Chancellor, if required, may appoint such Teacher (Assistant Professor) / Research Associate or Assistant on contractual service for a period not exceeding three years on such terms and conditions as may be laid down in the Financial Regulations of the University based upon U.G.C/A.P. State Government Rules and Regulations/A.P Universities Act, 1991.
- (b) The aforementioned appointments shall be placed before the Executive Council for ratification.

#### **III.2.8.2 Procedure for Contractual Appointments**

Appointments on a contractual basis would ordinarily be made by inviting applications. Shortlisted candidates would be called for an interview which may include a written test, PPT presentation, and mock classes.

##### **(1) Qualifications**

- (a) Teacher (Assistant Professor): Master's Degree in the relevant subject with not less than 55% marks or its equivalent grade in the aggregate from a recognized university. Candidates with UGC NET/ SLET / Ph.D. / Foreign degrees and/or having experience teaching at national law university would be preferred.

- (b) Research Associates or Research Assistants: The candidates with a postgraduate degree in the relevant subject/s with not less than 55% marks or its equivalent grade in the aggregate from a recognized university shall be eligible. However, a relaxation of 5% shall be allowed at the Master's level to the eligible candidates as per the UGC Norms.

## **(2) Selection Committee for Contractual Appointments**

The Selection Committee for the appointment of contractual Faculty shall consist of:

- (i) The Vice-Chancellor as Chairperson;
- (ii) Dean – Academic Affairs; and
- (iii) Subject expert/s as external member/s nominated by the Vice- Chancellor.

## **(3) Emoluments**

The Teacher (Assistant Professor)/Research Associate or Assistant appointed on a contractual basis shall be paid remuneration as per the Financial Regulations of the University.

### **III.2.9 Teaching Days and Teaching Workload**

1. **Teaching Days:** There shall be at least One Hundred Eighty (180) working days in an academic year (90 working days per semester), i.e., a minimum of Thirty-Six (36) weeks of actual teaching. And, the remaining shall be devoted to admission, examinations, non-instructional days for co-curricular and extra-curricular activities, sports, etc.
2. **Workload:** The workload of the teachers in full employment shall not be less than 40 hours a week for Thirty-Six (36) working weeks (180 teaching days) in an academic year as determined by the University in the detailed workload policy. It would be necessary for the teachers to remain available for at least five hours daily in the academic block of the University. Direct teaching-learning hours would ordinarily be as follows:
  - (a) Assistant Professor: 16 hours per week
  - (b) Associate Professor and Professor :14 hours per weekA relaxation of two hours in the workload may be given to a teacher/s who is/are actively involved in extension activities and/or administration.
3. If any of the subject has lesser than prescribed teaching workload, the faculty may be recruited on hourly basis or consolidated payment.
4. Ordinarily the working hours shall be from 9:00 am to 5:00 pm., however, the competent authority may change working hours based on needs and requirements.

### **III.2.10 Internal Quality Assurance Cell (IQAC)**

Every teacher of the University shall submit an Annual Self-Appraisal Report in the prescribed Pro-forma to Internal Quality Assurance Cell constituted as per **Schedule-B (III)** of these Regulations, at the end of every academic year, within the stipulated time, as may be specified from time to time. The teacher shall provide documentary evidence for the claims made in the Annual Self-Appraisal Report, which shall be verified by the respective Head / Chairperson / Convenor / Teacher in-charge etc.

### **III.2.11 Code of Professional Ethics for University Teaching Service (UTS)**

The Teachers and Research Associates/Assistants shall endeavor to follow the Code of Professional Ethics. The violation of these ethical principles may invite appropriate disciplinary action. The Teacher shall include all persons appointed under University Teaching Service (UTS).

#### **(1) Teachers and their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and society at large. Therefore, every teacher should see that there is no incompatibility between his/her 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 teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Teachers shall:

- (a) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (b) manage their private affairs in a manner consistent with the dignity of the profession;
- (c) seek to achieve professional growth continuously through study and research;
- (d) express free and frank opinion by participating in seminars, conferences etc., towards the contribution of knowledge;
- (e) maintain active membership of professional organizations and strive to improve education and profession through them;
- (f) perform their duties in the form of teaching, tutorial, clinical courses, seminar and research work conscientiously and with dedication;
- (g) discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (h) ensure that the research and publications are free from plagiarism and in compliance with the UGC Regulations on plagiarism and academic integrity issued from time to time. Any such plagiarism shall be dealt with as per UGC norms, as may be in force from time to time;
- (i) abide by the Andhra Pradesh National Law University Act, Statute and Regulations of the University and to respect its ideals, vision, mission, cultural practices and traditions;
- (j) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in admissions, advising and counseling students as well as assisting the conduct of examinations, including supervision, invigilation, evaluation, hostel administration and such other activities as may be notified from time to time; and
- (k) participate in extension, co-curricular and extra-curricular activities, including community service.



**(2) Teachers and Students**

Teachers shall:

- (a) respect the rights and dignity of the students in expressing their opinions;
- (b) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (c) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (d) encourage students to improve their attainments, develop their personalities and at the same time contribute to the community welfare;
- (e) inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (f) treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (g) pay attention to attainment of students in the assessment of merit;
- (h) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (i) aid students to develop an understanding of our composite national heritage and national goals;
- (j) obtain prior consent and duly acknowledge the research of students while publishing any piece of research; and
- (k) refrain from inciting students against other students, colleagues or administration.

**(3) Teachers and Colleagues**

Teachers shall:

- (a) treat other members of the profession with dignity and humility;
- (b) speak respectfully of the other teachers and render assistance for professional betterment;
- (c) refrain from lodging unsubstantiated allegations against colleagues to the higher authorities; and
- (d) refrain from allowing considerations of caste, creed, religion, race, or sexual orientation in their professional endeavor.

**(4) Teachers and Authorities**

Teachers shall:

- (a) discharge their professional responsibilities according to the regulations and adhere to the 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;
- (b) refrain from undertaking any other employment and/or assignment which is likely to interfere with their professional responsibilities;
- (c) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (d) co-operate with the authorities for the betterment of the University keeping in view the interests and in conformity with dignity of the profession;
- (e) strictly comply with the conditions of agreement of service;



- (f) give and expect due notice before a change of position is made; and
- (g) 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.

**(5) Teachers and Non-Teaching Staff**

- (a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking; and
- (b) Teachers should help in the function of joint staff activities covering both the teachers and the non-teaching staff.

**(6) Teachers and Society**

Teachers shall:

- (a) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (b) work to improve education in the community and strengthen the community's moral and intellectual life;
- (c) 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;
- (d) perform the duties of citizenship, participate in community activities, and shoulder responsibilities of public offices; and
- (e) refrain from taking part in or subscribing to or assisting in any way in activities which promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**III.3 University Administrative Service (UAS)**

**(1) Posts under University Administrative Service (UAS)**

The University Administrative Service shall include the following:

1. Registrar
2. Dean-Academic Affairs
3. Controller of Examinations by Promotion or Direct Recruitment
4. Chief-Warden
5. Hostel Warden / Deputy Warden
6. Officer on Special Duty (OSD) to the Vice-Chancellor
7. Personal Secretaries to the Vice-Chancellor and Registrar
8. Finance Officer
9. Senior Accounts Officer/Junior Accounts Officer
10. Deputy Registrar Administration and Deputy Registrar Academic
11. Assistant Registrar Administration / Assistant Registrar Academics
12. Deputy Librarian / Assistant Librarian
13. Internal Auditor
14. Physical Director cum Sports Officer
15. Any other post as may be created by the Executive Council of the University from time to time.

**(2) Selection Committee for the appointment Post under University Administrative Service (UAS)**

- (a) Vice-Chancellor as Chairperson;
- (b) One nominee of the Chancellor; and
- (c) Three experts from the panel of experts as approved by the Executive Council.

**III.3.1 REGISTRAR (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Appointment**

- (a) The Registrar shall be appointed by direct appointment, by the Executive Council on the recommendations of the Selection Committee headed by the Vice-Chancellor on such terms and conditions of service, as may be specified, subject to the provisions of these Regulations.
- (b) The Registrar shall be appointed by a selection or by deputation / or by nomination from a suitable organization/institution with Legal Academic background.
- (c) Qualifications, procedure for selection, terms and conditions of service, emoluments, leaves, amenities and powers and functions of the Registrar (Section 27 of the Damodaram Sanjivayya National Law University Act No. 32 of 2008) are given hereafter.

**(2) Qualifications**

**Eligibility criteria: As prescribed by UGC and amended from time to time for the Post of Professor of Law with administrative experience.**

**(3) Terms and Conditions**

- (a) The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure of Three years term or less, which can be renewed for one more term only by the Executive Council on the recommendations of the Vice-Chancellor and shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time.  
*Provided* that the Registrar shall be superannuated on attaining the age of sixty-two years or as prescribed by the University from time to time.
- (b) When an employee of the University is appointed as Registrar, he/she shall continue to be governed by the same benefits to which the employee was entitled prior to appointment as Registrar.
- (c) The terms and conditions of service of the Registrar shall be such as may be prescribed for other non-vacation employees of the University.
- (d) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absent or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other officer/faculty as the Vice-Chancellor may appoint for the purpose and report to the Executive Council.
- (e) Registrar shall discharge other functions/duties as prescribed under Section 27 of the Damodaram Sanjivayya National Law University Act, 2008.

**(4) Amenities**

- (a) The Registrar shall be entitled to semi-furnished residential accommodation and to a free mobile phone, iPad/Tab etc. and free telephone (with STD and ISD) service at his residence.

*Provided* that if the University is not able to provide residential accommodation to the Registrar, then off campus residence would be permissible and in such case the Registrar would be entitled to HRA like any other employee of the University.

- (b) The Registrar shall be entitled to the facility of chauffer driven car for discharging official duties.

**(5) Leave and Other Allowances**

- (a) The Registrar shall be entitled to such leave, allowances, medical re- imbursement, provident fund and other terminal benefits as prescribed by the University from time to time for its non-vocational employees.
- (b) The Registrar who, in addition to the administrative duties of Registrar also discharges the teaching duties of a teacher, he/she would be paid an honorarium as per the Financial Regulations of the University or if the University teacher is appointed as Registrar and he/she discharges the duties of the Registrar in addition to his/her duties as the teacher of the University, he/she would be paid an honorarium as per the Financial Regulations of the University.

**(6) Role and Responsibilities**

1. The Registrar shall be the principal adjutant of the Vice-Chancellor of the University in all matters pertaining to the administration of the University. The Executive Council may entrust to him any special responsibilities and powers.
2. The Registrar shall comply with all directions and orders of the Executive Council and the Vice-Chancellor.
3. The Registrar shall be *ex-officio* Member Secretary of all the authorities, Committees and other bodies of the University and shall also be the Convenor of all the meetings and to that end shall:
  - (a) Issue all notices convening meetings of the General Council, the Executive Council, the Academic Council, the Finance Committee, the Planning Board, the Building Committee, and any other Committees constituted by those authorities;
  - (b) Maintain the minutes of all the meetings of the General Council, the Executive Council, the Academic Council, the Finance Committee, the Planning Board, the Building Committee, and any Committees constituted by those authorities;
  - (c) Conduct the official correspondence of the General Council, the Executive Council, the Academic Council, the Finance Committee, the Planning Board, and the Building Committee;
  - (d) Responsible for the provision of secretariat support to the concerned Authorities of the University; and
  - (e) Ensure communication and help in monitoring and evaluation of policies, decisions, Statutes and Rules and Regulations of the University.

4. The Registrar shall ensure communication and keep liaison with all regulatory bodies for necessary affiliation; monitoring and evaluation of policies and decisions; fulfillment of all kinds of regulatory, statutory, administrative, judicial, and other necessary compliances of the University; and deal with and carry out official correspondence of the University on all academic, administrative, and other matters, as may be directed by the Vice-Chancellor and the Executive Council.
5. The Registrar shall provide and ensure, the periodical academic, administrative and financial accreditation and auditing of the University activities; to create, maintain and update all necessary records of data, documents and registers relating to admission and examination of students and scholars; to provide grade-sheets, transcripts, mid-term verification, eligibility, certification process etc.; appointment of faculty and staff, academic, administrative, movable and immovable assets, and financial activities of the University in physical and digital forms; to certify and verify all inward and outward documents of the University; and shall also be the custodian of records, common seal and such other property of the University as the Vice Chancellor and Executive Council shall commit to his charge.
6. The Registrar shall arrange preparation and publication of the University Prospectus, Annual Report, and Budget Estimates; University Code of Conduct and Professional Ethics and keep it up to date.
7. The Registrar shall provide leadership to plan, organise, and manage all the activities related to the records and registration; holding convocations/conferences/seminars/debates/conclaves/moot competitions/public lectures etc.
8. The Registrar shall sanction, as per these Regulations, all types of leave to the UMS; write Annual Performance Appraisal Reports and confidential report of the employees of the UMS and forward the same to the Vice-Chancellor.
9. The Registrar shall develop and administer the departmental/head-wise budget and advise the Vice-Chancellor on income and expenditures on regular basis; collective bargaining agreement for all purchases and services required in the University.
10. The Registrar shall be responsible for getting necessary Statutes and Regulations framed relating to administrative matters from time to time; answer to public enquiries; represent the University in suits and proceedings by or against the University; sign powers of attorney and verify pleadings or depute his representative for the purpose; organize periodically skill based trainings for the staff members of the University; and perform such other duties as may be specified in the Act, Statutes and the Regulations or as may be required from time to time by the Executive Council or the Vice- Chancellor.
11. The Registrar on the recommendations of the Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice- Chancellor shall have the power to appoint the Supportive Management Service (SMS) and Office Management Service (OMS), contingent and daily wage staff. He shall be competent authority to take disciplinary action against such employees in accordance with the prescribed procedure.

12. The Registrar shall have the power to take disciplinary action against such employees of UMS and to suspend them during the pending inquiry, to administer warnings to them or to issue Censure of the withholding of increment.  
*Provided* that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.
13. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified above.
14. In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor.  
*Provided* that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

### **III.3.2 Dean – Academic Affairs (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Appointment**

- (a) There shall be a Head of the Department / Dean – Academic Affairs for the faculty in the University as per Section 28 of the Damodaram Sanjivayya National Law University Act, 2008.
- (b) The Head of the Department/ Dean – Academic Affairs shall be appointed by the Vice-Chancellor from time to time.
- (c) The Head / Dean-Academic Affairs may be appointed on a rotation basis for a period of one year extendable for three years.
- (d) Professors/Associate Professors shall be eligible for appointment as Head/ Dean – Academic Affairs. However, if a Professor/Associate Professor is not available to be appointed, Vice-Chancellor may appoint any teacher as in-charge.
- (e) In case the Head of the Department/ Dean – Academic Affairs, by reason of illness, absence, or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by such other teacher as may be decided by the Vice- Chancellor.
- (f) In case a person refuses to accept the offer of appointment as Head of the Department/ Dean – Academic Affairs or resigns such person shall not be eligible for appointment as Head of the Department/ Dean – Academic Affairs until next tenure comes on rotation or otherwise decided by the Vice-Chancellor.
- (g) If the Vice-Chancellor deems it necessary, he may appoint any eligible member of the University Teaching Service as Head of the Department/ Dean – Academic Affairs irrespective of the fact that the term of the present head has not yet expired.

#### **(2) Role and Responsibilities**

1. The Head / Dean-Academic Affairs shall be the Academic Head and shall convene and preside over the meetings of the Department.
2. The Head of the Department/Dean-Academic Affairs in consultation with the Vice-Chancellor shall:
  - (a) organize the teaching and research work in the Department;

- (b) frame academic planning in conformity with the academic calendar of the University;
- (c) assign to members of University Teaching Service associated with the Department such duties as may be necessary for the proper functioning of the Department;
- (d) organize seminars, conferences, workshops, training programmes etc.;
- (e) endeavor to achieve the vision and mission of the Department and undertake or cause to be undertaken research and other activities towards achievement of the vision and mission of the Department;
- (f) maintain or cause to maintain record of the activities of the Department and supply them to the Office of the Vice-Chancellor and such other offices of the University as may be required from time to time;
- (g) maintain record of the meetings, agenda items and minutes of the meetings and shall provide the same to the office of the Vice-Chancellor and such other offices of the University, as may be required from time to time; and
- (h) perform such other functions as may be assigned by the Vice-Chancellor.

### **III.3.3 Controller of Examinations by Promotion or Direct Recruitment (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Appointment: The post of Controller of Examination can be established as per the requirement, provided under Section 24 (iv) of Damodaram Sanjivayya National Law University Act, 2008**

- (a) The Controller of Examinations shall be a full-time officer and appointed for a term of Three years and shall be eligible for re-appointment for one more term after observance of the due selection process.
- (b) The Controller of Examinations shall be appointed by a selection or by deputation from a suitable organization/institution with an academic background.
- (c) The Internal Candidate selected under the direct recruitment will return to their substantive post on completion of specified tenure.
- (d) Controller of Examinations shall work directly under the direction and control of the Vice-Chancellor.
- (e) Qualifications, procedure for selection, terms and conditions of service, emoluments, leaves, amenities and powers and functions of the Controller of Examinations are given hereafter.

#### **(2) Qualifications**

- (a) Master's Degree with at least 55% marks or equivalent grade in any discipline from a recognized university/institution;
- (b) At least 15-year of experience as Assistant Professor in academic level 11 and above, or with 8-year service in the academic level 12 and above including as Associate Professor along with experience in educational administration; or
- (c) Comparable experience in research establishment and/or other institutions of higher education; or
- (d) 15-year administrative experience, of which 8-year shall be as Deputy Registrar or an equivalent post.

- (e) In case a member of UTS is appointed as Controller of Examination and he discharges the duties in addition to the duties of a teacher, he would be paid an administrative allowance as per the Financial Regulations of the University.
- (f) The Controller of Examinations shall be superannuated on attaining the age of sixty-two years.

### **(3) Role and Responsibilities**

1. The Controller of Examinations shall discharge his functions under the superintendence, direction and guidance of the Vice-Chancellor and shall be concerned with the implementation of the policies and directives given by the Vice-Chancellor, from time to time.
2. He/She shall be responsible for:
  - (a) Holding examinations, evaluations, and to issue result and all certificates relating to examinations as per the Examination Regulations of the University.
  - (b) Preparing and publishing the examination schemes and time-table in consultation with the appropriate authorities of the University.
3. Furnishing information relating to the Examination Section to the Office of the Vice-Chancellor and the Registrar, as the case may be.
4. Custodian of all records, registers and documents at the Examination Section, and shall maintain and produce them, as and when required.
5. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as prescribed by these Regulations or as may be decided as per Financial Regulations of the University from time to time.

### **III.3.4 Chief Warden (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Appointment**

- (a) Chief Warden shall be appointed by the Vice-Chancellor for a term of One year extendable for Three years and shall be eligible for re-appointment.
- (b) Age of Superannuation shall be 62 in case of direct recruitment as per A.P. State Government Sub-Ordinate Rules.
- (c) Internal candidate, selected as Chief Warden under direct recruitment, shall return to substantive post on completion of his tenure.
- (d) He shall work under the supervision and guidance of the Vice- Chancellor.
- (e) In case a member of UTS is appointed as Chief Warden and he discharges the duties in addition to the duties of a teacher, he will be paid an administrative allowance as per the Financial Regulations of the University.

#### **(2) Qualifications**

- (a) A Master's Degree with at least 55% marks or equivalent grade in any discipline from a recognized university/institution.
- (b) Five years of experience in a fully residential university/educational institution.

#### **(3) Role and Responsibilities**

1. He/She shall be the principal authority in all matters relating to the Hostels.
2. He/She shall maintain regular contact with the wardens, staff, and students.



3. He/She shall report acts of indiscipline and violation of the code of conduct, requiring action by the University as early as possible and in any case not later than twenty-four hours from the time of the incident.
4. He/She shall supervise all matters concerning the functioning of the hostel.
5. He/She shall chair the meetings of the wardens in the hostel, which will be held as regularly as may be necessary, but at least once a month.
6. He/She shall ensure regular monitoring of hostels and shall carry out inspections *suo moto* or in consultation with the wardens.
7. He/She shall have the right to enter hostel premises at all reasonable hours, in consultation with the warden(s) of the respective hostel.
8. He/She shall have the right to transfer a student from one room to another or from one block to another.
9. He/She shall ensure timely redressal of student grievances relating to hostels.

**III.3.4.1 Hostel Warden (Male/Female) /Deputy Warden (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

The candidate must have:

- (a) A Bachelor's Degree or a Master's Degree in any subject from a recognized university with at least 50% marks;

or

A minimum of five years in-service experience in administration related to educational institutions/Halls of Residence/Hostel; and

- (b) Proficiency in English, Hindi and/or Telugu languages, and in Computer as prescribed from time to time.

**(2) Role and Responsibilities**

1. The Warden shall be responsible for superintendence and management of all matters relating to their respective Hostel/s.
2. He/She shall maintain regular contact with the Chief Warden, Co-warden, staff and students.
3. He/She shall report acts of indiscipline and violation of the code of conduct, requiring action by the University to the Chief Warden as early as possible.
4. He/She shall supervise all matters concerning the functioning of their respective Hostel/s.
5. He/She shall have the right to transfer a student from one room to another or from one block to another under the direction of the Chief Warden.
6. He/She shall ensure timely redressal of student grievances relating to hostels.
7. He/She shall aid and advise the Chief Warden in discharging his responsibilities.
8. He/She shall perform all such acts as directed by competent authorities of the University.



### **III.3.5 Officer on Special Duty (OSD) to the Vice-Chancellor (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Appointment**

- (a) He/She shall be assigned or appointed by the Vice-Chancellor for a term to be determined from time to time and shall be eligible for re-appointment.
- (b) A member of UTS, selected as OSD under direct recruitment, shall return to substantive post on completion of his/her tenure.
- (c) He/She shall work under the supervision and guidance of the Vice-Chancellor.

#### **(2) Role and Responsibilities**

1. He/She shall assist the Vice-Chancellor in all matters pertaining to the administration of the University.
2. He/She shall perform such functions, as may be decided by the Vice-Chancellor from time to time.
3. He/She shall aid and advise the Vice-Chancellor on such matters, as may be decided from time to time.
4. He/She shall be responsible for maintenance and smooth functioning of the office of the Vice-Chancellor. He/She shall submit periodic reports to the Vice-Chancellor.
5. He/She shall be responsible for processing proposals for faculty recruitments and supervising admissions, internships, placements etc.
6. He/She shall be responsible for data management of the University and shall collect, process and supply data required for various purposes including accreditation, assessment etc.
7. He/She shall coordinate within and outside the University for smooth functioning of the Office of the Vice-Chancellor.
8. He/She shall attend all meetings, as may be required from time to time.

### **III.3.6 Personal Secretaries to the Vice-Chancellor and Registrar (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Appointment**

- (a) He/She shall work under the supervision and guidance of the Vice-Chancellor /Registrar as the case may be.
- (b) The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
- (c) He/She is expected to have knowledge of University Administration/ Examinations /Accounts and Legal matters.
- (d) All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview. However the persons from University stream may be exempted from written test as may be decided by the University.

(e) All the direct recruits should possess working knowledge of computers.

**(2) Qualifications**

(a) Master's degree with at least 55% of marks or its equivalent grade in the UGC Seven Point Scale along with a good academic record (5% relaxation in marks for SC / ST / BC/ Persons with Disabilities category).

(b) Stenography (Higher) and Computer Skills with Programming  
Or

(c) At least three years experience in a similar position or equivalent cadre in a Group 'B' post in a government department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities / Secretarial skills.

(d) Candidates with Law Degree will be preferred.

**(3) Role and Responsibilities**

1. He/She shall assist the Vice-Chancellor/Registrar in all matters pertaining to the administration of the University.

2. He/She shall perform such functions, as may be decided by the Vice-Chancellor/Registrar from time to time.

3. He/She shall aid and advise the Vice-Chancellor/Registrar on such matters, as may be decided from time to time.

4. He/She shall be responsible for maintenance and smooth functioning of the office of the Vice-Chancellor/Registrar. He/She shall submit periodic reports to the Vice- Chancellor/Registrar.

5. He/She shall be responsible for processing proposals for faculty recruitments and supervising admissions, internships, placements etc.

6. He/She shall be responsible for data management of the University and shall collect, process and supply data required for various purposes including accreditation, assessment etc.

7. He/She shall coordinate within and outside the University for smooth functioning of the Office of the Vice-Chancellor/Registrar.

8. He/She shall attend all meetings, as may be required from time to time.

**III.3.7. Finance Officer (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Appointment**

Qualifications, procedure for selection, terms and conditions of service, emoluments, leaves, amenities and powers and functions of the Finance Officer shall be as under:

**(2) Qualifications**

**(a) A Master's Degree in Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade or Comparable equivalent degree in a relevant area from a recognized university/institute.**

(i) At least fifteen years of experience as an Assistant Professor in the academic level of 11 and above or with eight years of service in the academic level of 12 and above including as an Associate Professor along with experience in educational administration.

or

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

or

(iii) Fifteen years of administrative experience of which eight years as Deputy Registrar or equivalent post with experience in Finance and Accounts.

or

(b) A Chartered Accountant or Cost and Management Accountant with at least eight years of working experience.

or

(c) Retired Finance Officers from Government Institutions are also eligible to apply. Their salary would be negotiated based upon their experience.

### **(3) Role and Responsibilities**

1. The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendations of a Selection Committee constituted for the purpose for a tenure not exceeding five years or his attaining the age of sixty-two years whichever is earlier, on such terms and conditions as may be prescribed.
2. When the office of the Finance Officer is vacant due to the reason of illness, absent or any other cause, unable to perform the duties of office, the Vice-Chancellor may assign the duties of the Office of Finance Officer to such person as he/she may deem fit.
3. The Finance Officer shall advise the Vice-Chancellor as regards its financial policy and perform such other financial functions as may be assigned to him/her by the Vice-Chancellor or as may be prescribed by the Regulations.
4. Subject to the supervision of the Vice-Chancellor, the Finance Officer shall:
  - (a) hold and manage the property and investments including trust and endowed property;
  - (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended on the purposes for which they are granted or allotted;
  - (c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year in consultation with the Vice-Chancellor;
  - (d) keep a constant watch on the investments, cash and bank balances;
  - (e) be responsible for monitoring flow of expenditure and to submit monthly report to the Office of the Vice-Chancellor;
  - (f) monitor the progress of the collection of revenue and advise on the methods of collection employed and submit monthly report to the Office of the Vice-Chancellor;
  - (g) get the accounts of the University regularly audited as per the statutory requirements;
  - (h) ensure that the registers of buildings, lands, furniture, and equipment are maintained up to-date and that the stock checking is conducted periodically, of equipment and other consumable materials in all offices and Centres maintained by the University;

- (i) be responsible for maintenance of financial records/registers of the activities of the Finance and Accounts Department;
- (j) maintain record of the meetings, agenda items and minutes of the meetings of the Finance Committee, and supply the same to the Office of the Vice-Chancellor and such other offices of the University, as may be required from time to time;
- (k) be responsible for issuance of utilization certificate of all grants and other amounts received by the University;
- (l) be responsible for issuing advance settlement certificates;
- (m) be responsible for ensuring compliance with all statutory requirements;
- (n) call for explanation for unauthorized expenditure from any employee of the finance and accounts office and for other financial irregularities and suggest disciplinary action against the persons at fault;
- (o) request for information from any office in the University, relevant information necessary for the performance of his duties; and
- (p) prepare and submit an annual performance appraisal report and confidential report of the employees of the Finance and Accounts Department.

**III.3.7.1. Senior Accounts Officer/ Junior Accounts Officer (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

The candidate must have:

- (a) Master's degree in Accounts or Finance with at least 55% of marks or its equivalent grade of 'B' in the UGC Seven Point Scale along with a good academic record (5% relaxation in marks for SC / ST / BC / Persons with Disabilities category).

or

- (b) At least two years experience in supervisory or equivalent cadre in a Group 'B' post in a government department/ University/ Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.
- (c) MBA (Finance)/ MFA or CA/ICWA/CS.
- (d) Proficiency in English, Hindi and/or Telugu languages, and in Computer as prescribed from time to time.

**(2) Role and Responsibilities**

1. He/She shall work under the general superintendence and control of the Senior Accountant.
2. He/She shall assist the Finance and Accounts Officer, Deputy Finance Officer, Assistant Accounts Officer or Senior Accountant, as the case may be in the performance of functions, duties and responsibilities assigned to them under the Regulations or as may be assigned from time to time.
3. He/She shall ensure honest, truthful and fair record-keeping in consonance with high professional standards and ensure integrity of the records.
4. He/She shall maintain confidentiality of the unpublished official records.  
He/She shall ensure compliance with regulatory and statutory norms, as may be in

force from time to time.

**III.3.8. Deputy Registrar Administration / Deputy Registrar Academic  
(emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Appointment**

- (a) Deputy Registrar Administration / Deputy Registrar Academic shall be appointed to work under the supervision and guidance of the Registrar respectively.
- (b) In case a member of UTS is appointed as Deputy Registrar Administration / Deputy Registrar Academic and he/she discharges the duties in addition to the duties of a teacher, he/she would be paid an administrative allowance as per the Financial Regulations of the University.

**(2) Qualifications**

A Master's Degree with at least 55% of marks or its equivalent grade from a recognized university/institution

- (a) Nine years of experience as Assistant Professor in academic level 10 and above with experience in educational administration;
- or
- (b) Comparable experience in a research establishment and/or other institutions of higher education;
- or
- (c) Five years of administrative experience as Assistant Registrar or in an equivalent post.
- (d) The Deputy Registrar Administration / Deputy Registrar Academic shall be superannuated on attaining the age of sixty years.

**(3) Role and Responsibilities**

- 1. Deputy Registrar Administration / Deputy Registrar Academic shall aid and advise the Registrar, respectively in all matters pertaining to the administration of the University.
- 2. Deputy Registrar Administration / Deputy Registrar Academic shall coordinate / liaison / report to the Registrar, respectively.
- 3. Deputy Registrar Administration / Deputy Registrar Academic shall comply with the directions and assist the Registrar, respectively, in the performance of their duties as specified in these Regulations.
- 4. They shall perform such other functions, as may be assigned to them from time to time by the Registrar, as the case may be or by the Vice-Chancellor.

**III.3.9. Assistant Registrar Administration / Assistant Registrar Academic  
(emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Appointment**

- (a) Assistant Registrar Administration / Assistant Registrar Academic shall be appointed to work under the supervision and guidance of the Registrar and Deputy Registrar respectively.
- (b) Assistant Registrar Administration / Assistant Registrar Academic shall be eligible for the higher level 11 after eight years of service provided, they have participated

in two training programmes on Education Administration, each of approximately four weeks' duration and their performance appraisal reports are as per the benchmark scores/grades in UGC regulations/guidelines.

- (c) In case a member of UTS is appointed as Assistant Registrar Administration / Assistant Registrar Academic and he/she discharges the duties in addition to the duties of a teacher, he/she would be paid an administrative allowance as per the Financial Regulations of the University.

**(2) Qualifications**

- (a) A Master's Degree with at least 55% of marks or its equivalent grade from a recognized University/Institution. (5% relaxation in marks for SC / ST / BC/ Persons with Disabilities category).
- (b) Five years of experience of supervisory nature in administrative/Finance and Accounts matters in a University/Research Establishment/other reputed institution of higher education.

**(3) Role and Responsibilities**

1. Assistant Registrar Administration / Assistant Registrar Academic shall aid and advise Deputy Registrar and Registrar respectively in all matters pertaining to the administration of the University.
2. Assistant Registrar Administration / Assistant Registrar Academic shall coordinate/liaison/report to the Deputy Registrar and Registrar respectively.
3. Assistant Registrar Administration / Assistant Registrar Academic shall comply with the directions and assist the Deputy Registrar and Registrar respectively.
4. They shall perform such other functions, as may be assigned to them from time to time by the Deputy Registrar and Registrar as the case may be or by the Vice-Chancellor.

**III.3.10 Deputy Librarian / Assistant Librarian (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

Minimum Qualifications for Direct Recruitment to the post of Librarian/Deputy Librarian/Assistant Librarian, shall be the same as specified by the UGC from time to time and as adopted by the University, as per the conditions laid down in **Schedule-B (I)** of these Regulations. They shall be eligible for Career Advancement as per UGC norms, as may be framed from time to time. Procedure for the appointment, Selection Committee, shall be as per UGC norms. For the post of Librarian/Deputy Librarian/Assistant Librarian, candidates with experience working in Law Libraries would be preferred.

**III.3.11 Internal Auditor (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Appointment**

- (a) Appointment of the Internal Auditor shall be made by the Vice-Chancellor for a term of one year extendable to three years and he shall be eligible for re-appointment.
- (b) The Vice-Chancellor may appoint any employee of the University having the qualification hereafter mentioned as the Internal Auditor, on such terms and conditions as he/she thinks fit.

**(2) Qualifications**

A Master's Degree in Finance/Accounting or Auditing with at least 55% of marks or its equivalent grade from a recognized university/institution. Five years of experience in handling personal finance matters, inventory management, purchase of goods and services matters including internal audit in a university/research establishment/other institution of repute in higher education.

**(3) Role and Responsibilities**

1. Internal auditor shall work under the supervision and guidance of the Vice Chancellor.
2. He/She shall design an internal audit plan for ensuring financial control and preventing financial irregularities. He shall submit the same to the Vice-Chancellor.
3. He/She shall be responsible for implementation of the internal audit plan as approved by the Vice-Chancellor.
4. He/She shall conduct an internal audit and pre-payment audit.
5. He/She shall be responsible to observe and advice for the finance and accounts procedures and transactions.
6. He/She shall maintain record of audit and shall submit internal audit report to the Vice Chancellor periodically.
7. He/She shall identify vulnerabilities and submit a quarterly report for improvement to the Vice-Chancellor.
8. He/She shall perform all such other duties as entrusted by the Vice-Chancellor from time to time.

**III.3.12 Physical Director-cum-Sports Officer (emoluments are as per the A.P State Sub-Ordinate Service Rules)****(1) Qualifications**

- (a) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks or its equivalent grade in a concerned/relevant/allied subject from a recognised Indian university/institution, or an equivalent degree from an accredited foreign university.
- (b) The candidate must 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.  
or
- (c) The Ph.D. degree have 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) Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).



## **(2) Role and Responsibilities**

1. He/She shall be responsible for planning and development of sports, physical education, yoga, and other facilities in consultation with the Vice-Chancellor.
2. He/She shall be responsible for maintenance, upkeep and updation of sports, physical education, and yoga facilities.
3. He/She shall be responsible for the creation, maintenance and running of the gymnasium, and sports equipment.
4. He/She shall arrange and provide physical education to faculty, staff, and students.
5. He/She shall arrange and coordinate activities for physical education, training, physical and mental being, yoga, and sports.
6. He/She shall arrange, coordinate and provide training for sports, yoga, and other activities.
7. He/She shall maintain records and submit the same to university authorities, as may be required from time to time.

### **III.3.12.0 Creation of Posts**

The Executive Council shall from time to time create such number of posts in the University Administrative Service/University Managerial Service including technical and non-technical posts as may be necessary and recommended by the Vice-Chancellor.

*Provided* that the Vice-Chancellor may appoint such staff on contractual service on such terms and conditions as may be agreed upon and the same shall be placed before the Executive Council for ratification.

### **III.3.12.1 Nature of Appointments**

The appointment in the University Administrative Service shall be either time-scale or tenure or contractual (short or long term) subject to such terms and conditions, as may be recommended by the Selection Committee or by the Vice-Chancellor as the case may be and approved by the Executive Council.

### **III.3.12.2 Tenure Appointments**

- (a) The Vice-Chancellor in consultation with the Executive Council may make appointments to the tenure positions created by the Executive Council with the pay scale on the recommendations of the Selection Committee. The Selection Committee for the tenure positions shall consist of the following:
  - (i) Vice-Chancellor as Chairman;
  - (ii) One nominee of the Chancellor;
  - (iii) Registrar;
  - (iv) One Professor of the University nominated by the Vice-Chancellor; and
  - (v) One external expert nominated by the Vice-Chancellor from out of the panel of experts approved by the Executive Council.
- (b) The notification for the tenure positions should be published in at least one national daily and a local newspaper, and advertisement on the website.
- (c) Vice-Chancellor may make tenure appointments to such other posts in University Services, as may be decided from time to time, for a period of three years except as otherwise provided in these Regulations. Conditions laid down in Regulation III.2.1



shall apply *mutatis mutandis* to such appointments.

### **III.3.12.3 Contractual Appointments with Consolidated Pay**

- (1) The Vice-Chancellor can make appointments on a contractual basis for a period not exceeding three years at a time with consolidated pay as mutually agreed. All such appointments shall be reported to the Executive Council.
- (2) The consolidated pay may be fixed having regard to basic pay and dearness allowance admissible to the respective post at the time of appointment. However, the Vice-Chancellor may allow any other benefit, as he/she thinks fit.

## **III.4 University Managerial Service (UMS)**

### **(1) Appointment**

- (a) The University Managerial Service (UMS) shall be of two categories *viz.*, Office Management Service (OMS), and Supportive Management Service (SMS).
- (b) The Executive Council shall from time to time create such a number of posts in Office Management Service (OMS) and Support Management Service (SMS) as may be necessary and recommended by the Vice-Chancellor including technical and non-technical for general management of the office and other assignments.  
*Provided* that, if required for immediate service, the Registrar may appoint such staff on a contractual basis with the prior approval of the Vice-Chancellor on such terms and conditions as may be agreed upon.

### **(2) General Terms and Conditions**

In addition to the role and responsibilities specified against the respective post, an employee shall ensure compliance of the following terms and conditions:

1. University may assign other work as per the needs and requirements from time to time.
2. The University reserves the right to transfer any employee from his substantive post to any other post as per the administrative exigencies.
3. The employees shall abide by the code of conduct and shall display honesty, sincerity, and integrity in the performance of their duties.
4. Employees shall maintain confidentiality in the performance of their duties and shall refrain from any act or conduct which may result in breach of confidentiality.
5. Employees shall not indulge in any unwarranted, illegal, immoral, unethical conduct unbecoming of the employee of the University.
6. The responsibilities and duties specified hereafter against each of the posts are only illustrative in nature and not exhaustive.

### **(3) Age**

Age for employment shall not be less than 18 years and there is no age limit for those who are already in service in the relevant post.

## **III.4.1 Nature of Appointments**

The appointment in OMS and SMS shall be either in time-scale, or on tenure or

contractual subject to such terms and conditions, as may be recommended by the Selection Committee or by the Vice-Chancellor as the case may be.

#### **III.4.2 Tenure Appointments**

- (a) The Vice-Chancellor can make appointments to the tenure positions created by the Executive Council with the pay scales on the recommendations of the Selection Committee.
- (b) Vice-Chancellor may make tenure appointments to such other posts in OMS and SMS, as may be decided from time to time, for a period of three years except as otherwise provided in these Regulations. The conditions laid down in Regulation III.2.1 shall apply *mutatis mutandis* to such appointments.

#### **III.4.3 Selection Committee for the Tenure Positions**

- (a) Registrar as Chairperson;
- (b) Two teachers of whom one shall be in the cadre of Professor nominated by the Vice-Chancellor;
- (c) One external expert nominated by the Vice-Chancellor; and
- (d) Librarian/Finance Officer/Deputy Registrar/University Engineer.

The Notification for the tenure positions should be published in at least one national daily and a rolling advertisement shall also be placed on the university website.

#### **III.4.4 Contractual Appointments with Consolidated Pay**

- (1) The Registrar, with the approval of the Vice-Chancellor, can make appointments on a contractual basis with a consolidated pay for a period not exceeding three years at a time with a consolidated pay as is mutually agreed.
- (2) The consolidated pay may be fixed having regard to basic pay and dearness allowance admissible to the respective post at the time of appointment. However, the Vice-Chancellor may allow any other benefit, as he thinks fit.

#### **III.4.5 Office Management Service (OMS)**

The Office Management Service (OMS) shall include the following:

1. University Engineer
2. Junior Engineer (Civil, Electrical)
3. System Administrator
4. Medical Officer
5. Matron
6. Psychologist-cum-counsellor
7. System Operator
8. Senior Administrative Assistant
9. Junior Administrative Assistant
10. Personal Assistant to Vice-Chancellor
11. Secretary-cum-stenographer (Lower Grade)
12. Secretary-cum-stenographer (Higher Grade)
13. Secretary-cum-stenographer (Selection Grade)
14. Estate Officer-cum-Campus Manager
15. Senior Manager (Hospitality)

16. Manager (Hospitality)
17. Security Officer
18. Nurse
19. Any other post as may be created by the Executive Council of the University from time to time.

#### **III.4.5.1 University Engineer (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

- (a) A Bachelor's Degree in Civil Engineering from a recognized university/institution with at least 60% marks or its equivalent grade.
- (b) A minimum of ten years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work. or
- (c) Working as an Engineer with more than ten years of experience in senior positions. Retired engineers from government departments having experience in the field shall also be eligible.

##### **(2) Role and Responsibilities**

1. The University Engineer shall be responsible for preparation of plan and strategy for the development and implementation of construction, repairs, renovation, and maintenance of physical facilities including electrical, mechanical, civil, and electronic.
2. He/She shall be responsible for the implementation of the plan for construction, repairs, renovation and for maintenance of physical facilities in consultation with the Vice-Chancellor.
3. He/She shall aid and advise the Vice-Chancellor regarding construction, repair, renovation, and maintenance of physical facilities including electrical, mechanical, civil, and electronic.
4. He/She shall oversee, review, and approve the work of external engineering design and planning consultants; ensure that engineering designs are consistent with contract specifications and all relevant regulations and engineering standards.
5. He/She shall be responsible for identification, investigation, and analysis of complex engineering problems and development needs of the university and undertake necessary measures in consultation with the Vice-Chancellor.
6. He/She shall prepare budgets within the overall budget and cost parameters.
7. He/She shall maintain and supply records of his department to the Offices of the University, as may be required from time to time.

#### **III.4.5.2 Junior Engineer (Civil, Electrical) (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

- (a) A Bachelor's Degree in Civil Engineering from a recognized university/institution with at least 60% marks or its equivalent grade.
- (b) A minimum of two years of experience in quality control, QS and state government procedures to supervise the construction and/or maintenance work.

or

- (c) five years of experience as Junior Engineer or retired engineers from government department(s) having experience in the field.

**(2) Role and Responsibilities**

1. Junior Engineer shall work under the supervision and control of University Engineer.
2. He/She shall be responsible for the implementation of the plan for construction, repairs, renovation and for maintenance of physical facilities in consultation with the Vice-Chancellor.
3. He/She shall be responsible for undertaking, overseeing, and reviewing the work of relevant engineering departments.
4. He/She shall identify, investigate, and analyse complex engineering problems and report the same to the University Engineer from time to time.
5. He/She shall assist the University Engineer in the performance of his duties.
6. He/She shall prepare records and submit periodic reports to the University Engineer, as may be required from time to time.

**III.4.5.3 System Administrator (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

- (a) A Bachelor's Degree in Computer Science and Engineering / Information Technology / Electronics /Electronics and Instrumentation / Electronic Communication from a recognized university/institution with at least 60% marks or its equivalent grade.
- (b) A minimum of five years of experience in the Software Industry / IT Department / EDP Department of reputed organisation having knowledge of database handling, coding, software testing. Preference will be given to the candidates having experience in ASP, NET, Java, Oracle, SQL, Crystal Report etc.

**(2) Role and Responsibilities**

1. System Administrator shall be responsible for overall working and maintenance of the University website, networking, enterprise resource planning (ERP) modules, servers of the University.
2. He/She shall ensure backup of all important files routinely.
3. He/She shall maintain necessary documentation.
4. He/She shall ensure the integrity and security of the network, data, databases, website and ERP and other IT equipment, application and software.
5. He/She shall ensure compliance with regulatory mechanism regarding data protection.
6. He/She shall manage user accounts, permissions, access rights and storage allocation in accordance with best-practices regarding privacy, security, and regulatory compliance.
7. He/She shall anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices.
8. He/She shall conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.

9. He/She shall recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.
10. He/She shall be responsible for installation, configuration, and maintenance of network routers and firewall(s).
11. He/She shall be responsible for installation, configuration, and maintenance of the VOIP phone system.
12. He/She shall be responsible for installation, configuration, and maintenance of application and storage servers for systems including library, LMS, document imaging, and ERP.
13. He/She shall ensure Installation and configuration of network hubs and switches.
14. He/She shall monitor all systems for performance and misuse; reports misuse to the Vice-Chancellor.

#### **III.4.5.4 Medical Officer (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

The candidate must have:

- (a) A MBBS Degree or any other equivalent qualification from a recognised medical institution;
- (b) At least two years of experience as medical practitioner excluding duration of internship; and
- (c) He/She should have his name enrolled in the National Register or State Register, as the case may be, maintained under the National Medical Commission Act, 2019 or any law for the time being in force.

*Provided* that a person who has been registered in the Indian Medical Register maintained under the Indian Medical Council Act, 1956 shall also be eligible.

##### **(2) Role and Responsibilities**

1. The post of Medical Officer shall be of a clinical nature.
2. The post of Medical Officer shall be a whole-time service under the essential services.
3. The Medical Officer will be debarred from doing any private practice but will be paid a non-practice allowance as per the Financial Regulations of the University.
4. Medical Officer shall:
  - (a) ensure adequate and high-quality medical services;
  - (b) promote equitable healthcare;
  - (c) encourage community health perspective; and
  - (d) make services as a medical professional accessible to all the students and staff of the university.
5. He/She shall be responsible for the creation, upkeep, development, improvement, and maintenance of the University Health Centre.
6. He/She shall be responsible for providing emergency medical care to faculty, staff, and students and arranging and supervising such other nursing care, as may be required, from time to time.
7. He/She shall make necessary arrangements for dealing with medical emergencies and recommend measures to be taken for dealing with medical emergencies.

8. He/She shall make necessary arrangements for routine health care of faculty, staff, and students.
9. He/She shall recommend to the Vice-Chancellor the memorandum of understanding, if any, required to be entered into for dealing with health care.
10. He/She shall make himself available at all hours for dealing with emergency medical conditions.
11. He/She shall arrange health care check-up of faculty, staff and students at regular intervals.
12. He/She shall aid and advise the Vice-Chancellor regarding medical leave.
13. He/She shall supervise and recommend medical reimbursement to university employees as per the University Regulations.
14. He/She shall procure or cause to be procured necessary drugs, equipment etc. for the University Health Centre in accordance with the University Regulations and policies.
15. He/She shall be responsible for maintenance and stock-taking of inventory and submit reports to the Vice-Chancellor periodically.
16. He/She shall ensure compliance with regulatory mechanisms dealing with health, health laws, and bio-medical waste.
17. He/She shall maintain or cause to be maintained records and submit the same to university authorities, as may be required from time to time.

#### **III.4.5.5 Matron (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

The candidate must have:

- (a) A Diploma in General Nursing and Midwifery or B.Sc. Nursing degree from a recognized university/institution and registered as a Nurse in the State Nursing Council Register;
- (b) At least two years of experience in a reputed hospital or nursing home.

##### **(2) Role and Responsibilities**

1. The post of Matron shall be of a clinical nature.
2. The post of Matron shall be a whole-time service under the essential services.
3. He/She shall work under the supervision, guidance and control of the Medical Officer.
4. He/She shall provide necessary nursing care and look after the University Health Centre.
5. He/She shall make himself available at all times for emergency medical and nursing care.
6. He/She shall assist the Medical Officer in the discharge of his duties.
7. He/She shall ensure compliance with health laws and regulations, as may be in force from time to time.
8. He/She shall maintain complete record of the health facilities, facilities availed by faculty, staff and students, inventory of drugs and equipment at University Health Centre.
9. He/She shall perform such other functions as may be assigned from time to time.

### **III.4.5.6 Psychologist-cum-Counsellor (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Qualifications**

The candidate must have:

- (a) A Master's Degree in Psychology from a recognized university/institution with at least 55% marks or its equivalent grade;
- (b) At least with minimum of five years of experience in guidance and counselling in higher educational institutions; and
- (c) Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

#### **(2) Role and Responsibilities**

1. He/She shall make himself available at all hours for dealing with mental and psychological health care emergencies.
2. He/She shall provide counselling regarding mental health and psychological well-being to the faculty, staff, and students, as may be required from time to time.
3. He/She shall advise the Vice-Chancellor for ensuring the psychological well-being of the faculty, staff and students.
4. He/She shall maintain utmost confidentiality in consonance with medical and professional ethics with regard to the psychological issues of faculty, staff, and students.
5. He/She shall arrange workshops, training programmes and other activities to ensure the psychological and mental well-being of faculty, staff, and students.

### **III.4.5.7 System Operator (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

#### **(1) Qualifications**

The candidate must have:

- (a) A Diploma in Computer Science and Engineering (Three Years) or BCA or Graduate with DOEACC 'A' Level (Diploma) or equivalent from a recognized institution;
- (b) A minimum of three years of work experience in any reputed and recognized educational institution/computer centre; and
- (c) Exposure in using hardware, software and networking in office environment.

#### **(2) Role and Responsibilities**

1. He/She shall work under the general supervision, guidance and control of the System Administrator.
2. He/She shall assist the System Administrator in the performance of his duties and responsibilities listed in these Regulations and such other duties as may be assigned from time to time.
3. He/She shall be responsible for maintenance and running of networks, computers, IT equipment, ERP etc.
4. He/She shall maintain records and submit periodic reports to the System Administrator.

5. He/She shall make himself available at all hours to deal with any internet or network breakdown.

#### **III.4.5.8 Senior Administrative Assistant (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

The candidate must have:

- (a) A Bachelor's Degree with 50% marks or equivalent grade in any discipline from a recognized university;
- (b) A minimum of three years of experience of administrative assistance in any university/central or state government organization/higher secondary council or board of secondary education or in any other institution/organization; and
- (c) Proficiency in English, Hindi and/or Telugu languages, and in Computer as prescribed from time to time.

##### **(2) Role and Responsibilities**

1. He/She shall work under the general superintendence and control of the Office or department where he is working.
2. He/She shall abide by all orders and instructions of the concerned office, department and the University, as may be issued from time to time.
3. He/She shall perform all office work including but not limited to maintenance of the office, record keeping, typing, preparation of reports etc.
4. He/She shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality.
5. He/She shall display honesty, sincerity and integrity in the performance of his duties.
6. He/She shall not indulge in any unwarranted, illegal, immoral and/or unethical activities unbecoming of an employee of the University.

#### **III.4.5.9 Junior Administrative Assistant (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

The candidate must have:

- (a) A Bachelor's Degree with 50% marks or equivalent grade in any discipline from a recognized university;
- (b) Proficiency in English, Hindi and/or Telugu languages, and in Computer as prescribed from time to time.

##### **(2) Role and Responsibilities**

1. He/She shall work under the general superintendence and control of the Office or department where he is working and also the Senior Administrative Assistant.
2. He/She shall abide by all orders and instructions of the concerned office, department and the University, as may be issued from time to time.



3. He/She shall perform all office work including but not limited to maintenance of the office, record keeping, typing, preparation of reports etc.
4. He/She shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality of the office to which he is attached.
5. He/She shall display honesty, sincerity and integrity in the performance of his duties.
6. He/She shall not indulge in any unwarranted, illegal, immoral and/or unethical activities unbecoming of an employee of the University.

**III.4.5.10 Personal Assistant to Vice-Chancellor (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

The candidate must have:

- (a) A Bachelor's Degree in any subject from a recognized university with at least 50% marks and five years of experience as a Personal Assistant in any reputed educational institution; or  
A Master's Degree in any subject from a recognized university with 50% marks and three years of experience as Personal Assistant in any reputed educational institution;
- (b) Ms Word/Excel & Proficiency in short hand with minimum speed of 80 wpm; and
- (c) Proficiency in English, Hindi and/or Telugu languages, and in Computer as prescribed from time to time.

**(2) Role and Responsibilities**

1. He/She shall ensure smooth carrying out of various functions of the office including but not limited to handling letters, communications, taking dictation, typing, record keeping, preparation of reports, arranging for travel of the Vice-Chancellor, coordinating with institutions, organisations etc. for meetings, stay and travel of the Vice-Chancellor etc.
2. He/She shall render assistance to the Vice-Chancellor for his official, daily-official, and personal work.
3. He/She shall arrange for the travel, stay, boarding, lodging etc. of the Vice-Chancellor for all official, daily-official, and personal visits.
4. He/She shall maintain the confidentiality of his office work and shall refrain from any activity which may result in a breach of confidentiality.

**III.4.5.11 Secretary-cum-Stenographer (Lower Grade) (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

The candidate must have:

- (a) A bachelor's degree in any subject from a recognized university/institution with 50% marks or equivalent grade;
- (b) A minimum of two years of experience and shorthand with a minimum speed of 60 wpm; and
- (c) Proficiency in English, Hindi and/or Telugu languages, and in Computer as

prescribed from time to time.

**(2) Role and Responsibilities**

1. He/She shall work under the supervision and control of the officer and/or departmental head to which he is attached.
2. He/She shall render the required assistance to the officer and/or the departmental head concerned in the performance of his duties.
3. He/She shall take dictation and be responsible for typing letters, communications, emails etc. after due approval from the officer with whom he is attached.
4. He/She shall maintain a proper record in accordance with the needs and requirements of the office and in consonance with University policies.
5. He/She shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality.

**III.4.5.12 Secretary-cum-stenographer (Higher Grade): (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

The candidate must have:

- (a) A Bachelor's Degree in any subject from a recognized university/institution with 50% marks or its equivalent grade;
- (b) A minimum of five years of experience and shorthand with a minimum speed of 120 wpm; and
- (c) Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

**(2) Role and Responsibilities**

1. He/She shall work under the supervision and control of the officer and/or departmental head to which he is attached.
2. He/She shall render the required assistance to the officer and/or the departmental head concerned in the performance of his duties.
3. He/She shall take dictation and be responsible for typing letters, communications, emails etc. after due approval from the officer with whom he is attached.
4. He/She shall maintain a proper record in accordance with the needs and requirements of the office and in consonance with University policies.
5. He/She shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality.

**III.4.5.13 Secretary-cum-Stenographer (Selection Grade) (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**(1) Qualifications**

The candidate must have:

- (a) A Bachelor's Degree in any subject from a recognized university/institution with 50% marks or its equivalent grade;
- (b) A minimum of eight years of experience and shorthand with a minimum speed of 140 wpm; and
- (c) Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

**(2) Role and Responsibilities**

1. He/She shall work under the supervision and control of the officer and/or departmental head to which he is attached.
2. He/She shall render the required assistance to the officer and/or the departmental head concerned in the performance of his duties.
3. He/She shall take dictation and be responsible for typing letters, communications, emails etc. after due approval from the officer with whom he is attached.
4. He/She shall maintain a proper record in accordance with the needs and requirements of the office and in consonance with University policies.
5. He/She shall maintain confidentiality of his office work and shall refrain from any activity which may result in breach of confidentiality.

**III.4.5.14 Estate Officer-cum-Campus Manager (emoluments are as per the A.P State Sub-Ordinate Service Rules)****(1) Qualifications**

- (a) A Bachelor's Degree in any discipline from a recognized university/institution.
- (b) A minimum of five years of working experience in an equivalent position in any university/institution/central or state government organization.
- (c) The candidate must have proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

**(2) Role and Responsibilities**

He/She shall work under the supervision and control of the Vice-Chancellor. He shall be responsible for

1. Ensuring maintenance of complete inventory of university purchases and assets (except Library books) and the logbooks regarding issuance, return, replacement, etc. of assets.
2. Ensuring maintenance of the buildings, viz., office buildings, and residential staff quarters.
3. Maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.
4. Periodical painting of office buildings and staff quarters.
5. Maintenance of all electrical, electronic, and mechanical equipment pertaining to the University and maintaining the inventory of the same.
6. Maintenance of all office furniture.
7. Maintenance of office vehicles, procurement of petroleum, oil, and lubricants as per the requirement, obtaining permits and insurance of vehicles.
8. Providing necessary physical arrangements during training programs, seminars, and workshops of the University.
9. Water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, obtaining water from municipal/cantonment board during the water crisis, conservation of water by implementing rain harvesting systems, drip irrigation system, etc.
10. Power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the Institute.

11. Waste management in accordance with statutory norms and maintenance of STP etc.
12. Liaison works with local statutory bodies like municipal corporation, cantonment board, groundwater department, etc. and obtaining No Objection Certificates from respective departments as per statutory and regulatory requirements.
13. Submission of proposals in respect of construction works, obtaining approval of the competent authority.
14. To supervise, control, and allotment of vehicles and their maintenance.
15. To supervise, control, and allotment of staff quarters.
16. To ensure receipt, checking, and submission of proposals for payment of electricity bills, telephone bills, water bills, etc.
17. Supervising the implementation of all annual maintenance contracts (AMCs pertaining to the above works) including but not limited to
  - (a) AMC for Cleaning Services;
  - (b) AMC for Horticulture, Agriculture, Irrigation etc.;
  - (c) AMC for Electrical Equipment and Feeder, Sub-station etc.;
  - (d) AMC for Plumbing, Carpentry Work;
  - (e) AMC for Catering Services;
  - (f) AMC for Air Conditioner Unit and Plant;
  - (g) AMC for Water Coolers and Air Conditioners;
  - (h) AMC for Fire-Extinguishers;
  - (i) AMC for Telephone Instruments and Lines; and
  - (j) AMC for Pest Control.

#### **III.4.5.15 Senior Manager (Hospitality) (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

- (a) A Bachelor's Degree with a minimum of 4-year duration in Hotel Management and a Master's Degree in Hotel Management or in a relevant discipline(s) with first class or equivalent grade in any one of the two degrees from a recognised university/institution.  
or
- (b) A Bachelor's Degree with minimum of 4-year duration in Hotel Management with first class from a recognised university/institution or equivalent and minimum of 5-year relevant experience at a managerial level not less than Assistant Manager in a 4-star Hotel or in a similar position in the hospitality industry/tourism industry.
- (c) The candidate must have proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

##### **(2) Role and Responsibilities**

1. Manager (Hospitality) shall be responsible for managing hospitality staff and ensuring that the day-to-day operations of the hospitality services run smoothly.
2. Manager (Hospitality) shall be responsible for planning, organizing and managing activities assigned to him/her time to time.
3. Ensure supplies and equipment are adequate in quantity and quality on a daily

basis, such as guest house amenities.

4. Maintaining a high standard of hospitality according to University's operating procedures.
5. Ensure adherence to relevant legal, health and safety regulations and guidelines.
6. Organising and coordinating routine operations to ensure maximum efficiency.

#### **III.4.5.16 Manager (Hospitality) (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualifications**

- (a) A Bachelor's Degree with minimum of 4-year duration in Hotel Management with first class from a recognised university/institution or its equivalent and minimum of 3-year relevant experience at a managerial level or in a similar position in the hospitality industry/ tourism industry.
- (b) The candidate must have proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

##### **(2) Role and Responsibilities**

1. Manager (Hospitality) shall be responsible for managing hospitality staff and ensuring that the day-to-day operations of the hospitality services run smoothly.
2. He/She shall be responsible for planning, organizing and managing activities assigned to him from time to time.
3. He/She shall ensure supplies and equipment are adequate in quantity and quality on a daily basis, such as guest house amenities.
4. He/She shall be responsible for maintaining a high standard of hospitality according to the University's operating procedures.
5. He/She shall ensure adherence to relevant legal, health and safety regulations and guidelines
6. He/She shall be responsible for organising and coordinating routine operations to ensure maximum efficiency.

#### **III.4.5.17 Security Officer (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualification**

The candidate must :

- (a) An Ex-Serviceman not below the rank of Subedar, or Highest Non- Commissioned Officer;
- (b) Have Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time; and
- (c) Have Experience in organization executing security services is desirable.

##### **(2) Role and Responsibilities**

1. The Security officer shall be responsible for maintaining the security of the University Campus, and of its movable and immovable property.
2. Pay and allowances shall be as per the Financial Regulations of the University.
3. Security officer shall perform/discharge all routine matters pertaining to the

recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring the watchman from one place to another and to take the disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.

4. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.
5. He shall be personally responsible for the safety of the staff/officers.
6. It shall be the duty of the Security Officer to see that no encroachment on the University property/campus and buildings takes place and that no unauthorised persons are allowed to enter the premises of the University.

#### **III.4.5.18 Nurse (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **(1) Qualification**

- (a) 12th Standard Passed.
- (b) Diploma in General Nursing and Midwifery/ Auxiliary Nursing and Midwifery from a recognized Board or Council.
- (c) Registered as Nurse or Nurse and Midwifery (RN or RN and RM) with State Nursing Council.

##### **(2) Role and Responsibilities**

1. Assess the total needs of patients and prepare plan of nursing care.
2. Admission and discharge of patients.
3. Demonstrate and carry out efficient nursing care, taking care of personal comfort and toilet of patients, administration of drugs and treatment, observation and recording of vital parameters.
4. Supervise patient's diet.
5. Attending rounds with Medical/Nursing personnel.
6. Assist Medical staff in examination of patients and treatment.
7. Participate and help with clinical investigations/procedures.
8. Demonstrate and carry out preoperative and post-operative care of patients.
9. Maintenance of patient's records.
10. Care of patient's personal effects in accordance with hospital rules.
11. Giving and receiving reports.
12. Follow prescribed rules in case of accident or death of a patient.
13. Co-ordinate and facilitate work of other staff, e.g. physical therapist, social worker, dietitian, voluntary worker etc.
14. Maintaining good inter personal relationship among all categories of staff and with patients and their relatives.
15. Maintain cleanliness of ward, its annexes and environments. Proper upkeep and repairs of linen and ward equipment.
16. Make indents for drugs, surgical supplies, stores and issue.
17. Keep custody of dangerous drugs and record of their administration.
18. Daily check of emergency drugs and life savings equipments.
19. Maintenance of stock registers, inventories.

### **III.4.6 Supportive Management Service (SMS)**

1. Receptionist (Male/Female)
2. Driver-cum-Office Attendant (HMV, LMV)
3. Library Restorer
4. Caretaker-cum-Office Assistant
5. Head Cook
6. Cook
7. Office Attendant
8. Senior Electrician
9. Junior Electrician
10. Senior Plumber
11. Junior Plumber
12. Pump Mechanic
13. Store Keeper
14. Carpenter
15. Gardner
16. Maid Servant
17. Sweeper
18. Any other post as may be created by the Executive Council of the University from time to time.

#### **III.4.6.1 Receptionist (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **Qualifications**

The candidate must have:

- (a) A Bachelor's Degree in any discipline from a recognized university/institution;
- (b) At least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education/any other institution or establishment; and
- (c) Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

#### **III.4.6.2 Driver-cum-Office Attendant (HMV, LMV) (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **Qualifications**

The candidate must:

- (a) Be 10th Standard pass, shall possess a valid driving license for Light Motor Vehicle;
- (b) Have a basic knowledge of motor mechanism; and
- (c) At least three years of experience in driving heavy motor vehicles/motor cars.

**III.4.6.3 Library Restorer (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**Qualifications**

The candidate must have:

- (a) Bachelor's Degree with at least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education;
- (b) Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed from time to time.

**III.4.6.4 Caretaker-cum-Office Assistant (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from recognized board and shall have the ability to read, write and communicate;
- (b) At least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education.

**III.4.6.5 Head Cook (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) At least two years of experience as Cook in a Guest House/Canteen or a mess attached to a hostel in any institution of higher learning having experience in the preparation of vegetarian and non-vegetarian food items including South Indian, North Indian, Mughlai and Western food.

**III.4.6.6 Cook (emoluments are as per the A.P State Sub-Ordinate Service Rules)**  
**Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) Two years of experience as Cook in a Hostel/Guest House/Canteen or a mess attached to a hostel in any institution of higher learning having experience in preparation of vegetarian and non-vegetarian food items.

**III.4.6.7 Office Attendant (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

**Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) Ability to read, write and communicate with at least two years of experience in any university/central or state government organization/higher secondary council or board of secondary education.



**III.4.6.8 Senior Electrician (emoluments are as per the A.P State Sub-Ordinate Service Rules)****Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) ITI certificate in the relevant trade;
- (c) At least five years of experience in the field; and
- (d) A diploma in electrical engineering is preferable.

**III.4.6.9 Junior Electrician (emoluments are as per the A.P State Sub-Ordinate Service Rules)****Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) Matriculation with ITI certificate in the relevant trade; and
- (c) At least two years of experience in the field.

**III.4.6.10 Senior Plumber (emoluments are as per the A.P State Sub-Ordinate Service Rules)****Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) ITI certificate in the relevant trade; and
- (c) At least five years of experience in the field.

**III.4.6.11 Junior Plumber (emoluments are as per the A.P State Sub-Ordinate Service Rules)****Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) ITI certificate in the relevant trade; and
- (c) At least two years of experience in the field.

**III.4.6.12 Pump Mechanic (emoluments are as per the A.P State Sub-Ordinate Service Rules)****Qualifications**

The candidate must have:

- (a) Passed 10th standard or an equivalent from any recognized board;
- (b) ITI certificate in the relevant trade; and
- (c) At least two years of experience in the field.

**III.4.6.13 Store Keeper (emoluments are as per the A.P State Sub-Ordinate Service Rules)****Qualifications**

The candidate must have:

- (a) Passed 12th standard or an equivalent from a recognized board/university with two years of experience in handling stores and keeping accounts in a store or establishment of central or state government, autonomous/statutory organization, PSUs, university or other educational institution;

or

A Bachelor's Degree with Commerce /Economics /Statistics / Business Studies /Public Administration as a subject from a recognized university/institution with 50% of marks are equivalent grade; and

- (b) Proficiency in English, Hindi and/or Telugu languages and in Computer as prescribed time to time.

#### **III.4.6.14 Carpenter (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **Qualifications**

The candidate must have:

- (a) Passed 8th standard or an equivalent from a recognized board;
- (b) Demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.

#### **III.4.6.15 Gardener 05-Posts (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **Qualifications**

The candidate must have:

- (a) Passed 8th standard or an equivalent from a recognized board;
- (b) Adequate skills in the relevant field with at least two years of experience.

#### **III.4.6.16 Maid Servant 05-Posts (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **Qualifications**

The candidate must have:

- (a) Passed 8th standard or an equivalent from a recognized board;
- (b) At least two years of experience.

#### **III.4.6.17 Sweeper 05-Posts (emoluments are as per the A.P State Sub-Ordinate Service Rules)**

##### **Qualifications**

The candidate must have:

- (a) Passed 8th standard or an equivalent from a recognized board;
- (b) At least two years of experience.

**Note:** The Vice-Chancellor/Selection Committee as the case may be, relax any qualification prescribed in respect of above-mentioned post(s) for any candidate, if in the opinion of the Selection Committee/the Vice-Chancellor, the candidate is otherwise most suitable for the post.

### III. 4.7 SPECIAL REPRESENTATION IN RESPECT OF S.C / S.T / B.C / DIFFERENTLY ABLED/WOMEN:

The rule of special representation (rule of reservation) in appointments prescribed by the Government of Andhra Pradesh from time to time in respect of Scheduled Castes, Scheduled Tribes, Backward Classes, Differently Abled and Women as adopted by the Executive Council of the University, shall be made applicable to the University.

### III. 4.8 SENIORITY:

- (i) In every calendar year by 31<sup>st</sup> of December, the seniority lists of employees of all cadres have to be updated and circulated.
- (ii) The seniority of an employee, other than a teacher, in a cadre shall, unless he/she has been reduced to a lower rank as a punishment, be determined as per the merit order recommended by the Selection Committee and approved by the Executive Council and in the absence of such merit order, as per the seniority in the previous cadre subject to the rule of reservation and roster points thereon, wherever needed.
  - a) If any portion of the service of such employee does not count towards probation under these rules, the seniority shall be determined by the date of commencement of his/her service which counts towards probation.
  - b) Where the holder of any post in a cadre is reduced to a lower cadre on a permanent basis as a punishment he/she shall be placed at the top of the latter cadre. The reduction in rank shall not affect the right of full membership of an employee.
- (iii) For arriving at the seniority of teachers, the following criteria shall be followed:

Cadre	Unit	Criteria
I. Professors	Department	<ol style="list-style-type: none"> <li>1. Merit order in the selection for those who have joined within the time specified for joining.</li> <li>2. Those who joined after the joining time shall be the juniors irrespective of merit order in the selections.</li> </ol>
	Between Departments and Colleges	<ol style="list-style-type: none"> <li>1. Date of joining.</li> <li>2. Between/among those who joined on the same date, those who have put in longer service in lower cadres in the University will gain preference.</li> <li>3. Even if the date of joining and the service they have put in are the same, the older in age shall be the senior.</li> </ol>
II. Associate Professors	Department/ College	<ol style="list-style-type: none"> <li>1. Merit Order prepared based on rule of reservation/roster points for all those who have reported to duty within the joining time specified.</li> <li>2. In the case of SC and ST candidates the seniority shall be as per the roster even for the candidates who could not join within the time specified for joining. For all others the date of joining shall be the criterion for seniority.</li> </ol>

		<ol style="list-style-type: none"> <li>3. Between and among those who joined on the same date, those who put in longer service as Assistant Professor in this University will gain preference in seniority.</li> <li>4. Even if the date of joining and the service they have put in as Assistant Professors in the University are the same, the older in age shall be the senior.</li> </ol>
	Between Departments and Colleges	<ol style="list-style-type: none"> <li>1. Date of joining.</li> <li>2. Between/among those who joined on the same date those who have put in longer service in lower cadre in the University will gain preference.</li> <li>3. Even if the date of joining and the service they have put in are the same, the older in age shall be the senior.</li> </ol>
III. Assistant Professors	Department/ College	<ol style="list-style-type: none"> <li>1. Merit order prepared based on the rule of reservation/ roster points for all those who have reported to duty within the joining time specified.</li> <li>2. In the case of SC and ST candidates, the seniority shall be as per roster even for the candidates who could not join within the time specified.</li> <li>3. For all others the date of joining shall be the criterion.</li> </ol>
	Between Departments and Colleges	<ol style="list-style-type: none"> <li>1. Date of joining.</li> <li>2. If the date of joining is the same, the older in age shall be the senior.</li> </ol>

**III. 4.9 TESTS:**

- (i) The candidates appointed to the posts of Superintendents/ equivalent cadres on or after the introduction of these rules shall have to pass Accounts Test Part-I for Executive Officers to be conducted by the A.P. Public Service Commission (APPSC) within a period of two years from the date of appointment in order to become eligible for promotion to the post of Assistant Registrar.
- (ii) Superintendents appointed prior to the introduction of these rules are eligible for promotion as Assistant Registrars without passing the test referred to above, but shall not be eligible for further promotion until they pass the test.

Provided that the rule is not applicable to those who have completed the age of 50 years on the date of appointment as Assistant Registrars and also to persons already serving as Assistant Registrars prior to the introduction of these rules.

- (iii) (a) A candidate appointed to the service as Junior Assistant /Junior Assistant-cum-typist /equivalent cadres by direct recruitment or promotion on or after the introduction of these rules shall not be eligible for promotion to the posts of Senior Assistants/equivalent cadres unless he/she has passed the Accounts Test Part-I for

Subordinate Officers to be conducted by the A.P. Public Service Commission or Office Test to be conducted by the University within a period of two years from the date of appointment. The employees who pass in the Office Test conducted by the University need not appear for the Accounts Test Part-I for Subordinate Officers to be conducted by the APPSC.

(b) The syllabus, test methodology and evaluation procedures for the Office Test shall be as decided by the Competent Authority.

- (iv) Junior Assistants appointed prior to the introduction of these rules are eligible for promotion as Senior Assistants without passing the test referred to above, but they shall not be eligible for further promotion until they pass the test.

Provided that the rule is not applicable to those who have completed the age of 45 years on the date of appointment as Senior Assistants and also to persons already serving as Senior Assistants prior to the introduction of these rules. Those who passed the Office Test conducted by the University need not pass the Accounts Test conducted by the APPSC.

- (v) The candidates appointed to the posts of Deputy Executive Engineer/equivalent cadres on or after the introduction of these rules shall have to pass either the Accounts Test for PWD Officers and Subordinates or APPSC Accounts Test Part-I for Executive Officers within two years from the date of appointment in order to become eligible for promotion to the cadre of University Engineer. A person who has already passed in the Test at AEE/AE level is exempted from the implementation of this rule.
- (vi) A Deputy Executive Engineer appointed prior to the introduction of these rules is eligible for promotion to the post of University Engineer without passing the test referred to above, but he/she shall have to pass the test within a period of 3 years from the date of his/her promotion as University Engineer. If he/she fails to pass the test within the prescribed period of 3 years, his/her increment shall be postponed without cumulative effect until the test is passed.

Provided that the rule is not applicable to a person who has completed the age of 50 years on the date of appointment as University Engineer and also to a person already serving as University Engineer prior to the introduction of these rules.

- (vii) The candidates appointed to the posts of Assistant Executive Engineer/Assistant Engineer by direct recruitment or promotion or by transfer on or after the introduction of these rules shall have to pass either the Accounts Test for PWD Officers and Subordinates or APPSC Accounts Test Part-I for Executive Officers within two years from the date of appointment in order to become eligible for promotion to the cadre of Deputy Executive Engineer.
- (viii) An Assistant Executive Engineer/Assistant Engineer appointed prior to the introduction of these rules is eligible for promotion to the post of Deputy Executive

Engineer without passing the test referred to above, but shall not be eligible for further promotion until he/she passes the test.

Provided that the rule is not applicable to persons who have completed the age of 45 years on the date of appointment as Deputy Executive Engineer and also to persons already serving as Deputy Executive Engineer prior to the introduction of these rules.

#### **III 4.10 PROMOTION:**

- i. No member of the University service shall be eligible for promotion from the category of post to which he/she was appointed unless he/she has satisfactorily completed the period of probation.
- ii. Promotions to all the posts shall be made on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. However, the rule of reservation for SC/ST/BC categories in promotions shall be strictly adhered to.
- iii. The promotees shall be required to report to duty within 15 days from the date of relief failing which the order of promotion stands cancelled. However, such an employee will be considered for future promotions subject to the condition that his/her seniority in the promotion cadre shall be reckoned from the date of joining in the promotion post.
- iv. The details of sanctioned cadres/posts, methods of appointment (i.e., direct recruitment/ promotion/appointment by transfer), channels of promotion, qualifications, experience, tests to be passed required for filling up the Non-Teaching Posts of the University are given at **Schedule-A**. The employees can be promoted to the next cadre as per the channel/qualifications/experience/passing in the required tests indicated therein.
- v. The candidature of existing employees possessing the requisite qualifications and fitting into the particular reservation category in the temporary roster be taken into consideration, while making purely temporary/*ad-hoc* arrangements for filling up of the vacancies under direct recruitment quota.
- vi. Automatic Advancement Scheme: The Automatic Advancement Scheme applicable to Andhra Pradesh State Government employees shall also apply to the Non-Teaching employees of this University to relieve them from stagnation. The Executive Council may adopt the Government Orders amending this scheme from time to time.

#### **III 4.11 SERVICE CONTRACT:**

- (i) Every University employee including teachers shall be appointed under a written contract in the prescribed form as required under Sections 39 and 40 of A.P. Universities Act, 1991. The contract shall be lodged with the Registrar and a copy thereof shall be furnished to the employee concerned.
- (ii) The service contract shall be executed within one month of the date of employee's joining duty failing which he/she shall have no claim for pay and allowances. The proforma for Service Contract is given as **Schedule-B (IV)**.
  - (iii) When an employee in a lower grade of pay is appointed to a higher grade, he/she shall be required to execute a fresh contract.

## CHAPTER – IV

### TERMS AND CONDITIONS

#### IV.1 Pay

- (a) The pay and allowances of the University Teaching Service appointed on regular service and on contractual basis shall be as per the Financial Regulations of the University.
- (b) The pay and allowances of the University Administrative Service and University Managerial Service appointed on regular service and those appointed on contractual basis shall be as per the Financial Regulations of the University.
- (c) All employees of the University shall ordinarily stay on campus in the accommodation offered by the University from time to time. Such employees of the University as may be decided from time to time, may be offered accommodation with License fee as provided in the Financial Regulations of the University.

#### IV.2 A) Minimum Age of Appointment

No person below the age of 18 years shall be appointed for any post at the University.

#### B) Retirement of Age

All employees of the university shall retire on completion of 62 years.

#### IV.3 Proof of Date of Birth

Every person appointed in the University shall produce a birth certificate issued by competent authority as proof of date of birth. In the absence of birth certificate, Matriculation/SSC certificate shall be considered as proof of date of birth.

The candidate shall along with proof of date of birth specify his gender and in case of any subsequent change of gender during service, shall take the prior approval of the University and shall comply with statutory and other norms as may be prescribed from time to time.

#### IV.4 Service Agreement (Under Service Regulations of the University)

All service agreements of any type of employment of DSNLU is subjected to DSNLU service rules and regulations approved by the Executive Council as per **Schedule-B (IV)** of these Regulations.

#### IV.5 Increment

- (1) Increment in respect of an employee appointed or promoted or granted financial up-gradation including up-gradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial up-gradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.
- (2) Unless directed otherwise by specific order of the Vice-Chancellor preventing the increment, employee shall receive the increment as per Clause 1 as above.
- (3) The following periods shall be counted for earning increments to the employee:
  - (a) All periods of duty;
  - (b) All periods of leave including extra-ordinary leave for pursuing higher studies;



- (c) All periods spent in foreign service or for higher studies and research in foreign universities or institutes; and
  - (d) All periods of joining time on transfer.
- (4) Non-compounded advance increments as prescribed by the UGC shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing Ph.D. degree in a relevant discipline, from a recognized university by following the minimum standards as prescribed by the UGC from time to time.
- (5) Assistant Professor who completes his Ph.D. degree in a relevant discipline while in service shall be entitled to non-compounded increments as prescribed by the UGC if the degree has been awarded by a recognized university by following minimum standards as prescribed by the UGC from time to time.
- (a) Discretionary award of advance increments for those who enter the University Teaching Service as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be based on the recommendations of a Selection Committee while considering the case of individual candidate in the context of the merit of each case, taking into account the other merit-specific factors.
- (6) Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor and to those who are entitled for grant of advance increments for having acquired a Ph.D. degree under Clause (4) as above. However, those entering the service as Assistant Professor, 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.
- (7) On promotion, an employee would be given a notional increment in his existing Level of Pay, by moving him to the next higher Cell at that Level; and the pay shown in this Cell would be located in the new Level corresponding to the post to which he 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 an employee. 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.
- (8) The Vice-Chancellor shall be the competent authority to sanction the increment to the employees drawing pay scales.
- (9) Every year, in addition to the regular increment, performance-based increments may be awarded by the Vice-Chancellor on the recommendation of the Screening Committee.

#### **IV.6 Protection of Pay**

- (1) A person appointed in University Service on regular post shall draw pay at the minimum of the time scale of his post.
- (2) Where a person appointed in University Service, has already been in service in UGC scale/time-scale in any department of the central or state government, university, educational institution, in the same/identical level, on his appointment in the University Service, whether higher duties and responsibilities are involved or not, as the case may be, protection of pay may be allowed as follows:



- (a) If the last drawn basic of his previous post is greater than the pay fixed as per the provision of Clause-1, his basic pay fixation shall be the last drawn basic pay of the previous employment.
- (b) If the presumptive pay of his previous post on which he holds lien or would hold a lien had his lien not been suspended, should at any time be greater than the pay fixed as per the provision of Clause-1, his basic pay fixation shall be the presumptive pay of the previous employment.

*Explanation:* “Presumptive pay of a post” means the pay to which an employee would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless he performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

*Explanation:* Time-scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

- (c) A person appointed in University Service has already been in service in UGC scale/time-scale in any department of the central or state government, university, educational institution, in the higher level. In consequent to his appointment in the University Service, he accepts post in lower level, which does not carry duties and responsibilities of greater importance than those attached to the post held earlier by him before such appointment, his pay would be fixed at next higher cell in the lower level to nearest figure rounded off to his last drawn basic.
- (3) Protection of pay shall not exceed the maximum of the level of the respective post in pay matrix.
- (4) Pay protection may be allowed to an employee, on his representation made to the Vice-Chancellor. The Vice-Chancellor may recommend to the Executive Council for pay protection provided the employee has produced credible evidence of his appointment by duly constituted Selection Committee as per higher education regulatory norms and duly certified salary slip along with self-attested bank statement.
- (5) A person appointed after his superannuation may be appointed on consolidated pay as approved by the Executive Council on the recommendation of the Vice-Chancellor.
- (6) The consolidated pay may be fixed having regard to basic pay and dearness allowance admissible to the respective post at the time of appointment. However, the Vice-Chancellor may allow any other benefit, as he thinks fit.

#### **IV.7 Probation**

##### **IV.7.1 University Teaching Service**

- (1) The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- (2) The teacher 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.
- (3) Subject to the above, it is obligatory 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 failing which it is deemed to be confirmed from the date of joining.

#### **IV.7.2 Other Services**

- (1) Every person appointed on regular/contractual post shall be on probation for a period not less than one year extendable by a maximum period of one more year in case of unsatisfactory performance in order to test the competence and moral stature of the employee demonstrated in the performance of the duties; and
- (2) The Registrar shall submit the confidential report on the question of suitability with his recommendation to the Vice-Chancellor. The Vice-Chancellor may, based on this recommendation and the evaluation report, either confirm the staff or extend the period of probation.

#### **IV.8 No Objection Certificate**

- (1) Any regular employee of the University seeking a No Objection Certificate for applying elsewhere shall submit duly signed application along with requisite documents to the Registrar of the University.
- (2) No regular employee shall be issued No Objection Certificate more than twice in a calendar year.

#### **IV.9 Lien**

- (1) A regular employee in the University Teaching Service, based on his request, may be allowed lien against his post for such period as may be decided by the Executive Council on the recommendation of the Vice-Chancellor.

*Provided* that no member of University Teaching Service shall be allowed lien unless he has put in a minimum service of three years after completion of probation.

*Provided* further that in case a member of University Teaching Service is appointed to a tenure post/important assignment of State, National or International significance, he shall, on his request, be allowed to retain a lien against his original post for full term of the post or such further period as may be approved by the Executive Council. If such employee is appointed elsewhere before expiry of his lien, such lien may, on his request, be transferred to join the subsequent position.

- (2) If an employee fails to join the service after expiry of period of lien, his post shall be declared vacant.

#### **IV.10 Age of Superannuation**

- (1) Employees in University Teaching Staff (UTS), Office Management Service and Supportive Management Service shall retire as per the Andhra Pradesh University Regulations under IV 2(b).;
- (2) The members of the University Teaching Service except Professor Emeritus, Distinguished Professor and Chair Professor shall retire as per the A.P. High Court Judicial Service rules and the DSNLU Service Rules and Regulations i.e. 62 Years.

#### **IV.11 Performance Assessment**

- (1) **University Teaching Service:** The performance assessment of the teachers shall be made by a committee constituted by the Vice-Chancellor on the basis of various factors including Annual Self-Appraisal Report, feedback of the students, regularity and punctuality in taking classes, contribution to corporate life of the University, performance of examination duties etc. performance assessment shall be made after every semester.
- (2) **University Administrative Service (UAS), Office Management Service (OMS) and Supportive Management Service (SMS):** The performance assessment shall be by the immediate superior and a review by the Registrar/Deputy Registrar. The Vice-Chancellor shall appoint a Committee of three members for performance assessment of the services of the members of the staff.
- (3) The Performance Assessment Report shall be kept in the service file of the teacher/staff member concerned. Copy of the report shall be supplied to the employee concerned and any negative point must be communicated and the response of the employee shall be placed before the Vice-Chancellor whose decision shall be final.

## CHAPTER-V LEAVE REGULATIONS

### V.1 Leave Regulations for University Teaching Service

#### V.1 (A) Duty Leave/ Special Casual Leave

- (1) Maximum of Ten (10) days in an academic year may be granted for:
  - (a) attending conferences, congresses, symposia, and seminars on behalf of the University or with the permission of the University;
  - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-chancellor;
  - (c) working in another Indian or foreign university, any other agency, institution, or organization, when so deputed by the University;
  - (d) participating in a delegation or working on a committee appointed by the central government, state government, the UGC or a sister university or any other academic body; and
  - (e) performing any other duty for the University.
- (2) The duration of leave should be such as may be considered necessary by the sanctioning authority on such occasion.
- (3) 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 may be sanctioned duty leave on reduced pay and allowances.
- (4) Duty leave may be combined with earned leave, half pay leave or extraordinary leave or casual leave.
- (5) Duty leave may also be given for attending meetings in the UGC, public service commission, ministries/departments of central and state governments, BCI, consortium of national law universities, association of Indian universities and such other institutions, bodies as may be decided from time to time provided that there is a formal invitation from the concerned body/institution/authority.
- (6) Leave may be granted only when the University can afford the absence of a concerned teacher from the University.

#### V.1 (B) Study Leave

- (1) Study Leave may be granted to avail scholarships/fellowships awarded to the member of University Teaching Service 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 by the university. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided that he does not take up any other remunerative jobs, like teaching, in the host country.
- (2) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under any organisation in India or abroad. He 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 of university either in India or abroad, provided that the Executive Council 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 the Vice-Chancellor.

- (3) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian (other than as Associate Professor/Professor or Senior Professor, 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 work in the University/Department/Centre or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- (4) The study leave shall be granted by the Executive Council on the recommendation of the Vice-Chancellor. Leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (5) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave.
- (6) 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.
- (7) 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 and give details of work to be done during the proposed spell of study leave.
- (8) No teacher who has been granted study leave shall be permitted to substantially alter the course of study or the programme of research without the permission of the Executive Council, 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 previous approval of the Executive Council to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- (9) 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, extraordinary leave of 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 for a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (10) 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 University on the expiry of his study leave, and serve the institution for the period for which the Bond has been executed.

- (11) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within twelve (12) months of its sanction, provided that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- (12) A teacher availing himself of the study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty on the expiry of the study leave.
- (13) A teacher –
  - (a) who is unable to complete his 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 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
- (14) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

#### **V.1 (C) Sabbatical Leave**

- (1) The regular, whole-time teachers of the university who have completed seven years of service as Associate Professor 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 university and higher education system.
- (2) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (3) A teacher, who has availed himself of full study leave of three years, would not be entitled to sabbatical leave.
- (4) 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 of duration of one year or more.
- (5) 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 proceeding on sabbatical leave.
- (6) A teacher on sabbatical leave shall not take up, during the period of the leave, any regular appointment with any organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
- (7) Provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (8) 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 the purposes of pension/ contributory provident fund.  
*Provided* that the teacher rejoins the university on the expiry of his leave.
- (9) The leave may be granted only when university can afford absence of the concerned teacher from the university.

**V.1 (D) Other Kinds of Leaves**

- (1) The following kinds of leave would be admissible to regular teachers:
  - (a) Leave treated as duty, *viz.* casual leave, special casual leave, and duty leave;
  - (b) Leave earned by duty, *viz.* earned leave, half pay leave, and commuted leave;
  - (c) Leave not earned by duty, *viz.* extraordinary leave; and leave not due;
  - (d) Leave not debited to leave account;
  - (e) Leave for academic pursuits, *viz.* study leave and sabbatical leave/academic leave; and
  - (f) Leave on grounds of health, *viz.* maternity leave and quarantine leave.
- (2) The Executive Council may grant in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

**V.1 (E) Casual Leave**

- (1) Total casual leave granted to a regular teacher shall not exceed eight (8) days in an academic year.
- (2) Total casual leave granted to teachers, research associates, and research assistants duly appointed on contractual basis shall not exceed eight (8) days in an academic year.
- (3) Half day casual leave may also be granted. A teacher who has some urgent work but does not require one day's leave, can avail a half day casual leave. The dividing line shall be the lunch break.
- (4) 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. The total period of continuous absence on casual leave and public holidays/Sundays put together should not exceed ten (10) days. If it exceeds, then the entire period of leave shall be counted as earned leave/loss of pay. In extraordinary circumstances, the Vice-Chancellor may relax the condition of loss of pay.

**V.1 (F) Special Casual Leave/Duty Leave**

- (1) Special casual leave, not exceeding ten (10) days in an academic year may be granted to a regular teacher to-
  - (a) conduct examination of a university/public service commission/board of examination or other similar bodies/institutions; and
  - (b) inspect academic institutions attached to a statutory board, etc.
- (2) In computing the ten (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.
- (3) In addition, special casual leaves to the extent mentioned below may also be granted to:
  - (a) undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six (6) working days; and
  - (b) a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen (14) days.
- (4) Special casual leave can neither be accumulated nor 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.



### **V.1 (G) Earned Leave**

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

For purposes of computation of period of actual service, all periods of leave except casual, special casual, and duty leave shall be excluded.
- (2) Earned leave at the credit of a teacher shall not accumulate beyond three-hundred (300) days. The maximum earned leave that may be sanctioned at a time shall not exceed sixty (60) days. Earned leave exceeding sixty (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.
- (3) For avoidance of doubt, it may be noted that:
  - (a) 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;
  - (b) In case where only a portion of the leave is spent outside India, the grant of leave in excess of one-hundred and twenty (120) days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed one-hundred and twenty(120) days; and
  - (c) Encashment of earned leave shall be allowed to the members of the teaching staff as applicable to the employees of Central Government.

### **V.1 (H) Half-pay Leave**

Half-pay leave admissible to a regular teacher shall be twenty (20) days for each completed year of service. Such leave may be granted based on a medical certificate from a registered medical practitioner. Half pay leave shall be admissible after the employee has served for three completed years of service.

*Explanation:* A "Completed years of service" means continuous service of twelve calendar months in the university and includes periods of absence from duty as well as leave including 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 three- hundred (300) for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India.

### **V.1(I) Commuted Leave**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted based on medical certificate issued by the Chief Medical Officer of the Government Hospital or CMO of a reputed Hospital or University Doctor to a regular teacher subject to the following conditions:

- (a) Commuted leave during the entire service be limited to a maximum of two-hundred and forty (240) days;
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and



- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed two-hundred and forty (240) days at a time.

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

#### **V.1 (J) Extraordinary Leave**

- (1) A regular 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.
- (2) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken based on medical certificates;
  - (b) Cases where the Vice-Chancellor 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* that 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.
- (3) 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 ground. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (4) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (5) The leave may be granted only when the university can afford absence of the concerned teacher from the University.

#### **V.1 (K) Leave Not Due**

- (1) 'Leave not due' may, at the discretion of the Vice-Chancellor, be granted to a regular teacher for a period not exceeding three-hundred and sixty (360) days during the entire period of service, out of which not more than ninety (90) days at a time and one-hundred and eighty (180) days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (2) 'Leave not due' shall not be granted, unless the Vice-Chancellor 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.
- (3) A teacher to whom 'leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason

of ill health, incapacitation of the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, for any other exceptional reasons to be recorded in writing, the refund of the leave salary for the period of leave still to be earned.

### **V.1 (L) Maternity Leave**

- (1) Maternity leave on full pay may be granted to a female employee member of the University Teaching Service (regular/contractual) for a period not exceeding twenty-six weeks, of which eight weeks up to and including the day of her delivery and up to eighteen weeks immediately following the day of her delivery. Maternity leave can be availed of twice in the entire career.

*Explanation:* For the purpose of this clause the term “week” means a cycle of seven days including Sundays. All holidays or vacations falling during the period of maternity leave shall be included therein.

- (2) Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female teacher in her career is not more than six weeks immediately following the day of her miscarriage, and the application for leave is supported by a medical certificate.
- (3) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (4) No female member of University Teaching Service shall be entitled to maternity leave unless she has actually worked in the University for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery.
- (5) Other leaves such as Child Care Leave, Paternity Leave, Adoption Leave, Surrogacy Leave may be granted as per the A.P State Government Rules as amended from time to time.

### **V.2 Leave Regulations for UAS/OMS/SMS**

**V.2(A) Earned Leave, Half Pay Leave, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Casual Leave, Special Casual Leave may be granted as per the A.P. State Government rules in vogue from time to time.**

### **V.3 Leave Conditions Applicable to UTS/UAS/UMS**

#### **V.3.1 Sanctioning Authority**

- (1) The Vice-Chancellor shall be competent authority to sanction any type of leave to the members of University Teaching Service and the University Administrative Services except extra-ordinary leave, sabbatical, and study leave. Extra-ordinary leave, sabbatical and study leave shall be sanctioned by the Executive Council on the recommendations of the Vice-Chancellor.

- (2) The Registrar shall be competent authority to sanction casual leave (full / half day) to the members of University Managerial Service. Earned leave, leave on half pay, leave not due, maternity leave, and paternity leave shall be sanctioned in consultation with the Vice-Chancellor. Extra-ordinary leave, commuted leave and special disability leave shall be sanctioned by the Executive Council on the recommendations of the Vice-Chancellor.
- (3) All leaves shall be routed through proper channel. For example, application for leave shall be channeled through the Assistant Registrar (Academics) and in case of general administration it shall be channeled through Office to the Registrar, as the case may be.

### **V.3.2 Right to Leave**

- (1) No leave can be claimed as of right and the grant of leave shall always be subject to the exigencies of service and the circumstances of each case.
- (2) All employees in essential services or such other services as may be defined from time to time, shall be required to apply for leave on a rotation/substitution basis with the prior approval of competent sanctioning authorities.
- (3) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require except in case of Ex-India Leave.
- (4) In granting leave, the availability of necessary staff at the University and the financial burden on the University shall always be taken into account.
- (5) Every employee shall intimate and obtain approval from sanctioning authority before proceeding on station leave and Ex-India leave.

### **V.3.3 Combination and Conversion of Leave**

- (1) Subject to the other provisions of this Chapter, any kind of leave other than casual leave may be granted in combination with or in continuation of any other kind of leave.
- (2) The Sanctioning authority may permit an employee to convert any kind of leave other than casual leave to any other kind of leave admissible.

### **V.3.4 Other Employment during Leave**

- (1) An employee on leave other than leave preparatory to retirement shall not take any service or accept any employment.
- (2) An employee on leave preparatory to retirement shall not take any service or accept any employment without the prior permission of the sanctioning authority. *Provided* that where any such permission is granted, the employee shall be precluded from cancelling his leave and returning to duty.

### **V.3.5 Return to Duty**

- (1) No employee on leave shall return to duty before the expiry of the period of leave granted to him/her except with the permission of the sanctioning authority.
- (2) An employee on leave on a certificate of sickness shall not return to duty unless he produces the fitness certificate from a Medical Officer and approved by the Vice-Chancellor.

### **V.3.6 Overstay After Expiry of Leave**

An employee who remains absent on the expiry of his leave shall not, unless the sanctioning authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the University if the period of such absence exceeds twenty (20) days.

### **V.3.7 Lapse of Leave/Refused Leave**

Leave at the credit of an employee shall lapse on the date of his compulsory retirement/dismissal/removal from service:

- (1) *Provided* that where an employee, if in sufficient time before the date of his retirement applies for leave, and the leave or any portion thereof has been refused in the interest of the University, he may be granted, after that date, the amount of leave so refused not exceeding the period of earned leave due on such date.

## CHAPTER-VI ALLOWANCES AND OTHER BENEFITS

### VI.1 Provident Fund

- (1) The employees of the University who are appointed on a pay scale or with consolidated pay shall be entitled for the benefit of the provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952.  
*Provided* that the employees appointed on part-time or daily wage basis or those who join the University after their superannuation and/or have completed the age of superannuation shall not be entitled to the benefit of provident fund.
- (2) A 12% of the salary, i.e., basic pay plus dearness allowance, shall be deducted every month from the salary of an employee as his share. In case of employee who is drawing consolidated pay 12% of the consolidated pay shall be deducted as his share of contribution towards provident fund.
- (3) An equal amount of employer's share and administrative charges/expenses, if any as per the Provident Fund Rules, shall be contributed by the University.
- (4) The provident fund deductions from the employee along with the University's contribution shall be deposited with the Provident Fund Office within the stipulated time-frame.
- (5) All employees of the University joining provident fund shall abide by the Provident Fund Act and Rules, as may be in force from time to time, and shall sign or submit requisite documents, declarations, and undertakings to the Office of the Registrar.
- (6) If a member of UTS goes to other institution/university with the due approval from the university for teaching or research assignment, his contribution must be borne by the borrowing Institution/university.

### VI.2 Gratuity

- (1) The payment of gratuity shall be from the date of joining of service at the University.
- (2) Where Regulations on payment of gratuity are silent, the payment of gratuity rules as applicable to the central government employees shall apply to the employees drawing the UGC/central government pay scales, and the rules of state government of Andhra Pradesh shall be applicable to the employees drawing the pay scales on par with government of Andhra Pradesh.
- (3) Gratuity shall be paid to the contractual employees also. The calculation of gratuity in case of contractual employees with consolidated pay shall be on the minimum of the scale which the post carries or the consolidated salary whichever is less.
- (4) Gratuity shall be payable to an employee on:
  - (a) superannuation; or
  - (b) compulsory or voluntary retirement; or
  - (c) death or permanent total disablement due to accident or disease.
- (5) Gratuity shall be paid to the employees provided that a continuous service of not less than five years has been rendered. Any service in excess of six months shall be counted as one-year service. However, the completion of continuous service of five years shall not apply in case of death or permanent total disablement of an employee. In case of permanent partial disablement, gratuity shall be paid in proportion to the extent/percentage of such disability.

- (6) The gratuity payable to an employee shall be wholly forfeited:
  - (a) if the services of such an employee have been terminated for his riotous or disorderly conduct involving use of or threat of violence on his part; or
  - (b) if the services of such employee have been terminated for any act involving moral turpitude;
  - (c) if the employee has been convicted by a criminal court for any criminal offence; or
  - (d) in case services of an employee have been terminated for any willful act, omission or negligence causing any damage or loss or destruction of property of the employer, gratuity shall be forfeited to the extent of such damage or loss.

### **VI.3 Encashment of Earned Leave**

(1) Entitlement of earned leave:

- (a) Earned leave to members of University Teaching Service and Officers of the University shall be available as per UGC Rules/ Government of Andhra Pradesh.
- (b) Earned leave to employees duly appointed other than the above shall be on par with government of Andhra Pradesh.

*Provided* that earned leave shall be credited in advance in two half-year installments on the first day of January and first day of July every year. In case, any employee joins/ leaves any time during the calendar year, his earned leave shall be credited on *pro-rata* monthly basis. Such leave shall be credited only for the completed month. A fraction of a month in excess of fifteen (15) days shall be counted as one month. While calculating the number of days of leave, fraction of half a day or more days shall be rounded off to nearest one day.

- (2) The earned leave of an employee shall be calculated from the date of his joining service as per entitlement and entry in the earned leave register shall be made accordingly.
- (3) Earned leave encashment shall be allowed to members of University Teaching Service in UGC pay scales and members of University Administrative Service and University Managerial Service who have been duly appointed.
- (4) Earned leave encashment shall not be available to any past employees who are not in service on the date of enforcement of these Regulations.
- (5) Earned leave encashment shall be admissible only to regular employees of the University.
- (6) Earned leave encashment shall be available to the employee who has rendered a minimum of five years of service in case of:
  - (a) Retirement;
  - (b) Voluntary Retirement;
  - (c) Resignation;
  - (d) Death or Disability; and
  - (e) Discharge from Service.
- (7) If accumulated earned leave exceeds the maximum encashable limit prescribed and revised from time to time by UGC (in case of University Teaching Service) or on par with government of Andhra Pradesh (in case of University Administrative Service and University Managerial Service), the employee may avail of any excess earned leave during his service.

- (8) Calculation of cash equivalent of earned leave:
- (a) The cash equivalent of earned leave shall be calculated on the basic pay and dearness allowance and shall be payable in one lump sum as a one-time settlement as below:  
Basic pay plus DA (last drawn) multiplied by number of days of unutilized earned leave divided by thirty (30) subject to the maximum limit as prescribed by the UGC/Government of Andhra Pradesh, as the case may be.
- (b) The authority competent to grant leave may withhold the whole or part of cash equivalent of the earned leave in case of an employee under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority, there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of dues, if any.
- (9) These Regulations on encashment of earned leave shall come into force immediately and shall apply with retrospective effect for the existing teaching and non-teaching employees from the date of their appointment on UGC pay scales in case of faculty and duly appointed in case of other employees.

#### **VI.4 Leave Travel Concession (LTC)**

All UTS and Officers of the University shall be entitled for grant of LTC as per the A.P State Government Service Rules in vogue from time to time.

#### **VI.5 Allowances**

All regular employees of the University shall be eligible for the dearness allowance, travelling allowance, house rent allowance, and all other allowances normally.

## CHAPTER-VII CONDUCT

### VII.1 General Conduct of Employees

- (1) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (2) Every employee shall abide by and comply with the provisions of the Act/Statute/Rules and Regulations of the University and all orders and directions of his superior authorities.
- (3) Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- (4) Every employee shall endeavor to promote the interests and reputation of the University and shall not act in any manner prejudicial thereto.
- (5) No employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race, and gender in respect of his relationship with his colleagues and trying to use the above activities for improvement of his prospects or any other such activity which is against the interest of the University.
- (6) No employee shall refuse to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University.
- (7) No employee shall bring political influence in any matter of the University including pertaining to his service.
- (8) No employee shall indulge in any act of sexual harassment of any person at the work place. Any act of sexual harassment at workplace shall be dealt with as per law.

### VII.2 Misconduct

The following acts, conduct and commissions of an employee of the University shall amount to misconduct:

- (1) If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University;
- (2) If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his duty to the University;
- (3) If the employee indulges in the acts of plagiarism or any other academic misconduct;
- (4) If the act or conduct of an employee makes it unsafe for the University to retain him in service;
- (5) If the act or conduct of an employee is so grossly immoral that all reasonable person will say that the employee cannot be trusted;
- (6) If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee;
- (7) If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (8) If an employee is abusive or if he disturbs the peace at the place of his employment;
- (9) If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee;
- (10) If the employee is habitually negligent in respect of the duties for which he is engaged;
- (11) If the negligence of the employee, though isolated, tends to cause serious consequences;



- (12) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
- (13) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property;
- (14) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law;
- (15) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline;
- (16) Riotous and disorderly behavior during and after the office hours or in office premises;
- (17) Habitual late attendance or refusal to sign attendance register or electronically recorded attendance;
- (18) Negligence or neglect of work or duty amounting to misconduct, habitual negligence or neglect of work;
- (19) Habitual absence without permission and overstaying leave; and
- (20) Conviction by a criminal court.

### **VII.3 Taking Part in Politics and Elections**

- (1) No employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in any political activity, nor shall he take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or which tends directly or indirectly to be, subversive of any government in India as by law established, and where an employee is unable to prevent a member of his family from taking part in, subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the competent authority.
- (3) Whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice-Chancellor, thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with, or use his influence in connection with, or take part in an election to any legislature or local authority (herein after referred to as "election"):  
*Provided* that an employee of the University qualified to vote at such election may exercise his right to vote, and where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- (5) Where an employee assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force or by an order of the competent authority, he shall not be deemed to have contravened this provision.
- (6) The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with the election and his proposing or seconding the nomination of a candidate at the election shall amount to taking part in the election, within the meaning of this provision, and accordingly, such employee shall, in any such eventualities, be deemed to have contravened this provision.

#### **VII.4 Unauthorized Communication of Information**

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, any official document or information to any person / media to whom he/she is not authorised to communicate such document or information.

#### **VII.5 Private Trade or Employment**

No employee shall, except with the previous permission of the Vice-Chancellor, engage directly or indirectly in any trade or business or undertake any employment outside his official assignments. *Provided* that the above restrictions shall not apply to academic work/advisory positions in educational institutions and consultative practice undertaken with the prior permission of the Vice-Chancellor which may be given subject to such condition as regard to the acceptance of remuneration as may be laid down in the Regulations.

#### **VII.6 Demonstration and Strikes**

No employee shall:

- (1) engage himself or participate directly or indirectly and encouraging others in any demonstration which is prejudicial to the interest of the University, state government and union government, or sovereignty and integrity of India, the security of the state, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or indictment to an offence; and
- (2) resort to or in any way abet, any form of strike in connection with any matter pertaining to his/her service or the service of any other employee of the University.

Violation of any of the provisions under this chapter shall invite appropriate disciplinary action.

## **Chapter-VIII**

### **GRIEVANCE REDRESSAL MECHANISM**

#### **VIII.1 Application for Grievance Redressal**

In case any employee of the University is having any grievance, he shall submit a written application containing details of the employee, concise statement of material facts constituting grievance, relief prayed for and such other particulars as may be prescribed from time to time. Grievance shall be submitted to the Registrar within a reasonable time and in any case not later than thirty (30) days from the date of accrual of the cause. In case of any grievance against the Registrar, an application is required to be submitted to the Vice-Chancellor within thirty (30) days. However, in appropriate cases, competent authority may condone the delay if sufficient cause is shown.

#### **VIII.2 Committee**

On receipt of the grievance, if the *prima facie* case is made out, competent authority of the University shall constitute a Committee consisting of three members for enquiring into the matter. The committee shall, after conducting due enquiry, submit a fact-finding report to the competent authority within a reasonable period and ordinarily not later than 30 days from the date of constitution of committee.

#### **VIII.3 Report**

On receipt of the report from the Committee, the competent authority shall take/initiate appropriate action after considering the report. In case the competent authority is not satisfied with the report or for any other sufficient reason, the competent authority may constitute another fact-finding Committee. All norms applicable to the Committee constituted under this provision shall be applicable to any other fact-finding Committee constituted.

#### **VIII.4 Cognizance by the Competent Authority**

Competent authority of the University may take *suo-motu* cognizance of any misconduct/act of the employee(s) and constitute a fact-finding Committee in the larger interest of the University and the above procedure shall be applicable to the fact-finding Committee constituted under this provision.

#### **VIII.5 Supply of Copy of Report**

A copy of the final report and action taken thereon shall be supplied to the employee and affected parties, free of cost and the same shall be recorded in the service book and shall also be placed in the service file of the employee.

#### **VIII.6 Saving Clause**

If any proceeding for indiscipline or service misconduct is initiated by the University, the said matter shall not fall within the domain of grievance redressal mechanism.

## **CHAPTER-IX DISCIPLINE**

### **IX.1 Discipline**

- (1) The Vice-Chancellor shall be empowered to take any disciplinary action against the member of University Teaching Service and University Administrative Service wherever he thinks fit in the larger interest of the University after following the due procedure prescribed in these Regulations.
- (2) The Registrar shall be empowered to take any disciplinary action against the member of the University Management Service wherever he thinks fit after following the procedure prescribed in these Regulations.
- (3) The Vice-Chancellor may, in appropriate matters, direct the Registrar to initiate legal proceedings against any employee of the University.

### **IX.2 Suspension**

- (1) The Competent Authority/ Controlling Authority may, by an order, place an employee under suspension-
  - (a) Where disciplinary proceeding against an employee is contemplated or pending and likely to result into imposing any of the major penalties; or
  - (b) Where in the opinion of the competent authority employee has engaged in activities prejudicial to the interest of the University; and
  - (c) Where a case against an employee in respect of any criminal offence is under investigation, inquiry, or trial.

*Provided that, suspension of an employee shall not be ordered unless there is a prima facie case against him for imposing one of the major penalties stated in these Regulations or there is reason to believe that his continuance in service is likely to cause embarrassment or to hamper the inquiry or investigation of the case.*
- (2) The employee shall be deemed to have been placed under suspension-
  - (a) With effect from the date of his detention, if he is detained in police or judicial custody, on a criminal charge, for a period exceeding forty-eight (48) hours.
  - (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight (48) hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the competent authority.
- (3) While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the competent authority.
- (4) The employee under suspension shall not accept any private or gainful employment.
- (5) The employee under suspension shall not leave the headquarter during the period of suspension without the prior approval of the competent authority.

### **IX.3 Subsistence Allowance**

- (1) The employee under suspension is not paid any pay but he is allowed a subsistence allowance at an amount equivalent to the leave salary which the employee would have drawn if he had been on leave on half average pay or half pay and in addition dearness allowance if admissible based on such leave salary. Subsistence allowance to be

reviewed after every three months and may be increased / decreased by up to 50% of the allowance during the first three months.

The subsistence allowance shall be subject to deductions as per the Financial Regulations of the University.

- (2) The employee shall not be paid the subsistence allowance unless he furnishes a certificate to the following effect before payment is made every month:  
*“I certify that I did not accept any private or gainful employment during the period in question.”*
- (3) If the authority sanctioning the payment of subsistence allowance has any reasons to doubt this certificate, it may ask the police authority to verify the certificate and if, the employee is found to have given a false certificate, that should be construed as an act of misconduct and it shall be made an additional charge against him.
- (4) When an employee is convicted by a competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of rupee one per month with effect from the date of such conviction and he shall continue to draw the same till the date of his removal or reinstatement, as the case may be, by the competent authority.
- (5) When an employee is acquitted by the appellate court and no further appeal or a revision application to a higher court is preferred and pending, he shall draw the subsistence allowance at the normal rate from the date of acquittal by the appellate court till the termination of the inquiry, if any, initiated under these Regulations.
- (6) When an employee under suspension attains the age of superannuation while under suspension, he shall be deemed to have been retired on attaining the age of superannuation and any departmental or judicial proceedings pending against him shall be continued even after his retirement. However, he shall not be entitled to subsistence allowance after he attains the age of superannuation.
- (7) When an employee who has been suspended is reinstated, the competent authority, while passing an order of the reinstatement, shall specifically mention whether the period of suspension is treated as ‘on duty’ or not.
- (8) If the competent authority is of the opinion that the employee has been fully exonerated or in the case of suspension, that it was unjustified, the employee shall be given full pay and allowances to which he could have been entitled to, had he not been dismissed, removed, or suspended, as the case may be. In that case, the subsistence allowance already paid to him shall be fully recovered from the arrears of the pay and allowance.

#### **IX.4 Penalties**

- (1) Without prejudice to the provisions of any law for the time being in force, the following penalties may be imposed on the employee of the University found guilty of misconduct, namely:
  - (a) Minor Penalties
    - (i) Censure
    - (ii) Withholding of increments of pay
    - (iii) Withholding of promotion
    - (iv) Recovery from his pay or such other amounts as may be due to him, of the whole or part of any pecuniary loss caused by him to the University, by

negligence or by breach of orders.

- (b) Major penalties
  - (i) Reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
  - (ii) Reduction to a lower time-scale of pay, grade, post, or service for a period to be specified in the order of penalty, which shall ordinarily be a bar to the promotion of the employee during the specified period to the next time-scale of pay, grade, post, or service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period
    - The period of reduction to time-scale of pay, grade, post, or service shall operate to future increments of pay, and if so, to what extent; and,
    - The employee shall regain his original seniority in the higher time- scale of pay, grade, post, or service.
  - (iii) Compulsory retirement.
  - (iv) Removal from service.
  - (v) Dismissal from service.
- (2) The following shall not amount to penalty within the meaning of these Regulations:
  - (a) Non-promotion of the employee, whether in substantiate or in officiating capacity, after consideration of his/her case, to a service, grade, or post for promotion to which he/she is eligible, on administrative grounds not connected with his/her conduct;
  - (b) Reversion of the employee, officiating in higher service, grade or post to a lower grade or post on the ground that he/she is considered to be unsuitable for such higher service, grade or post, or on any administrative ground not connected with his/her conduct;
  - (c) Termination of the services of-
    - (i) An employee appointed on probation, during or at the end of his/her probation, in accordance with the terms of his appointment governing such probation;or
    - (ii) A temporary employee on grounds not connected with his/her conduct; or
    - (iii) The employee under an agreement, in accordance with the terms of such agreement;
  - (d) Non placement of an employee in upper scale; and
  - (e) Reversion of the employee appointed on probation to any other service, grade or post, to his/her previous service, grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment governing such probation.

#### **IX.5 Authority Competent to Impose Penalty**

The competent authority may impose on an employee any of the penalties specified in IX.4.

## IX.6 Procedure for Imposing Penalty

- (1) The order imposing penalty shall be made only after an inquiry is held. Whenever the competent authority is of the opinion that there are grounds for inquiry into the truth of imputation of misconduct which may result in penalty, it may itself inquire into, or appoint a committee to inquire into the truth thereof. Before enquiry is ordered, the Competent Authority may order a preliminary enquiry to find out whether there is any substance in the imputation of misconduct.
- (2) Preliminary inquiry may be held by a committee appointed by the competent authority to ascertain whether there is any substance in the imputations levelled against the employee. The committee, after going through all the documents and evidences, and after examining the persons concerned, if any, shall decide whether there is a *prima facie* case against the employee. The committee shall prepare the report which shall contain its findings and a specific remark whether there is any substance in the complaints against the employee requiring initiation of formal proceedings.
- (3) Where it is proposed to hold an enquiry against an employee, the competent authority shall draw up or cause to be drawn up:
  - (a) The substance of imputation of misconduct or misbehavior into definite or distinct Charge(s);
  - (b) A statement of imputation of misconduct or misbehavior in support of each charge which shall contain-
    - (i) A statement of all relevant facts including any admission, or confession by an employee, and
    - (ii) A list of documents by which, a list of witnesses by whom, each charge is proposed to be substantiated.
- (4) The competent authority shall deliver or cause to be delivered to an employee, copy of charge, statement of imputation of misconduct and list of documents and of witnesses by which each charge is proposed to be substantiated. The competent authority shall, by a written notice, require an employee to submit to it within such time as may be specified in the notice, a written statement of his defense, and to state whether he desires to be heard in person.
- (5) On receipt of the written statement of defense, the competent authority may itself inquire into such charges as are not admitted, or if it considers it necessary to do so, constitute an Inquiry Committee for the purpose, and where all the charges have been admitted by an employee, the competent authority shall record its findings on each charge and shall act in the manner laid down herein.
- (6) If no written statement of defense is submitted by an employee, the competent authority may itself inquire into charges or may constitute an Inquiry Committee for the purpose.
- (7) Where the competent authority constitutes an Inquiry Committee, the order shall specify the name of the Convenor of the Committee, Member, and Member Secretary to the Committee. The member-secretary shall be responsible for maintaining the record of the evidence, examination, cross examination and re- examination of witnesses and he shall be custodian of all records of the Committee.
- (8) The Competent authority may by an order appoint another employee or a legal practitioner as the Presenting Officer to present the case in support of the charges before the Inquiry Committee. The charge-sheeted employee may take assistance of



any other employee to represent the case on his behalf, but may not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the competent authority, having regard to the circumstances, so permits.

- (9) The competent authority shall forward it to the Inquiry Committee as follows:
  - (a) A copy of charges and the statement of imputation of misconduct;
  - (b) A copy of the written statement of defense submitted by the employee;
  - (c) Copies of the statements of witnesses;
  - (d) Evidence of the delivery of documents to the employee; and
  - (e) A copy of the order appointing the Presenting Officer.
- (10) The employee shall appear in person before the competent authority or Inquiry Committee, as the case may be, on such day and at such time within ten working days from the date of receipt of charge(s) and the statement of imputation of misconduct as the competent authority or Inquiry Committee, as the case may be, by notice in writing specify, or such further time not exceeding ten days as may be allowed.
- (11) The competent authority may *suo-moto* or on being moved by an employee against whom inquiry is instituted, for just and sufficient reasons submitted in writing, reconstitute Inquiry Committee, and transfer the proceedings to the said Committee.
- (12) Where an employee admits charge(s) at any stage of the proceedings and pleads guilty, this shall be recorded under the signature of the employee. If such an admission is made before the Inquiry Committee, the Committee shall proceed in accordance with clause 27.
- (13) If the employee fails to appear within the specified time, refuses to plead, or fails to admit, Inquiry Committee shall require the Presenting Officer to produce the evidence by which he proposes to prove charges, and shall adjourn the case to a later date not exceeding thirty days, after recording the order that the employee may, for the purpose of preparing his defense-
  - (a) Inspect within five days of the order or within such further time not exceeding five days as the Inquiry Committee may allow, the documents specified in the list;
  - (b) Submit a list of witnesses to be examined on his/her behalf; and
  - (c) Give a notice within ten days of the order or within such further time not exceeding ten days as the Inquiry Committee may allow, for the discovery or production of any documents not mentioned in the list, indicating the relevance of such documents.
- (14) Where the employee applies in writing for supply of copies of the statements of witness(es) mentioned in the list, the Inquiry Committee shall furnish him such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the competent authority.
- (15) Where the Inquiry Committee receives a notice from the employee for the discovery and production of documents, it shall forward the notice to the concerned in whose custody or possession the documents are kept, with a requisition to produce the document by a specified date:  
*Provided* that, the Inquiry Committee may, for reasons to be recorded in writing, refuse to requisition any of such documents as are not relevant in the case.



- (16) On receipt of the requisition, the employee concerned having custody or possession of the requisitioned documents shall produce the same before the Inquiry Committee.  
*Provided* that, if the concerned employee having the custody or possession of the requisitioned documents, is satisfied for the reasons to be recorded in writing that the production of all or any of such documents would be against the public interest, it shall inform the Inquiry Committee. The Committee shall, on being so informed, communicate the information to the employee and withdraw the requisition.
- (17) The inquiry shall be commenced on the date fixed by the Inquiry Committee and shall continue thereafter on the dates as may be fixed from time to time.
- (18) The oral and documentary evidence by which the charges are proposed to be proved shall be produced before the Inquiry Committee. The witnesses may be examined by the Presenting Officer and cross-examined by the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter without the permission of the Inquiry Committee. The Inquiry Committee may also put questions to the witnesses.
- (19) Before closing the case by the Presenting Officer, the Inquiry Committee may allow the Presenting Officer to produce fresh evidence, not included in the list, or may itself call for new evidence or re-examine any witnesses, and in such case, the employee shall be entitled to a copy of the list of further evidence. The Inquiry Committee shall give the employee an opportunity of inspection of documents before they are taken on record. The Inquiry Committee may also allow the employee to produce new evidence if it is necessary in the interest of justice.
- (20) When the case of the Presenting Officer is closed, the employee shall be required to state his defense orally or in writing as he may prefer. If the defense is made orally, it shall be recorded and the employee shall sign the same. A copy of the statement of defense, shall be given to the competent authority. The employee may examine himself and his witnesses. They may be cross-examined by the Presenting Officer, re-examined by the employee, and examined by the Inquiry Committee.
- (21) After the employee closes his/her case and if he/she has not examined himself/herself, the Inquiry Committee may generally question him/her on the circumstance appearing against him/her, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.
- (22) The Inquiry Committee may, after the completion of production of evidence, hear the Presenting Officer and the employee or permit them to file written briefs of their respective case.
- (23) If the employee to whom a copy of the charge(s) has been delivered does not submit a written statement of defense on or before the date specified or does not appear in person before the Inquiry Committee, the Inquiry Committee may hold the inquiry *ex-parte*.
- (24) Whenever the Inquiry Committee, after having heard and recorded the whole or part of the evidence in an enquiry, ceases to exercise jurisdiction therein and is succeeded by another Inquiry Committee, which has such jurisdiction, the Inquiry Committee

so succeeding him, shall act on the evidence so recorded by its predecessor and partly recorded by itself, unless the competent authority otherwise directs by an order in writing:

*Provided* that, if the succeeding Inquiry Committee is of the opinion that further examination of any of the witnesses already recorded is necessary in the interest of justice, it may recall, re-examine, and cross-examine him/her.

- (25) After the conclusion of the inquiry, a report shall be prepared by the Inquiry Committee. Such report shall contain:
  - (a) Charges against the employee and the statement of imputation of misconduct;
  - (b) defense of the employee in respect of each charge;
  - (c) assessment of the evidence in respect of each charge; and
  - (d) findings on each charge and the reasons thereof.
- (26) Where in the opinion of the Inquiry Committee, the proceedings of the inquiry establish any charge which is different from the original charge, it may record its findings on such charge after giving an opportunity to the employee on such charge.
- (27) When the enquiry is conducted by the Inquiry Committee, it shall be forwarded to the competent authority, the record of inquiry which shall include:
  - (a) Report prepared by it;
  - (b) Written statement of defense submitted by the employee;
  - (c) Oral and documentary evidence produced in the inquiry;
  - (d) Written briefs filed by the Presenting Officer and the employee; and
  - (e) Orders, if any, made by the Inquiry Committee regarding the inquiry.

#### **IX.7 Action on Inquiry Report**

- (1) The competent authority shall consider the inquiry report and if it disagrees with the Inquiry Committee regarding the finding on any charge, it shall record its reasons for such disagreement, and refer the case back to the Inquiry Committee for further inquiry and report. The Inquiry Committee shall thereon proceed to hold further inquiry according to the provisions of these Regulations.
- (2) The competent authority shall furnish the employee a copy of the report of the inquiry and findings on each charge and shall afford an opportunity of hearing to the employee if the findings are adverse to him.
- (3) The competent authority shall after hearing the employee and considering the representation, if any, made by the employee and report, findings and other materials on record shall make his/her determination as regards the guilt of the employee, if any.
- (4) If the competent authority having regard to the report, findings and other material available on record, is of the considered opinion that any of the penalties shall be imposed on the employee, it shall give to the employee a show cause notice stating the penalty proposed to be imposed on him/her, and calling upon him/her to submit his/her representation on the proposed penalty, within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed on his/her request.
- (5) If the competent authority is of the opinion that any of the penalties shall be imposed on the employee, it shall notwithstanding anything contained in these Regulations, determine what penalty shall be imposed on the employee and make an order imposing such penalty. Such an order shall be communicated to the employee in writing within a reasonable time-frame of 30 days.

- (6) If the competent authority is of the opinion that no penalty shall be imposed or that the employee be honorably acquitted, the competent authority shall communicate the decision in writing within a reasonable time-frame of 30 days.

## CHAPTER-X APPEAL AND REVIEW

### **X.1 Appealable Orders**

- (1) Notwithstanding anything contained in these Regulations, no appeal shall lie against:
  - (a) Any order of an interlocutory nature or of the nature of a step-in-aid of the final disposal of a disciplinary proceeding, other than an order of suspension;
  - (b) Any order passed by an Inquiry Committee during an inquiry under these Regulations.
- (2) Subject to the provisions of clause (1), an employee may prefer an appeal against any of the following orders:
  - (a) An order of suspension or deemed suspension;
  - (b) An order imposing or enhancing any of the penalties; and
  - (c) Any order passed on an application for redressal of grievances by grievance redressal mechanism.

### **X.2 Appellate Authorities**

An appeal shall lie from any order made by:

- (a) the Registrar, to the Vice-Chancellor;
- (b) the Vice-Chancellor, to the Executive Council.

### **X.3 Period of Limitation for Appeal**

No appeal shall be entertained unless it is submitted within a period of forty-five days from the date on which the order is communicated to the employee concerned.

*Provided* that the appellate authority may entertain the appeal after the expiry of the said period, on satisfactory grounds, that the appellant had sufficient cause for not submitting the appeal within the prescribed time.

### **X.4 Form, Contents and Submission of Appeal**

- (a) Every person preferring an appeal shall do so separately and in his/her own name and shall address it to the authority to which the appeal lies.
- (b) The memorandum of appeal shall be complete in itself and shall contain all grounds of appeal, all material statements, and arguments on which the appellant relies.
- (c) Memorandum of appeal shall not contain any disrespectful or improper language.

### **X.5 Consideration of Appeal**

The appellate authority shall consider every appeal in such manner as it deems fit and pass such order within a reasonable time as it deems proper in the circumstances of the matter.

Appellate authority shall *inter-alia* consider the following and pass appropriate order:

- (a) Whether the procedure laid down in these Regulations has been followed, if not whether such non-compliance has resulted in the violation of any provisions of the Act or in failure of justice;
- (b) Whether the findings of the disciplinary authority are warranted by the evidence on record.

*Provided* that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

## **X.6 Review**

The competent authority or appellate authority may on its own motion or an application made within thirty days of the date of communication of the order, review any order made by it and pass such orders as it deems fit in any of the following cases:

- (a) Discovery of new or important matter or evidence; or
- (b) Any mistake or error apparent on the face of the record.

*Provided* that no order imposing an enhanced penalty shall be passed unless the employee concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

*Provided* further that an order passed in review shall not be subject to further review or appeal.

## **X.7 Order on Re-instatement**

Where an employee who has been suspended, removed, or dismissed is reinstated, the authority reinstating him/her shall make an order specifying:

- (a) Whether the employee may draw for the period of his/her absence from duty any pay and allowances in addition to the pay and allowances admissible under these regulations;
- (b) Whether such a period may be treated as duty for all or any purposes.

## **CHAPTER-XI MISCELLANEOUS**

### **XI.1 Special Provision for Existing Employees**

An employee holding a post in the University at the commencement of these Regulations shall, on such commencement, be deemed to have been appointed under the provisions of these Regulations to the corresponding post as specified and shall draw the pay as per the Financial Regulations of the University/State Government of A.P./ The Andhra Pradesh Universities Act, 1991 (Act No. 4 of 1991).

### **XI.2 Authentication**

All orders and decisions of the Executive Council shall be authenticated by the signature of the Vice-Chancellor and the Registrar or by such other authority as may be specified by the Executive Council in this behalf.

### **XI.3 Holiday, Working Days and Working Hours**

The University shall observe such holidays, working days, and working hours as may be determined by the competent authority of the University and as notified from time to time.

### **XI.4 Service Book and Personal File**

- (a) The University shall maintain a service book and personal file of each employee in such form as provided from time to time.
- (b) The entries in the service book and personal file of an employee shall be made by the Office of the Registrar.
- (c) All entries made in the service book shall be counter signed by the employee.

### **XI.5 Residuary Condition**

Any matter relating to the condition of service of an employee for which no provision is made in these Regulations shall be determined by the Vice-Chancellor in consultation with the Executive Council.

### **XI.6 Power to Relax**

Notwithstanding anything contained in these Regulations, the Competent Authority may, in case of any employee, relax any of the provisions of these Regulations either to provide relief to such employee from any undue hardship arising from the operation of such provisions, or in the interest of the University.

### **XI.7 For further reference and guidance if any, the following may be referred:**

1. A.P Universities Act, 1991 (Act No. 4 of 1991) as amended from time to time.
2. Andhra University Manual, Andhra University Office Manual, Andhra University Standing Orders of the Executive Council and Andhra University Code.

**XI.8 Amendment**

The Executive Council of the University shall have the power to amend, alter, replace, rescind or add any provision to these Regulations from time to time, as and when required in the interest of the University.

**XI.9 Removal of Doubts**

Wherever any doubt arises as to the interpretation or application of any of the provisions of these Regulations, the decision of the Competent Authority Vice Chancellor or Executive Council as the case may be shall be final.

# **SCHEDULES**



**SCHEDULE - A**

The filling up of Teaching and Non-teaching / Administrative Support posts of sanctioned by the Government of Andhra Pradesh is in accordance with the guidelines prescribed by UGC / Government of Andhra Pradesh from time to time and adopted by the Executive Council.

## SCHEDULE – B (I)

### QUALIFICATIONS FOR APPOINTMENTS AND PROMOTIONS OF UNIVERSITY TEACHING SERVICE (UTS)

#### A. Minimum Qualifications for Direct Recruitment to the Post of Professor Emeritus/ Distinguished Professor / Senior Professor / Professor / Associate Professor / Assistant Professor / Librarian / Deputy Librarian / Assistant Librarian

##### 1. Professor Emeritus/ Distinguished Professor

A person who has served as a Professor with a minimum of ten years of teaching/research experience or served as a Vice-Chancellor or a Retired Judge of Supreme Court/High Court.

##### 2. Senior Professor

- (a) An eminent scholar with a good track record of high-quality research publications in Peer-reviewed or UGC listed journals, significant research contribution to the discipline, and engaged in research supervision.
- (b) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College, or an institute of national level.
- (c) The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years' experience.
- (d) The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

##### 3. Professor

The minimum qualification for the post of Professor as given hereinafter, either in clause (1) or (2) shall follow:

- (1)(a) 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 the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in **Schedule-B (II), Table 2;**
  - (b) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. 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
- (2) An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institution/industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence. *Provided* he has ten years' professional experience.

#### 4. Associate Professor

- (a) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines; A Master's Degree with at least 55% marks or an equivalent grade;
- (b) 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 the peer-reviewed or UGC-listed journals and a total research score of Seventy-five (75) as per the criteria given in **Schedule-B (II), Table 2**.
- Candidates with degrees from National Law Universities or reputed foreign institutions, or who have teaching experience of National Law Universities would be preferred.

#### 5. Assistant Professor

The minimum qualification for the post of Assistant Professor as given hereinafter, either in clause (1) or (2) shall follow.

- (1)(a) A Master's degree with 55% marks or an equivalent grade in a concerned / relevant / allied subject from an Indian University, or an equivalent degree from an accredited foreign university;
- (b) The candidate must 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.
- or
- (2) The Ph.D. degree have 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:
- (a) Quacquarelli Symonds (QS);
- (b) The Times Higher Education (THE); or
- (c) Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

#### Note:

The Academic score as specified in **Schedule-B (II), Table 3** 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.

#### 6. Librarian

- (a) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or its equivalent grade.
- (b) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant /Associate Professor in Library Science or ten years' experience as a College Librarian.
- (c) Evidence of innovative library services, including the integration of ICT in a library.
- (d) Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

#### 7. Deputy Librarian

- (a) A Master's Degree in library science/information science/documentation science, with at least 55% marks or its equivalent grade.
- (b) Eight years' experience as an Assistant University Librarian/College Librarian.
- (c) Evidence of innovative library services including integration of ICT in library.
- (d) Ph.D. Degree in library science/Information science/Documentation Science/ Archives and manuscript keeping/computerization of library.

#### 8. Assistant Librarian

- (a) A Master's Degree in library science/information science/documentation science, with at least 55% marks or its equivalent grade.

- (b) A consistently good academic record, with knowledge of integration of ICT in library.
- (c) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET

or

The candidate must 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.

**Note:**

- 1. 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.
- 2. The university 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 Regulations.

**B. Career Advancement Scheme (CAS) for Members of University Teaching Service (UTS)**

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

- (1) An entry-level Assistant Professor (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Assistant Professor (Senior Scale/Academic Level 11) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) **Eligibility:** Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil./PG Degree in Professional Courses, such as LL.M. or six years of service in case of those without a Ph.D./M.Phil. /PG Degree in a Professional course and satisfies the following conditions:
  - (a) Attended one Orientation course of 21 days' duration on teaching methodology;
  - (b) Any one of the following:
    - (i) Completed Refresher / Research Methodology Course / Workshop / Syllabus Up-gradation Workshop / Training / Teaching-Learning-Evaluation, Technology Programmes / Faculty Development Programmes of at least one week (5 days) duration, or
    - (ii) Taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
  - (c) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.
- (3) A teacher shall be promoted, if he gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as per the assessment criteria and methodology given in **Schedule-B (II), Table 1**, and the promotion is recommended by the Screening-cum-Evaluation Committee as per **Schedule-B (II), Table 5**.

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

- (1) An Assistant Professor (Senior Scale/Academic Level 11) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Assistant Professor (Selection Grade/Academic Level 12) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.

- (2) **Eligibility:** Assistant Professor who has completed five years of service in Academic Level 11/Senior Scale and satisfies the following conditions:
- (a) A Ph.D. degree in the subject relevant/allied/relevant discipline.
  - (b) Has done any two of the following in the last five years of Academic Level 11/Senior Scale:
    - (i) Completed a course/programme from amongst the categories of Refresher Courses / Research Methodology / Workshops / Syllabus Up- gradation Workshop / Teaching-Learning-Evaluation / Technology Programmes / 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
    - (ii) Completed one MOOCs course in the relevant subject (with e- certification);or
  - (iii) Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.
  - (c) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.
- (3) A teacher shall be promoted, if he 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 per the Assessment Criteria and Methodology given in **Schedule-B (II), Table 1**, and the promotion is recommended by the Screening-cum-evaluation committee as per **Schedule-B (II), Table 5**.
- 3. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**
- (1) An Assistant Professor (Selection Grade/Academic Level 12) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Associate Professor (Academic Level 13A) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) **Eligibility:** Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade and satisfies the following conditions:
- (a) A Ph.D. degree in the subject concerned/allied/relevant discipline.
  - (b) Any one of the following during the last three years:
    - (i) Completed one course/programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/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
    - (ii) Completed one MOOCs course (with e-certification); or
    - (iii) Contribution towards the 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 conduct of a MOOCs course during the period of assessment.
  - (c) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
  - (d) Evidence of having guided at least one Ph.D. candidate.

- (3) A teacher shall be promoted, if he 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 per the assessment criteria and methodology given in **Schedule-B (II), Table 1**, and has a research score of at least 70 as per **Schedule-B (II), Table 2**, and the promotion is recommended by the selection committee as per **Schedule-B (II), Table 5** and based on the interview performance.

**4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

- (1) An Associate Professor (Academic Level 13A) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Professor (Academic Level 14) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) **Eligibility:** An Associate Professor who has completed three years of service in Academic Level 13A and satisfies the following conditions:
  - (a) A Ph.D. degree in the subject concerned / allied / relevant discipline.
  - (b) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
  - (c) Evidence of having successfully guided doctoral candidate.
  - (d) A minimum of 110 Research Score as **Schedule-B (II), Table 2**.
- (3) A teacher shall be promoted if he 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 the Assessment Criteria and Methodology given in **Schedule-B (II), Table 1**, and at least 110 research score, as per **Schedule-B (II), Table 2**, and the promotion is recommended by a selection committee as per **Schedule-B (II), Table 5** and based on the interview performance.

**5. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

- (1) A Professor (Academic Level 14) shall be eligible for promotion under the Career Advancement Scheme (CAS) Senior Professor (Academic Level 15) *provided* he is assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) **Eligibility:**
  - (a) Ten years' experience as a Professor;
  - (b) A minimum of ten publications in the peer-reviewed or UGC-listed journals; and
  - (c) A Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.
- (3) The promotion shall be based on academic achievement, favorable review from three eminent subject-experts who are not lower than the rank of a Senior Professor or a Professor having at least ten years of experience.
- (4) The selection shall be based on the 10 best publications during the last 10 years and interaction with a Selection Committee.

**6. Assistant Librarian (Academic level 10) to Assistant Librarian (Senior Scale/Academic level 11)**

- (1) Assistant Librarian (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Assistant Librarian (Senior Scale/Academic Level 11) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) **Eligibility:** Assistant Librarian who is in Academic Level 10 and has completed four years of service and satisfies the following conditions:
  - (a) 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;

- (b) He has attended at least one Orientation course of 21 days' duration; and
  - (c) Training, Seminar or Workshop on automation and digitalisation, maintenance, and related activities, of at least 5 days, as per **Schedule-B (II), Table 4**.
- (3) An Assistant Librarian may be promoted *provided* he 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 **Schedule-B (II), Table 4**, and the promotion is recommended by a screening-cum-evaluation committee as per **Schedule-B (II), Table 6**.
- 7. Assistant Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12)**
- (1) An Assistant Librarian (Senior Scale/Academic Level 11) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Assistant Librarian (Selection Grade/Academic Level 12) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) Eligibility:**
- (a) He has completed five years of service in (Senior Scale/Academic level 11);
  - (b) He has done any two of the following in the last five years:
    - (i) Training/Seminar/Workshop/Course on automation and digitalization;
    - (ii) Maintenance and other activities as per **Schedule-B (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); and
    - (iv) Library up-gradation course.
  - (3) An Assistant Librarian (Senior Scale /Academic Level 11) may be promoted *provided* he 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 **Schedule-B (II), Table 4**, and the promotion is recommended by a screening-cum-evaluation committee as per **Schedule-B (II), Table 6**.
- 8. Assistant Librarian (Selection Grade/ Academic level 12) to Deputy Librarian (Academic Level 13A)**
- (1) An Assistant Librarian (Selection Grade/Academic level 12) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Deputy Librarian (Academic Level 13A) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- (2) Eligibility:**
- (a) He has completed three years of service in (Selection Grade/ Academic level 12).
  - (b) He 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 **Schedule-B (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) An Assistant Librarian (Selection Grade/Academic level 12) may be promoted *provided* he 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 **Schedule-B (II), Table 4** and the promotion is recommended by a Selection Committee as per **Schedule-B (II), Table 6** and based on the interview performance.

**9. Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)**

- (1) A Deputy Librarian (Academic Level 13A) shall be eligible for promotion under the Career Advancement Scheme (CAS) to Deputy Librarian (Academic Level 14) *provided* he assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.

(2) **Eligibility:**

- (a) He has completed three years of service in (Academic Level 13A).
  - (b) A Ph.D. degree in Library Science / Information Science / Documentation / archives and Manuscript Keeping
  - (c) He 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 **Schedule-B (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.
  - (d) Evidence of innovative library services, including the integration of ICT in a library.
- (3) A Deputy Librarian (Academic Level 13A) may be promoted *provided* he 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 **Schedule-B (II), Table 4** and the promotion is recommended by a Selection Committee as per **Schedule-B (II), Table 6** and based on the interview performance.



**SCHEDULE – B (II)****ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY  
TEACHING SERVICE**

The Assessment Criteria and Methodology for the posts given in Schedule-B (I) of these Regulations, either for direct recruitment or through Career Advancement Scheme (CAS) for University Teaching Service, shall be in accordance with the assessment criteria given in Appendix-II of 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, 2018”, the following shall be the minimum scores for Academic Performance Indicators for direct recruitment along with other specified eligibility qualifications as stipulated in the UGC Regulations from time to time:

**Table 1****Assessment Criteria and Methodology for University Teaching Service**

Sr.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught / total classes assigned) x100%. (Classes taught includes sessions on tutorials, Moot courts and other teaching related activities).	<ul style="list-style-type: none"> <li>➤ 80% and above - <b>Good</b></li> <li>➤ Below 80% but 70% &amp; above- <b>Satisfactory</b></li> <li>➤ Less than 70% - <b>Not satisfactory</b></li> </ul>
2.	Involvement in the University students related activities/research activities: (a) Administrative responsibilities such as Head/ Chairperson/ Co-ordinator/ Convenor/ Chief warden/Warden 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/university activities; (e) Evidence of actively involved in guiding Dissertation/ Thesis students/ scholars; (f) Conducting minor or major research project sponsored by national or international agencies; and (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	<ul style="list-style-type: none"> <li>➤ <b>Good</b> - Involved in at least 3 activities</li> <li>➤ <b>Satisfactory</b> - 1-2 activities</li> <li>➤ <b>Not-satisfactory</b> - Not involved / undertaken any of the activities.</li> </ul> <p>Note: Number of activities can be within or across the broad categories of activities.</p>
<p><b>Overall Grading:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at Sr.No.2. Or  <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sr.No.2.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.  <b>Note:</b> 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,</p>		

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 regulations and as per the acts, statutes, and ordinances of the parent institution.

**Table 2****Methodology for University 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 University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

<b>Sr.</b>	<b>Academic/Research Activity</b>	<b>Score</b>
<b>1.</b>	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	10 per paper
<b>2.</b>	<b>Publications (other than Research papers)</b>	
<b>(a)</b>	<b>Books authored which are published by:</b>	
(i)	International publishers	12
(ii)	National Publishers	10
(iii)	Chapter in Edited Book	05
(iv)	Editor of Book by International Publisher	10
(v)	Editor of Book by National Publisher	08
<b>(b)</b>	<b>Translation works in Indian and Foreign Languages by qualified faculties</b>	
(i)	Chapter or Research paper	03
(ii)	Book	08
<b>3.</b>	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>	
<b>(a)</b>	<b>Development of Innovative pedagogy</b>	05
<b>(b)</b>	<b>Design of new curricula and courses</b>	02 per curricula /course
<b>(c)</b>	<b>MOOCs</b>	
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
(ii)	MOOCs (developed in 4 quadrant) per module/lecture	05
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08
<b>(d)</b>	<b>E-Content</b>	
(i)	Development of e-Content in 4 quadrants for a complete course/e-book	12
(ii)	e-Content (developed in 4 quadrants) per module	05
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
(iv)	Editor of e-content for complete course/ paper /e-book	10
<b>4. (a)</b>	<b>Research Guidance</b>	
(i)	Ph.D.	10 per degree awarded 05 per thesis submitted
(ii)	M.Phil./ Postgraduate dissertation	02 per degree awarded
<b>(b)</b>	<b>Research Projects Completed</b>	
(i)	More than 10 lakhs	10
(ii)	Less than 10 lakhs	05
<b>(c)</b>	<b>Research Projects Ongoing:</b>	

(i)	More than 10 lakhs	05
(ii)	Less than 10 lakhs	02
(d)	Consultancy	03
5. (a)	Patents	
(i)	International	10
(ii)	National	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)	
(i)	International	10
(ii)	National	07
(iii)	State	04
(c)	Awards/Fellowship	
(i)	International	07
(ii)	National	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)	
(i)	International (Abroad)	07
(ii)	International (within country)	05
(iii)	National	03
(iv)	State/University	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.
  - (b) 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.
  - (c) 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 the 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.

**Table: 3****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professor**

<b>Sr.</b>	<b>Academic Record</b>	<b>Score</b>			
<b>1.</b>	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
<b>2.</b>	<b>Post-Graduation</b>	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	
<b>3.</b>	<b>M.Phil.</b>	60% & above = 07	55% to less than 60% = 05		
<b>4.</b>	<b>Ph.D.</b>	30			
<b>5.(a)</b>	<b>NET with JRF</b>	07			
<b>(b)</b>	<b>NET</b>	05			
<b>((c)</b>	<b>SET (Andhra Pradesh)</b>	03			
<b>6.</b>	<b>Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)</b>	10			
<b>7.</b>	<b>Teaching / Post-Doctoral Experience (2 marks for one year each) #</b>	10			
<b>8.</b>	<b>Awards</b>				
	International / National Level (Awards given by International Organisations/ Government of India /Government of India recognised 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 - 30 Marks  
(ii) JRF/NET/SET Maximum - 07 Marks  
(iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the University.

- (C) **Academic Score** - **80**  
**Research Publications** - **10**  
**Teaching Experience** - **10**

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**Total** - **100**

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(D) Score of only Andhra Pradesh SET shall be considered.

**Table 4**

**Assessment Criteria and Methodology for Assistant Librarian, Deputy Librarian and Librarian**

Sr.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he is expected to attend).</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals, and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website.</li> </ul>	<ul style="list-style-type: none"> <li>• 90% and above – <b>Good</b></li> <li>• Below 90% but 80% and above – <b>Satisfactory</b></li> <li>• Less than 80% – <b>Not satisfactory</b></li> </ul>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<ul style="list-style-type: none"> <li>• <b>Good</b> – 1 National level seminar/ workshop +1 State/institution level workshop/Seminar.</li> <li>• <b>Satisfactory</b> – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop.</li> <li>• <b>Unsatisfactory</b> – Not falling in above two categories</li> </ul>
3.	<p>If library has a computerized database, then</p> <p style="text-align: center;"><b>OR</b></p> <p>If library does not have a computerized database</p>	<ul style="list-style-type: none"> <li>• <b>Good</b> – 100% of physical books and journals in computerized database.</li> <li>• <b>Satisfactory</b> – At least 99% of physical books and journals in computerized database.</li> <li>• <b>Unsatisfactory</b> – Not falling under good or satisfactory.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Good</b> – 100% Catalogue database made up to date.</li> <li>• <b>Satisfactory</b> – 90% catalogue database made up to date.</li> <li>• <b>Unsatisfactory</b> – Catalogue database not up to mark.</li> </ul> <p>(To be verified in random by the CAS Promotion Committee).</p>
4.	<p>Checking inventory and extent of missing books</p>	<ul style="list-style-type: none"> <li>• <b>Good</b> – Checked inventory and missing book less than 0.5%.</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Satisfactory</b> – <b>Checked inventory and missing book less than 1%.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Unsatisfactory – Did not check inventory. Or checked inventory and missing books 1% or more.</b></li> </ul>
5.	<ul style="list-style-type: none"> <li>(i) Digitisation of books database in institution having no computerized database.</li> <li>(ii) Promotion of library network.</li> <li>(iii) Systems in place for dissemination of information relating to books and other resources.</li> <li>(iv) Assistance in college administration and governance related work including work done during admissions, examinations, and extracurricular activities.</li> <li>(v) Design and offer short-term courses for users.</li> <li>(vi) Publications of at least one research paper in UGC approved journals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Good – Involved in any two activities.</b></li> <li>• <b>Satisfactory – At least one activity.</b></li> <li>• <b>Not Satisfactory – Not involved/undertaken any of the activities.</b></li> </ul>
<p><b>Overall Grading:</b>  <b>Good:</b> Good in Item 1 and satisfactory/good in any two other items including Item 4. <b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.</p>		
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>(2) 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.</li> <li>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ul>		

**Table 5**

**Minimum API Required for the Promotion of Teachers Under Career Advancement Scheme (CAS), and Weightages for Expert Assessment**

S. No.		Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11)	Assistant Professor (Senior Scale / Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)	Assistant Professor (Selection Grade / Academic Level 12) to Associate Professor (Academic Level 13A)	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)
1.	Research and Academic contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Note:** The API Scores will have to be documented and collated annually by the Internal Quality Assessment Cell (IQAC) of the University for follow up by the university authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.

**Table 6**

**Minimum API Required for the Promotion of Library Staff under Career Advancement Scheme (CAS), and Weightages for Expert Assessment**

S. No.		Assistant Librarian (Academic level 10) to Assistant Librarian (Senior Scale / Academic level 11)	Assistant Librarian (Senior Scale / Academic level 11) to University Assistant Librarian (Selection Grade / Academic level 12)	Assistant Librarian (Selection Grade / Academic level 12) to Deputy Librarian (Academic Level 13A)	Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)
1.	Research and Academic contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee



**SCHEDULE – B (III)****INTERNAL QUALITY ASSURANCE CELL (IQAC)**

1. The Internal Quality Assurance Cell (IQAC) shall be established in the University as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. And to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
2. The composition of the Internal Quality Assurance Cell (IQAC) is as follows:
  - (a) Vice-Chancellor, as Chairperson;
  - (b) Minimum Three and maximum Eight Teachers to represent all levels i.e., Assistant Professor, Associate Professor, Professor and Senior Professor;
  - (c) One or more than one member/s from the University Administration;
  - (d) One or more than one member/s from the local society;
  - (e) Student Representatives from each Course;
  - (f) Alumni;
  - (g) One nominee each from Industry/Stakeholders.
  - (h) One of the senior teachers as the coordinator/Director of the IQAC.

The members shall be nominated by the Vice-Chancellor with the approval of the Academic Council and the Executive Council. The term of the members other than the ex-officio member, if any, shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members.

3. The IQAC shall act as the documentation and record-keeping Cell for the assistance in the development of Assessment Criteria and Methodology Proforma based on the based on the minimum requirement specified by 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, 2018 dated July 18, 2018.
4. The IQAC shall also ensure the students' feedback system as per the NAAC guidelines for the Assessment Criteria and Methodology Proforma.
5. Every teacher of the University shall submit an Annual Self-Appraisal Report to IQAC 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 respective Head/ Chairperson/ Convenor/Teacher- in-charge etc.

**SCHEDULE – B (IV)**  
**PROFORMA FOR SERVICE CONTRACT**

ARTICLES OF AGREEMENT executed on this \_\_\_\_\_ day of \_\_\_\_\_ the year two thousand \_\_\_\_\_ the \_\_\_\_\_ year of the Republic of India between \_\_\_\_\_ (Name of the Employee) residing at \_\_\_\_\_ of the first part (herein after called 'the party of the first part') and the Damodaram Sanjivayya National Law University of the second part represented by its Registrar.

WHEREAS Damodaram Sanjivayya National Law University (hereinafter referred to as 'the University') has engaged the party of the first part as \_\_\_\_\_ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these presents witness and the parties hereto respectively agree as follows:

1. The party of the first part shall submit to the lawful orders of the University and of the authorities under whom he/she may, from time to time, be placed by the University and shall remain in the service of the University until further orders commencing from (Date of joining duty) subject to the terms and conditions contained herein.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all times obey the service rules including the University Employees' conduct, discipline and appeal rules and shall whenever required proceed to any part of India and perform there such duties as may be assigned to him/her.
3. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. (Basic Pay) in the scale of Rs. \_\_\_\_\_ (Pay Scale). He/she shall also be eligible for the usual allowances admissible under the rules of the University in force.
4. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.
5. If the party of the first part is required to travel in the interest of the University Service, he/she shall be entitled to travelling allowance as per University Travelling Allowance Rules on the scale applicable to his/her grade.
6. The party of the first part may by resignation terminate his/her services by giving 3 month's notice or on payment of salary in lieu of notice.
7. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made, the provisions of any Act or rule made by the University in regard to the employee's borne category of \_\_\_\_\_ (Designation) and in subsequent promotions/appointments in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS WHEREOF \_\_\_\_\_ (Name), the party of the first part and the Registrar acting for and on behalf of the University have hereinto set their hands on date \_\_\_\_\_.

SIGNED BY THE PARTY OF THE  
FIRST PART OF

REGISTRAR  
DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

IN THE PRESENCE

WITNESSES: 1.  
2.