ANNEXURES

Annexure I

Jharkhand Government Human Resource Development Department
(Directorate of Primary Education)

NOTIFICATION
Ranchi, Jharkhand, 11 May, 2011

SCHOOL MANAGEMENT COMMITTEE
Composition and Functions of the School Management Committee –

(1) A School Management Committee (hereafter in these rules referred to as the said committee) shall be constituted in every school, other than an unaided school, within six months of the coming into force of these rules and its tenure shall be 3 years. After completion of the period of three years the committee shall be reconstituted.

(2) Number of members in the said committee shall be 16 out of which 75 percent or 12 members shall be from amongst parents or guardians of the children getting education in the respective schools.

(3) The remaining 25 percent of the members or 4 members of the committee shall be as under – (a) One member of the committee shall be an elected representative of the local authority; (b) One member of the committee shall be a teacher of the school to be decided by the teachers of school; (c) One member of the committee shall be a representative of the Bal Sansad of the school; (d) The Headmaster/Head teacher/senior most teacher of the school.

(4) The said committee shall elect a chairperson and a vice chairperson from amongst parents members. The Headmaster/Head Teacher/senior most teacher shall be ex-officio member convener of the School Management Committee.

(5) The said Committee shall meet at least once in a month. The minutes of the meetings shall be properly recorded by the member convener of the said committee. The record of the minutes shall be made available to the public.
(6) The said Committee shall, in addition to the functions specified in the Act, perform the following functions – (a) Communicate in simple ways to the population in the neighbourhood of the school, the rights of the child and the duties of the Central Government, the State Government, Local Authority, school, parents and guardian as enunciated in the Act; (b) Ensure the implementation of clauses (a) and (e) of section 24 and section 28 of the Act; (c) Monitor and ensure necessary actions so that teachers are not burdened with non-academic duties; (d) Ensure the enrollment and continued attendance of all the children from the neighbourhood in the school; (e) Monitor the maintenance of the norms and standards in the school in conformity with the provisions of the Act; (f) The committee shall bring to the notice of the local authority any deviation from the rights of the child; (g) Identify the needs, prepare a plan, and monitor the implementation of the provisions of section 4 of the Act; (h) Monitor the identification and enrollment of, and facilities for education of children with disabilities and ensure their completion of elementary education; (i) Ensure the proper implementation of mid-day meal in the school and monitor all aspects of the scheme; (j) Prepare an annual account of receipts and expenditure of the school.

(7) Every said committee shall have a bank account and any money received by the committee shall be credited to its bank account which shall be audited annually.

(8) The accounts related to the school shall be signed by the Chairperson, Vice Chairperson and Convener of the said Committee and made available to the local authority within one month of their preparation.

TEACHERS

Minimum qualifications –

(1) The minimum qualifications laid down by the authority notified by the Central Government shall be applicable for all categories of schools for appointment of teachers.

Achieving minimum qualifications –

(1) The State Government shall ensure to provide teacher training facilities for all the teachers of the government schools, who are not trained on the specified date, provided that no untrained teachers shall be appointed after the specified date.

(2) All aided, unaided and special category schools shall ensure that no teacher working in those schools shall remain untrained within five years of the enforcement of the Act. 16.
Duties to be performed by teachers –

(1) The teachers shall maintain continuous and comprehensive evaluation based record for every child, which shall form the basis for award of the completion certificate of elementary education.

(2) With the duties referred to in clause (a) to (e) of sub-section (1) of section 24 of the Act, the following works shall be performed by teachers – (a) To participate in training program; (b) To participate in the development of Curriculum, syllabus, textbooks and training modules.

Annexure II

Council for the Indian School Certificate Examinations, New Delhi

CISCE RULES FOR AFFILIATION

Teaching Staff

(a) The teaching staff must be qualified and trained. The Council has laid down the minimum qualifications for the teaching staff.
In the case of certain subjects, the Council will take into consideration such qualifications as are necessary.

(b) The Governing Body / Managing Committee of the school shall issue a written appointment letter to every employee of the school. Unless otherwise stipulated by the State Government, the terms of service in the appointment letter shall incorporate the following aspects:

(i) the terms and conditions of service of the employee including the designation, scale of pay and other allowances, to which he/she shall be entitled;
(ii) the schools in India must appoint, and pay salaries and other admissible allowances to the staff at par with the corresponding categories of employees in the State Government schools or as per conditions prescribed by the Government of India or as per the conditions laid down by the State Government in the NOC;
(iii) the schools outside India should pay salaries not lower than that of the teachers in government schools in that country;
(iv) the different categories of leave of absence, age of retirement, provident fund, pension, gratuity, medical and other benefits to which the employee shall be entitled;
(v) the penalties which could be imposed on the employee for the violation of any Code of Conduct or the Service Rules or the breach of any of the terms of the contract entered into by him/her;
(vi) the manner in which an employee can be suspended and disciplinary proceedings, in relation to an employee, shall be pursued before he/she can be dismissed, removed from service or reduced in rank;
(vii) arbitration of any dispute arising out of any breach of service conditions between the
employee and the Governing Body / Managing Committee, with regard to terms and conditions of appointment, scales of pay and other allowances, leave of absence, age of retirement, pension, gratuity, provident fund, medical and other benefits, any disciplinary action leading to the suspension, dismissal or removal from service or reduction in rank of the employee or any other matter must be specified in such contract.

(c) A specimen copy of the Service Agreement, Code of Conduct and Service Rules referred to in

(d) above with any subsequent amendments shall be forwarded to the Chief Executive and Secretary of the Council by the Governing Body / Managing Committee of the School.

Annexure III

Central Board of Secondary Education

AFFILIATION BYE-LAWS

Staff and Service Conditions

1. Besides the minimum requirements for salaries as laid down in Section 3 (3), the school should have adequate teaching staff possessing the necessary qualification laid down for various posts/subject teachers by the Board. The pupil teachers’ ratio should not exceed 30. Also there must be 1.5 teachers per section to teach various subjects.

2. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation.

3. The school should have well defined conditions of service as per norms of State/U. T. Government and should issue letters of appointment to the employees at the time of joining service and should also sign a contract of service. The contract should be similar to the format given in Appendix III in these Bye-laws or in the form prescribed by the State/U. T. Government, in case the act of the State/U. T. Provides so. The period of probation should normally be one year extendable for another year. In case the management is not satisfied with the performance, the same should be brought to the notice of the employees concerned in writing. Probation should not be extended beyond two years and the Management should arrive at a decision to confirm the teacher or not before the end of the probationary period.

4. The school should have Contra, butory Provident Fund and Gratuity or Pension, Gratuity and General Provident Fund as retirement benefits. These schemes should be as per Government rules of the State/Center. In addition, it will also consider providing other welfare measures like free children education, leave travel concession, medical benefits, leave encashment etc.

5. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole time teacher. No teacher, teaching the
Secondary, Senior Secondary classes shall be required to teach more than 3/4 of the total periods in a week.

6. The number of students in the class should not be very large. The optimum number in a section of a class is 40.

7. Every school should organize at least six days full time Training Program to its entire teaching staff at least once in three years. Such training program may be organized by the school in collaboration with the Board or by a recognized Sahodaya School Complex of CBSE or by the State or Regional Teachers Training Institutions or by any organization and agency recognized by the CBSE.

8. The Management of the schools shall not retain the original degree/diplomas certificates of the teachers and other employees of the school with them. The original certificates etc. taken for verification shall be returned at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files.

9. Check gender specific violence, strictly comply with the guidelines and norms prescribed by the Hon’ble Supreme Court of India in the writ petition (Criminal) no. 666-70 of 1992 Vishaka and others V/s State of Rajasthan and others delivered on 13-8-1997 for protection of women from sexual harassment at the work place.

Annexure IV

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (PAY SCALES, SERVICE CONDITIONS AND QUALIFICATIONS FOR THE TEACHERS AND OTHER ACADEMIC STAFF IN TECHNICAL INSTITUTIONS (DEGREE) REGULATIONS 2010

In exercise of it’s powers conferred under sub-section (1) of section 23 read with section 10 (i) and (v) of the All India Council for Technical Education Act, 1987 (52 of 1987) the All India Council for Technical Education makes the following Regulations:-

1. Short Title, Application and Commencement:

1.1 These Regulations may be called the All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Degree) Regulations, 2010.

1.2 They shall apply to technical institutions and Universities including deemed Universities imparting technical education and such other courses / Programs and areas as notified by the Council from time to time. They shall come into force with effect from the date of their publication in the Official Gazette.

General

(i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library Personnel at various levels.

(ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph. D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.

(iii) The pay of teachers and equivalent positions in Technical institutions shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of
eligibility being satisfied have multiple opportunities for upward movement during their career.

(iv) Posts of Professors shall be created in under-graduate (UG) institutions as well as in postgraduate (PG) institutions. The ratio of Professors to Associate Professors to Assistant Professors in a UG College shall be in the ratio, ordinarily of 1: 2: 6. The ratio of Professors to Associate Professors and or Assistant Professor in a PG College shall be in the ratio ordinarily of 1: 2

(v) Up to 10% of the posts of Professors in Technical Institutions shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.

Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions:

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

(a) Assistant Professor/Associate Professors/Professors In Technical institutions

(i) Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be redesignated as Assistant Professors with the said AGP of Rs. 6000.

(ii) An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.

(iii) Assistant Professors possessing Master’s degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

(iv) Assistant Professors who do not have Ph. D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years’ service as Assistant Professor.

(v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.

(vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs. 15600-39100 based on their present pay, with AGP of Rs. 7000.
(vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.

(viii) Posts of Associate Professor shall be in the Pay Band of Rs. 37400-67000, with AGP of Rs. 9000. Directly recruited Associate Professors shall be placed in the Pay Band ' of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

(ix) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.

(x) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs. 37400-67000 and accordingly re-designated as Associate Professor.

(xi) Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed in the Pay Band of Rs. 37, 400-67000 and re-designated as Associate Professor in the manner described in (x) above.

(xii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

(xiii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph. D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph. D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs. 37400-67000 with AGP of Rs. 10000.

(xiv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
(xv) Ten percent of the posts of Professors in a AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

(xvi) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.

(xvii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

(xviii) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

**Pay Scales of Principals/Directors in Colleges:**

Appointments to the posts of Principal in Technical Institutions shall be based on the conditions of eligibility In respect of educational qualifications and teaching/research experience laid down by AICTE from time to time, The posts of Principal shall be in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

**Pay Scales and Career Advancement Scheme for Librarians etc:**

Assistant Librarian/ College Librarian:

(i) Assistant Librarian/ College Librarian in the pre-revised scale of pay of Rs. 8000-13500 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000.
(ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Assistant Librarian/ College Librarian. Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) (i) The posts of Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the prerevised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000. (ii) Assistant Librarian/ College Librarian possessing Ph. D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs. 6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 with in the Pay Band of Rs. 15600-39100.

(iii) Assistant Librarian/ College Librarian not possessing Ph. D., but only M. Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.

(iv) After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ College Librarian without the relevant Ph. D. and M. Phil shall, if otherwise eligible as per guidelines laid down by the AICTE move to the higher AGP of Rs. 7000.

(v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000 at an appropriate stage based on their present pay, Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) (i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15600-32100 with AGP of Rs. 8000 initially at the time of recruitment. (ii) On completion of service of 5 years, Assistant Librarian (Sr. Scale) / College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph. D, degree or equivalent published work etc. for Deputy Librarian) as laid down by the AICTE. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.

(iii) The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.

(iv) After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the AICTE.
(v) Assistant Librarians (Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs. 7000 not possessing Ph. D. in Library Science or equivalent published work, but who fulfill other criteria prescribed by the AICTE, shall also be eligible for being placed in the AGP of Rs. 8000.

(vi) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)

(vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay Band of Rs. 37400-57000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade) / College Librarian (Selection Grade).

(vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs. 15500-39100 with AGP of Rs. 8000. They shall move to the Pay Band of Rs. 37400- 67000 with AGP of Rs. 9000 after completing three years of service in the AGP of Rs. 8000.

(viii) The existing conditions of eligibility and academic qualifications prescribed by the AICTE shall continue to be applicable for direct recruitment to the post of Deputy Librarian.

Pay Scales and Career Advancement Scheme for Physical Education Personnel:

(a) Assistant Director of Physical Education (Assistant DPE) / College Director of Physical Education (College DPE)

(i) The Assistant Director of Physical Education/ College DPE in the pre-revised payscale of Rs. 8000-13500 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000.

(ii) Pay of incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000, in accordance with the 'fixation formula' of the 6th CPC.

(iii) All existing conditions of eligibility and academic qualifications laid down by the AICTE shall continue to be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.
(b) Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale)

(I) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000.

(ii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing Ph. D. in Physical Education at the entry level of Assistant DPE/College DPE in the AGP of Rs. 6000 shall, after completing service of four years in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the AICTE, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600-39100.

(iii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing M. Phil in Physical Education at the entry level of Assistant DPE/College DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7000.

(iv) Assistant Directors of Physical Education/ College DPEs without the relevant Ph. D. and M. Phil shall, after completing service of six years as Assistant Director of Physical Education/College DPE in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the AICTE, be eligible for being placed in the AGP of Rs. 7000.

(v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15600-39100 at an appropriate stage in the AGP of Rs. 7000, as per the 'fixation formula' of the 6th CPC.

(c) Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade) / College Director of Physical Education (Selection Grade)

(i) After completing service of five years in the Pay Band of Rs. 15600-39100 with the AGP of Rs. 7000 and subject to satisfying other eligibility conditions laid down by the AICTE, Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale) shall move to AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100. They shall be designated as Deputy Director of Physical Education/ Assistant DPE (Selection Grade) / College DPE (Selection Grade), as the case may be.

(ii) After completing service of three years in the Pay Band of Rs. 15600-39100 and the AGP of Rs. 8000 and subject to eligibility laid down by the AICTE, Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) shall
move to the Pay Band of Rs. 37400-67000 with the AGP of Rs. 9000. They shall continue to be designated as Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade)

(iii) All Incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.

(iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade) / College DPE (Selection Grade) in the un-revised Pay Scale.

(v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

Incentives for Ph. D. / M. Tech. and other higher qualification:

(i) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph. D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.

(ii) M. Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.

(iii) Those possessing Post Graduate degree in a professional course such as M. Tech. in relevant branch / discipline recognized by a statutory University shall also be entitled to 2 non-compounded advance increments at the entry level.

(iv) Teachers who complete their Ph. D. degree while in service shall be entitled to three non-compounded increments if such Ph. D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrollment, course-work and evaluation etc.

(v) However, teachers in service who have been awarded Ph. D. at the time of coming into force of this Scheme or having been enrolled for Ph. D. have already undergone coursework, If any, as well as evaluation, and only notification in regard to the award
of Ph. D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph. D. has not yet been notified.

(vi) Teachers in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three non-compounded increments on award of Ph. D, while in service only if such enrollment is with a university recognized by UGC.

(vii) Teachers who acquire M. Phil. degree or a M. Tech degree in a relevant Branch / discipline recognized by a Statutory University while in service, shall be entitled to one advance increment.

(viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/College Librarian who are recruited at entry level with Ph. D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrollment, course-work and evaluation process for the award of Ph. D. in library science.

(ix) Assistant Librarian/College Librarian and other Library personnel acquiring the degree of Ph. D, at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrollment, coursework and evaluation shall be entitled to three non-compounded advance increments.

(x) However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph. D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph. D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph. D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph. D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(xi) In respect of every other case of persons in the posts of Assistant Librarian/College Librarian or higher positions who are already enrolled for Ph. D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph. D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph. D, in respect of either course-work or evaluation or both, as the case may be.

(xii) Assistant Librarian/College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three non-compounded increments on award of Ph. D, while in service only if such
enrollment is with a university which complies with the entire process, including that of enrollment as prescribed by the UGC.

(xiii) Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M. Phil degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M. 'Phil degree in Library Science at any time during the course of their service, shall be entitled to one advance increment.

(xiv) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph. D / M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.

(xv) For posts at the entry level where no such advance increments were admissible for possessing Ph. D / M. Tech, under the earlier scheme, the benefit of five advance increments for possessing Ph. D / M. Tech, shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

**Other terms and conditions:**

**Increments:**

(i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.

(ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

(iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable rise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

Pay 'fixation formula': The pay 'fixation formula' recommended by 6th Central Pay Commission as accepted by the Central Government shall be adopted for Technical teachers and equivalent positions in the Library Cadres.

**Allowances:**

(i) Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc., as applicable to teachers and Library and Physical
Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees on the recommendations of 6* Central Pay Commission and shall be applicable from 1.09.2008.

(ii) For Technical teachers in AICTE approved Institutions and equivalent positions in Library as defined by AICTE, the rates of allowances as applicable to Central Government Group 'A' employees shall be adopted.

(iii) Technical Teachers in AICTE approved Institutions and equivalent positions in Library as defined by AICTE, with visual, orthopedic hearing or other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' shall be entitled to twice the normal rate of transport allowance as accepted by the Central Government on the recommendations- of 6th CPC for Central Government Employees with disabilities

Study Leave:

AICTE shall revise its guidelines in respect of granting study leave with pay for acquiring M. Tech. and Ph. D. in the relevant branch / discipline while in service by relaxing the number of years to be put in after entry while keeping in mind the availability of vacant positions for teachers and other cadres in Technical Institutions, so that a teacher and other cadres entering service without Ph. D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

Sabbatical Leave for Teachers

To encourage interface between technical education and industry, the Committee recommends that a Faculty member in an Engineering College should be given a sabbatical leave for six months for working in an industry after the completion of six years of teaching. Such leave, however, shall be available to a teacher only twice in his/her teaching career.

Research Promotion Grant:

AICTE shall prescribe a scheme with appropriate guidelines for providing by way of appropriate 'start up grants' to teachers and other cadres taking up research in all disciplines including basic science research as recommended by "Prof. M. M. Sharma Committee on Strengthening of Basic Science Research'.

Age of Superannuation:

(i) In order to meet the situation arising out of shortage of teachers in Technical Institutions and the consequent vacant positions therein, the age of superannuation for teachers in Technical Institutions has been enhanced to sixty five years, vide the Department of
Higher Education letter No. F. No. 1-19/2006-U. II dated 23. 3. 2007, for those involved in class room teaching in order to attract eligible persons to the teaching career and to retain teachers in service for a longer period.

(i) Subject to availability of vacant positions and fitness, teachers shall also be reemployed on contract appointment beyond the age of sixty five years up to the age of seventy years. Reemployment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years ie the first instance and then for another further period of 2 years purely on the basis of merit, experience, area of specialization and peer group review and only against available vacant positions without affecting selection or promotion prospects of eligible teachers.

(ii) Whereas the enhancement of the age of superannuation for teachers engaged in class room teaching is intended to attract eligible persons to a career in teaching and to meet the shortage of teachers by retaining teachers in service for a longer period, and whereas there is no shortage in the categories of Librarians, the increase in the age of superannuation from the present sixty two years shall not be available to the categories of Librarians.

Pension:

(i) For teachers and other cadres in AICTE approved institutions in receipt of pension, the Central Government rules for pension and gratuity as applicable to Central Government employees shall be applicable.

(ii) In view of the new pension scheme effective from 1. 1. 2004, no new cases of conversion to pension scheme shall be allowed. Family Pension: Family Pension facilities as approved by the Central Government in respect of Central Government Employees on the recommendations of Sixth CPC shall be available to teachers in Technical Institutions who are eligible for such Pension at present.

(i) Additional Quantum of Pension to senior pensioners:

The facility of additional quantum of pension accepted by the Central Government on the recommendation of 6th CPC for senior pensioners of the Central Government shall be extended to persons who are or were in teaching and other cadres on attaining the age of eighty years if they are already in pension scheme AICTE approved institutions.

ii) Gratuity and Encashment of Leave:

Facilities of gratuity and encashment of leave accepted by the Central Government on the recommendation of 6th CPC for Central Government employees shall be extended to teachers and other cadres in AICTE approved Technical institutions.
(iii) Ex-Gratia Compensation: Families of teachers and other cadres who die in performance of their bona fide duties shall be compensated in the same manner as similarly placed families of Central Government Employees.

Provident Fund:

(i) In view of the present policy in regard to Contra, butory Provident Fund, the status quo shall continue. Consultancy Assignments: AICTE shall work out a suitable model, for which the models of revenue sharing between institutions and consultant-teachers prevailing in the Indian Institutes of Technology, Indian Institutes of Management and other institutions may be taken into consideration.

Anomalies of the last PRC:

Anomalies and unimplemented recommendations of the last Pay Review Committee, If any, shall be examined by the AICTE in consultation with the Ministry of Human Resource Development.

Other recommendations of PRC and AICTE:

Recommendations made by the Pay Review Committee and the AICTE in regard to the various selection processes, service and working conditions, training/ refresher courses etc. shall be considered appropriately by AICTE with the approval of the Central Government, wherever required, or under the Council's Regulations in accordance with the provisions of the AICTE Act.

Grant for Professional Development

(i) New faculty entrants may be given a one-time start up grant of Rs. 2 lakh for purchase of computers, teaching material including books, research aids and office furnishings, etc. Existing teachers may also be provided incentive grants up to Rs. 2 Lakh for purchase of computer including grants for upgradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions) teaching material including books and research aid.

(ii) All teachers may be given a grant up to Rs. 2 lakh on reimbursement basis for a period of three years towards acquiring the membership of Professional Societies and for participating in national / international conferences / workshops etc.

Applicability of the Scheme:

(i) This Scheme shall be applicable to teachers in Technical Institutions and other equivalent cadres of Library in all the AICTE approved institutions. The implementation of the
revised scales shall be subject to the acceptance of all the conditions mentioned in this letter as well as Regulations to be framed by the AICTE in this behalf.

(ii) This Scheme does not extend to the posts of professionals like System Analysts, Senior Analysts, Research Officers etc. who shall be treated at par with similarly qualified personnel in research/ scientific organizations of the Central Government.

(iii) This Scheme may be extended to all technical Institutions coming under the purview of State legislatures, provided State Governments wish to adopt and implement the Scheme subject to the following terms and conditions:

Financial assistance from the Central Government to State Governments opting to revise pay scales of teachers and other equivalent cadre covered under the Scheme shall be limited to the extent of 80% (eighty percent) of the additional expenditure involved in the implementation of the revision.

The State Government opting for revision of pay shall meet the remaining 20% (twenty percent) of the additional expenditure from its own sources. Financial assistance referred to in sub-clause (a) above shall be provided for the period from 1.01.2006 to 31.03.2010. The entire liability on account of revision of pay scales etc. of teachers of AICTE approved Institutions shall be taken over by the State Government opting for revision of pay scales with effect from 1.04.2010.

Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 1.01.2006.

State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce scales of pay higher than those mentioned in this Scheme, and may give effect to the revised bands/ scales of pay from a date on or after 1.01.2006; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay Bands as approved by the Central Government and not to any higher scale of pay fixed by the State Government(s).

Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State Governments and technical institutions coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and scales of pay mentioned herein above.

Date of implementation of revised pay and allowance and payment of arrears:
(i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 01. 01. 2006. The revised rates of all other applicable allowances such as House Rent Allowance, Transport Allowance, Children Education Allowance etc. and the noncompounded advance increments shall take effect from 1. 09. 2008.

(ii) Payment of arrears up to 40% of the total arrears shall be made during the current financial year i.e. 2009-10, after deduction of admissible income tax.

(iii) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Bands or grant of inappropriate Pay Band/ Academic Grade Pay or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this Ministry's O. M. No. F. 23-7/2008-IFD dated 23. 10. 2008, read with Ministry of Finance (Department of Expenditure) O. M. NO. F. 1-1/2CQ8-IC dated 30. 8. 2008.

The revised Pay in the relevant Pay Band and the Academic Grade Pay together with the applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under this Scheme pending issue of Regulations by the AICTE. This Scheme is subject to the guidelines issued by the Ministry of Finance (Department of Expenditure) vide OM No. 7-23/2008-E. III ought to the notice of the Department of Higher Education, Ministry of Human Resource Development, for clarification/decision of the Central Government.

**Faculty Norms**

1. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2. 0, with incumbent as the main author and all 5 publications being in the authors’ area of specialization.

2. PhD shall be from a recognized University.

3. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.
4. Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.

5. If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

CONCEPTS AND DEFINITIONS IN INDIAN EDUCATION SYSTEM

HIGHER EDUCATION

For the purpose of this Survey, Higher Education is defined as the education, which is obtained after completing 12 years of schooling or equivalent and is of the duration of at least nine months (full time) or after completing 10 years of schooling and is of the duration of at least 3 years. The education may be of the nature of General, Vocational, Professional or Technical education

I. TYPE OF INSTITUTIONS

All Institutions, where higher education as defined above is imparted, will be covered in the Survey. The Institutions, covered in the Survey has been classified into three broad categories:

1. University/University Level Institutions
2. Colleges/Institutions- affiliated/recognized with University
3. Stand alone Institutions- not affiliated/recognized with University

(1) University/University Level Institutions Under the University Grants Commission (UGC) Act, 1956, “University” means a University established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes any such institution as may, in consultation with the University concerned, be recognized by the Commission in accordance with the regulations made in this behalf under this Act.

Various Provisions under UGC Act, 1956, which are relevant for the Survey are mentioned below:

Under Section 22 (1) of UGC Act, 1956, the right of conferring or granting degrees shall be exercised only by a University established or incorporated by or under a central Act, a Provincial Act, a State Act or an institution deemed to be a University under section 3 or an institution specially empowered by an Act of Parliament to confer or grant degrees. Under Section 22 (2) of UGC Act, 1956 states that Save as
provided in sub-section (1), no person or authority shall confer, or grant, or hold himself or itself out as entitled to confer or grant, any degree.

Section 12 of the UGC Act, 1956 states Power and Functions of the University Grants Commission:

It shall be the general duty of the Commission to take, in consultation with the Universities or other bodies concerned, all such steps as it may think fit for the promotion and co-ordination of University education and for the determination and maintenance of standards of teaching, examination and research in Universities, and for the purpose of performing its functions under this Act, the commission may:

(h) collect information on all such matters relating to university education in India and other countries as it thinks fit and make the same available to any university;

(i) require a University to furnish it with such information as may be needed relating to the financial position of the University or the studies in the various branches of learning undertaken in that University, together with all the rules and regulations relating to the standards of teaching and examination in that University respecting each of such branches of learning. Thus the following degree awarding Institutions are covered in this category:

1. Central University- A university established or incorporated by a Central Act.

2. State University- A university established or incorporated by a Provincial Act or by a State Act.

3. Open University- A University which imparts education exclusively through distance education in any branch or branches of knowledge.

4. Private University- A university established through a State/ Central Act by a sponsoring body viz. a Society registered under the Societies Registration Act 1860, or any other corresponding law for the time being in force in a State or a Public Trust or a Company registered under Section 25 of the Companies Act, 1956.

5. Deemed University- An Institution Deemed to be University commonly known as Deemed University refers to a high-performing institute, which has been so declared by Central Government under Section 3 of the University Grants Commission (UGC) Act, 1956.

6. Institute of National Importance- An Institution established by Act of Parliament and declared as Institution of National Importance such as All Indian Institute of Technology (IIT), National Institute of Technology (NIT).
7. Institute Under State Legislature Act- An institution established or incorporated by a State Legislature Act such as Nizam’s Institute of Medical Sciences, Hyderabad; Sri Venkateswara Institute of Medical Sciences, Tirupati; Shree-Kashmir Institute of Medical Sciences, Srinagar; Indira Gandhi Institute of Medical Sciences, Patna; Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow.

8. Other Institute – An institution not falling in any of the above category, but established through State/ Central Act and are empowered to award degrees e. g. National Institute of Fashion Technology established through an Act of Parliament.

2. Colleges/Institutions affiliated/recognized with University These are institutions which can run degree programs, but are not empowered to provide degree on their own and are necessarily have to be attached with some University/University level institution for the purpose of awarding degree. For the purpose of the survey these institutions have been classified as under:

2.1 Colleges Affiliated with University/ University level Institutions – Under Section 12A (1) (b), College means any Institution, whether known as such or by any other name which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification. These are the institutions established or maintained by, or admitted to the privileges of the University. Colleges can be of two types:

(i) University/ Constituent College- A college maintained by the University

(ii) Affiliated College

Some colleges are given Autonomous Status. UGC has introduced a scheme of Autonomous colleges keeping in view the objectives of the National Education Policy (1986-92).

All Colleges under Section 2 (f) & 12 (b) of the UGC Act are eligible under the Scheme. Criteria for identification of institutions for grant of autonomy are as follows:

a. Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past.

b. Academic/extension achievements of the faculty.
c. Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.

d. Adequacy of infrastructure, for example, library, equipment, accommodation for academic activities, etc.
e. Quality of institutional management.

f. Financial resources provided by the management/state government for the development of the institution.

g. Responsiveness of administrative structure.

h. Motivation and involvement of faculty in the promotion of innovative reforms.

The Parent University awards degrees to the students, evaluated and recommended by colleges. Autonomous colleges that have completed three year terms can confer the degree under their title with the seal of the university.

2.2 Institutions Recognized by the University: These are the institutions attached with the University for the purpose of awarding degree in respect of programs being run in these institutions. e.g. Army Cadet College Wing, Indian Military Academy, Dehradun is not affiliated with any University, but the degree in respect of Programs run in the institute are awarded by Jawaharlal Nehru University.

2.3 Off-Campus Center/ PG Center- A centre of the University established by it, outside the main campus (within or outside the state) operated and maintained as its constituent unit, having the University’s compliment of facilities, faculty and staff.

2.4 Off-shore Campus- A campus of the Private University or Deemed to be University established by it outside the country, operated and maintained as its constituent unit, having the University’s compliment of facilities, faculty and staff.

2.5 Regional Center- A centre established and maintained or recognized by the University for the purpose of the coordination of the functioning of the Study Centers in the region, advising, counseling or for rendering any other assistance required by the students used in the context of regular/ distance education.

2.6 Study Center- A centre established and maintained or recognized by the university for the purpose of advising, counseling or for rendering any other assistance required by the students.

**Evening College** – The College in which education is imparted in the evening. It may be noted that in a few colleges, using the same infrastructure, education is imparted in two sessions-morning or day and evening. Generally, for all practical purposes these are treated as two colleges.
(3) Stand alone Institutions not affiliated/recognized with University

There are several institutions which are outside the purview of the University & College. These Institutions generally run Diploma/PG Diploma level programs for which they require recognition from one or other Statutory Bodies. For the purpose of this survey, such Institutions will be referred as Stand-alone Institution. Such Institutions mainly fall under following categories:

- Indian Institute of Management (IIM) awarding PG Diploma in Management of two years duration whose entry qualification is Graduate.

- Diploma awarding Institutions under the control of All India Council for Technical Education (AICTE) e.g. Lal Bahadur Shastri Management Institute awarding PG diplomas in Management of two years duration whose entry qualification is Graduate.

- Diploma awarding Institutions under the control of Indian Nursing Council (INC).

- Government or Government recognized Institutions to conduct Teachers Training courses whose entry qualification is 10+2 e.g. District Institute of Educational and Training (DIET) or similar institutes.

- Polytechnics.

- Company Secretary, Chartered Accountancy, Actuarial Science etc.

Institution for Women: An Institution which enrolls only female students in all its programs is categorised as Institution for Women. Such institutes may or may not have male teaching and non-teaching staff.

II. FACULTY, DEPARTMENT AND PROGRAM

Faculty- A Faculty of Studies of the University.

Department- A Department of Studies and includes a Center of Studies.

For the purpose of survey, the School will be treated similar to Faculty and Center will be treated similar to the Department.

Program – It is a course of study for which Degree or Certificate is awarded by the Institution. A Program of study is the approved curriculum followed by an individual student such as B. A, M. A, MBA etc.
Levels of Programs:

1. **Under-Graduate**- Program after 10+2 and generally having the duration of 3/4/5 years, in General or Professional courses.

2. **Post-Graduate**- Program after Graduation and generally having the duration of 2/3 years in General/Professional courses.

3. **M. Phil**- Program after Post-Graduation and generally having the duration of 1/2 years and are pre-research course.

4. **Ph. D**- Program after M. Phil or Post-Graduation and generally having the duration of 2/3/4/5 years.

5. **Post Graduate Diploma**- Program generally after 10+2 or after Graduation in General and Professional courses and having duration of 1/2/3 years.

6. **Diploma**- Program generally after 10+2 or after Graduation in General and Professional courses and having duration of 1/2/3 years.

7. **Certificate** – It is a Program similar to Diploma, , but is awarded a Certificate by the Institution.

8. **Integrated/Dual Degree** – It is a Program leading to Post-Graduate Degree and/or Research Degree. Generally it is a combination of two degree programs e. g. M. Tech Ph. D, B. A. LLB, M. Sc. Ph. D, B. Tech M. Tech etc.

**Discipline**- An academic discipline or field of study is a branch of knowledge that is taught and researched at the Institution. There are large numbers of disciplines, which are taught in various Institutions and their nomenclature varies from Institution to Institution.

For example in case of M. A. in Geography, M. A. is a Program and Geography is a discipline.

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III. **MODE OF HIGHER EDUCATION**

**Regular Mode i.e. Formal system of Higher Education**- Education provided in the system of Colleges, Universities and other formal educational institutions where the students getting education in a classroom in direct contact with the teachers and also make use of other infrastructure facilities like laboratories, library etc to enhance its learning capacity.

**Self-Financing Courses in Regular Mode**- Government Aided Universities/Colleges/Institutions conducting certain career oriented courses without the financial support of the
Government. The recurring expenditure to run these courses is being met by students’ fees etc.

Distance/Correspondence Mode i.e. Non-Formal system of Higher Education- The system of imparting education through broadcasting, telecasting, internet, correspondence courses, seminars, contact programs or the combination of any two or more such means of communication.

IV. MANAGEMENT OF UNIVERSITY /COLLEGE/INSTITUTION

Central Government- Universities/Colleges/Institutions which are maintained by Central Government whether directly or indirectly e. g. University of Delhi is a Central University. Dyal Singh College is a University College of University of Delhi which is getting maintenance grant from UGC.

State Government- Universities/Colleges/Institutions which are maintained by State Government whether directly or indirectly e. g. Choudhry Charan Singh University, Meerut is a State University getting maintenance grant from Uttar Pradesh Government.

Local Body- Colleges/Institutions which are managed by the local body such as Panchayats (as defined in Art 243 read with 243 B of the Constitution), Municipalities (as defined in Article 243 P read with 243 Q of the Constitution), Cantonment Boards, Town Area Committees and any other bodies of the local self government constituted under a law. e. g. Firoz Gandhi College & C. P. Verma College, Patna affiliated to Magadh University.

Private Aided- Institutions, which are managed by an Individual, Trust, Society or Other Private Organization and receive regular maintenance grants from Government or Local Body. e. g. Hindu College, Delhi affiliated to University of Delhi.

Private Un-aided- Institutions, which are managed by an Individual, Trust, Society or Other Private Organization, which is either not receiving any grant or in receipt of onetime ad-hoc grant for a specific purpose like building construction, strengthening of library or laboratory, one-time subsidy towards teacher salary etc., but not receiving regular maintenance grant. e. g Chanchalben Mafatlal Patel College of Nursing, Ahmedabad.

V. STUDENT

Student means a student of the Institution and includes any person who has enrolled himself/herself for pursuing any program of study conducted by the Institution.
Foreign Student means those students who are citizens of a country other than India.

Students’ intake is annual permitted strength for a particular program of study which means the number of seats in a program.

Students’ enrollment is total students on roll in a Program as on 30th September of the academic year.

V. TEACHING STAFF

Teacher is defined as a faculty/staff assigned the professional activities of instructing pupils, providing knowledge and giving guidance in the subject area of studies in self contained classes or courses or in class room situations. Generally the designation of teaching staff are Vice-Chancellor, Director, Pro-Vice-Chancellor, Principal, Professor & Equivalent, Associate Professor, Reader, Lecturer (Selection Grade), Assistant Professor, Lecturer (Senior Scale), Lecturer, Tutor, Demonstrator, Part-Time Teacher, Ad hoc Teacher, Temporary Teacher, Contract Teacher, Visiting Teacher.

Sanctioned strength of Teaching Staff means the number of posts sanctioned designation-wise like Professor, Associate Professor and Assistant Professor etc.

Existing strength (Teachers in position) means the number of teachers currently in position against each post working in the University/Department on a particular date.

Career Advancement Scheme (CAS) is a scheme of UGC to promote Teachers from a few selected stages to higher stages.

Grade Pay – Grade Pay is a fixed amount attached to each post in the hierarchy. Grade pay determines the status of a post.

VI. NON-TEACHING STAFF

Non-teaching staff are staff other than Teaching staff engaged in Administrative, Secretarial, Laboratory, Library work etc. of the University/Institution/College in different level Groups i.e. Group A, Group B, Group C and Group D as defined by Department of Personnel & Training.

VIII. RESERVATION
**Person with Disability (PWD):** A person suffering from a disability as defined in the “Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995”. As per Section 2 of this Act: “Person with disability” (PWD) means a person suffering from not less than forty percent of any of the following disabilities as certified by a medical authority;

i. Blindness;
ii. Low vision;
iii. Leprosy-cured;
iv. hearing impairment;
v. Locomotors disability;
vi. Mental retardation;
vii. Mental illness;

**Other Backward Classes** means the class or classes of citizens who are socially and educationally backward, and are so determined by the Central/ State Government.

**Scheduled Castes** means the Scheduled Castes notified under article 341 of the Constitutions.

**Scheduled Tribes** means the Scheduled Tribes notified under article 342 of the Constitution.

**Religious Minority:** Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government.

**IX. Examination Results**

**Out-Turn** means number of final year students of a particular program, who have successfully completed the program i.e number of students who have passed the final year examination of the program.

**X. Reference Period**

**Academic Year**- The academic year is the period, during which one year or two semesters or three trimester of a Program is completed.

**Financial Year**- The financial year is the period from 1st April of the Year to 31st March of the next year.

**Reference Date**- 30th September of the Academic year is taken as the reference date for filling up the all the Blocks of DCF, except the block on Examination Results and Financial Information. Generally all the admissions in various courses in a University, College & Stand alone Institutions.
are completed before 30th September. Reference period for financial data is Financial Year and for examination result is Academic Year.

**Examination Year** – It is the academic year prior to the reference date, for which Examination Results are declared. Examination results include the final and supplementary examination conducted during that year. In case of Ph. D, the out-turn is the number of students, who are awarded degree during two convocations falling prior to the reference date.