



UNIVERSITY OF POONA STATUTES

Statutes Governing Terms and Conditions of Service of
Teachers appointed in the University/Colleges and
Institutions conducted by the University/Affiliated
Colleges/Constituent Colleges/ Recognized Institutions of
the University of Poona

(Under Section 42 and / or 73 of the Poona University Act, 1974)

(As modified up to the 01.04.1992)

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UNIVERSITY OF PUNE

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(Under Section 42 and / or 73 of the Poona University Act, 1974)

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(Under Section 42 and / or 73 of the Poona University Act, 1974)

¹**Statute 411.** The definitions given in the Act and in the Statutes shall be applicable to these Statutes, unless there is anything repugnant in the subjects or context

(1) "Act" means the Poona University Act, 1974.

(2) "Appointing Authority" means the authority competent to make appointments to the different posts specified therein. The Appointing Authority for the University/Colleges and Institutions conducted by the University shall be the Executive Council. The Appointing Authority for the Affiliated College/Recognized Institution, shall be the Management of the College/Recognized Institution or the authority constituted by the Management as per its constitution.

(3) "Competent Authority" means the authority competent to exercise different powers in the Act and Statutes specified therein.

(4) "Continuous service" means a service rendered by the teacher without any break under the same competent authority.

Explanation:-Leave of any kind granted to the teacher while in service does not constitute a break under the definition.

(5) (a) "Contract", in the case of teacher of the University means the contract entered into in writing between the Teacher and the Registrar or Competent Authority or Officer or Person to whom the power is delegated by the Executive Council.

(b) "Contract" in the case of teacher other than of the University means a contract entered into in writing between the Teacher of the Affiliated College/Recognized Institution and the Chairman/President of the Governing Body/Managing Committee or Person to whom the power is delegated.

(6) "Executive Council" means the Executive Council specified as authority of the University under Section 19 of the Act and constituted under Section 23.

(7) "Honorarium" means payment granted to the teachers as remuneration for special work or work of an occasional character.

(8) "Lien" means the title of the teacher to hold, substantively either immediately or on termination of period or periods of absence, to the permanent post.

(9) "Management" means a Body or a Society or an Institution which has applied for starting/running of a college or recognized institution and which has been duly started/recognized as such; and includes the Governing Body or the Managing Committee or any other body by whatever name it is designated which actually conducts.

1. Statute 411 came into force w.e.f. 23.12.1981.

The affairs of the college/institution and which has been so recognized by the University for the purpose of these statutes as employer.

(10) "Personal pay" means additional pay granted to save the teacher from loss of substantive pay in respect of permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; and in exceptional circumstances, on other personal considerations.

(11) "Probation" means an appointment made on trial on specified condition for a stipulated period to a post for determining one's fitness for eventual substantive appointment to the post.

(12) "Registrar" means the Registrar of the University.

(13) "Temporary appointment" means appointment made on purely temporary basis either in a permanent post or tenure post or against a temporary post.

(14) "Time scale of pay" means a scale in which pay rises, subject to the conditions prescribed in the statutes, by periodical increments, from a minimum to maximum.

(15) "Vice-Chancellor" means the Vice-Chancellor of the University.

¹ Statute 411-A.

"The teacher of the University, Professor, Associate Professor, Assistant Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method, Director of Physical Education, Principal (including acting or officiating), Vice-Principal" Assistant Director of Physical Education, Director or Dean of Students' Welfare, Librarian, Deputy-Librarian, Assistant Librarian, Senior Assistant-cum-Lecturer, Lecturer-Instructor, Research Associate whether full-time, part-time or honorary, in the University/College/ Recognized Institution shall be the teacher for the purpose of sub-section (30) of section 2 of the Act."

Statute 411-B.

The Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Research Associate, Research Assistant, whether full-time, part-time or honorary appointed or recognized, for imparting instructions or guiding research, in the University or in any College or Institution conducted by the University, or in the Post-graduate Centre conducted by the University in an affiliated college or recognized institution shall be the teacher of the University for the purpose of sub-section 31 of section 2 of the Act.

²Statute 412. Pay Scales:

(A) (I) Pay scales of different categories of the teachers in the University Departments shall be as follows:

1. Professor:

Rs. 1500-60-1800-100-2000-Assessment-125 /2-2500

2. Librarian:

Rs. 1500-60-1800-100-2000-Assessment-I 25/2-2500

3. Reader:

Rs. 1200-50-1300-60-1600-Assessment-60-1900

4. Deputy Librarian:

Rs. 1200- 50-1300-60-1900

1. Statute 411-A and 411-B came into force w.e.f. 27.04.1981.

2. Statute 412 came into force w.ef. 15.07.1985.

5. Lecturer:

Rs. 700-40-1100-50-1300-Assessment-50-1600

6. Assistant Librarian:

Rs. 700-40-1100-50-1600

7. Demonstrator/Tutor:

Rs. 500-20-700-25-900

8. Director of Physical Education:

Rs. 700-40-1100-50-1300-Assessment-50-1600

9. Assistant Director of Physical Education/P.T.I./Instructor in Physical Education:

Rs. 700-40-1100-50-1300-Assessment-50-1600

(II) Teachers in the Conducted/Constituent/Affiliated Colleges:

1. Principal:

(a) Rs. 1500-60-1800-100-2000-Assessment-125-2-2500 (Scale for Principal of College having enrolment of students more than the number as may be determined by the Government from time to time).

(b) Rs. 1200-50-1300-60-1600-Assessment-60-1900 (Scale for Principal of College having enrolment of students less than the number as may be determined by the Government from time to time).

2. Lecturer:

Rs. 700-40-1100-50-1300- Assessment- 50-1600

3. Librarian:

Rs. 700-40-1100-50-1300-Assessment-50-1600

4. Director of Physical Education:

Rs. 700-40-1100- 50-1300- Assessment- 50-1600

5. Assistant Director of Physical Education / P.T.I. / Instructor in Physical Education:

Rs. 700-40-1100-50-1600

6. Demonstrator/Tutor/Master of Method:

Rs. 500-20-700-25-900

Scales of posts of teachers not covered above shall be fixed as and when such posts are instituted by the competent authority.

Provided the employees mentioned in above categories shall be treated as teachers only if they are imparting instructions or guiding research at the University or College level.

2.The scales of pay of University Teachers and Principals and Teachers in Colleges who elect to retain their scales of pay existing prior to 01.01.1973 in accordance with Government Resolution,

Education and Youth Services Department No. USG/ 1177(129387/(XXXII) (CELL), dated 25.10.1977 shall be as follows:

University Teachers:

(1)	Professor (Senior Scale)	..Rs. 1600-100-1800
(2)	Professor	..Rs. 1100-50-1300-60-1600
(3)	Reader	..Rs. 700-50-1250
(4)	Lecturer	Rs. 400-40-800-50-950
(5)	Demonstrator/Tutor	..Rs. 300-20-400

College Teacher:

(1)	Principal	..Rs. 800-50-1250
(2)	Principal	..Rs. 700-40-1100 plus Principal's Allowance ..Rs. 100/- p.m.
(3)	Senior Lecturer	..Rs. 700-40-1100
(4)	Lecturer (Senior Scale)	..Rs. 400-30-640-40-800
(5)	Lecturer (Junior Scale)	..Rs. 300-25-600
(6)	Demonstrator/Tutor/ Master of Method	..Rs. 250-15-400

Note:—The scales of pay mentioned at (A) (1) above are the revised scales of pay recommended by the University Grants Commission and approved by the State Government for implementation with retrospective effect from 01.01.1973 vide Government Resolution, Education and Youth Services Department No. USG/1177/129387/XXXII/(CELL)/dated 25.10.1977 and No.UGC/1177/XXXII/(CELL)/ dated 13.01.1978 and other Government Resolutions and Government order, issued from time to time in the respect. The formula and principles for fixation of pay of teachers who were in service in the University/College on 01.01.1973, shall be as shown in Appendix 'A' statutes.

Explanation 1: (a) The Demonstrator/Tutor in the Department of University recruited on or before 03.10.1975 who did not possess at the time of his initial recruitment the minimum qualifications prescribed for the post of Demonstrator/Tutor by the University shall be eligible for the revised scale of Rs. 500-900. However, he shall be required to attain the said qualifications within a period of five years from 13.01.1978. If he fails to do so, his future increments will be withheld till he acquires the said qualifications.

The Demonstrator/Tutor in the University recruited after 3.10.1975 and who does not possess the minimum qualifications prescribed by the University for the post shall, however, continue to draw pay in the unrevised scale of pay i.e. Rs. 300-20-400, be appointed as Lecturer in the upgraded post of Lecturer as per norms laid down in the aforesaid Government Resolution of 25.10.1977 but who possesses at the time of his initial appointment as Demonstrator/Tutor/Master of Method qualifications prescribed by the University for the post of Demonstrator/Tutor/Master of Method shall be eligible for the revised scale i.e. Rs. 500-900.

However, the Demonstrator/Tutor/Master of Method working in College who does not possess at the time of his initial appointment as Demonstrator/Tutor/Master of Method qualifications prescribed by the University for the post of Demonstrator/ Tutor/

Master of Method shall continue in the unrevised scale of pay i.e. Rs. 250-15-400.

(c) Posts of Demonstrators/Tutors in the University Departments/Colleges are to be upgraded into those of Lecturers and in order to help the process of progressive abolition of the cadre of Demonstrator/Tutors, no new recruitment to his cadre shall be made by the University/College hereafter.

Explanation 2:

The principal of the College possessing qualifications prescribed by the University for the post of Lecturer with 10 years' degree teaching experience or a Doctorate Degree with five years' degree teaching experience shall be entitled to get the scale of Rs. 1500-2500.

Explanation 3:

The revised pay-scales are inclusive of dearness allowance admissible on 01.01.1973. The teacher who elects to retain the old scale shall continue to get the dearness allowance admissible on the old scale prior to 01.01.1973.

Explanation 4:

The teacher shall be eligible to get the dearness allowance equal to the increases in dearness allowance sanctioned and made effective by the State Govt. for its employees from time to time after 01.01.1973. Similarly he shall also be eligible to get the house rent allowance and other allowances as may be sanctioned by the State Govt. from time to time.

Explanation 5:

The above scales shall be applicable to all teachers except those in the Faculties of Medicine (excluding Ayurvedic Medicine) and Engineering.

(B) Fixation of pay at the time of appointment:

Unless otherwise recommended by the Selection Committee and approved by the Appointing Authority and subject to the directives of the University Grants Commission and the State Government in this behalf the pay of a teacher on appointment shall be fixed as shown below:

(a) Where an appointee had been employed earlier as a teacher in a University, in India or a College affiliated to it-

(i) When the appointment is against a post carrying an identical scale of pay; the last pay drawn only be allowed and the date of increment retained.

(ii) When the appointment is in a higher scale of pay, the pay of the appointee shall be fixed at the minimum of the higher scale. If his pay in his earlier appointment is more than the minimum of the scale, the pay of the appointee shall be fixed in the higher scale at the next stage above his last pay. If during the period of the next 12 months the pay of the teacher in the lower post becomes higher than the pay fixed in the higher post his pay be refixed on such date at the next stage in the higher post with reference to the enhanced pay in the lower post.

(b) When an appointee was not employed in a University or its affiliated Colleges, normally he be given the minimum of the scale of pay.

A statement showing the pay admissible under (a) above on the basis of the last pay drawn shall invariably be placed before the Selection Committee and the Competent Authority for information.

Statute 413. Appointment of Head of the University Department/ Principal/Vice-Principal.

(A) Appointment of the Head of the University Department:

The Vice-Chancellor shall appoint the Head of the Department. If there is only one Professor in the University Department, he shall be designated as Head of the University Department, and if there is no Professor and only one Reader, such Reader shall be designated as Head of the Department. If there are more than one Professor/Reader the Vice-Chancellor may nominate one of them as Head of the Department for a period of three years.

(B) Appointment of Principal :

1. Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non-vacation post.

2. The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee consisting of the following :

(a) Chairman, Governing Body of the College;

(b) One member of the Governing Body;

(c) Two nominees of the Vice-Chancellor;

(d) One nominee of the Director of Higher Education.

The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice-Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.

3. (a) The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

(b) The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, on going back to his original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.

1. Statute 413 came into force w.e.f. 23.12.1981.

¹4. In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

²Statute 414. Responsibilities of the Head of the University Department/ Principal:

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- (a) Academic growth of the University Department/College.
- (b) Participation in the teaching work, research, and training programmes of the University Department/College.
- (c) Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University Department/College, for academic competence of the Faculty Members.
- (d) Admission of students and maintenance of discipline of the University Department/College.
- (e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- (f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (g) Observance of provisions of Accounts Code.
- (h) Correspondence relating to the administration of the University Department/ College.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extra-mural activities, and welfare of the University Department/College, and maintenance of records.
- (j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- (k) Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (l) Assessing reports of teachers and maintenance of Service Books.
- (m) Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.

1. Statute 413 (D) (4) came into force w.e.f. 24.02.1984.

2. Statute 414 came into force w.e.f. 23.12.1981.

- (n) Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- (o) Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.