

ORDINANCE NO. 4

Qualifications and the Conditions of appointment of the teachers in the University Teaching Departments and School of Studies.

( Refer Section - 37(xv) )

1. The following shall be the qualifications of teachers in the Teaching Departments and School of Studies of the University.

A. Professor : An eminent scholar with published work of high quality, actively engaged in research, but 10 years experience of teaching and/or research. Experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

B. Reader : Good academic record with doctoral degree or equivalent published work. Evidence of being actively engaged in

- (i) Research or
- (ii) innovation in teaching methods or
- (iii) production of teaching materials.

About 5 years experience of teaching and/or research provided that at least three of these years were as lecturer or an equivalent position.

This condition may be relaxed in the case of candidates with outstanding record of teaching / research. Provided that any relaxation can be made with the prior approval of the U.D.C.

For determining "good academic record" the following criteria should be adopted.

(a) A candidate holding Ph.D. should possess at least a second class Master's degree; or

(b) A candidate without a Ph.D. degree should possess a high second class Master's degree and a second class Master's degree and a second class in Bachelor's degree; or

(c) A candidate not possessing Ph.D. degree but possessing a high second class Master's degree should have obtained first class in Bachelor's degree.

C. Lecturer : Master's degree with at least 55 % marks or its equivalent grade and good academic record.

(E.C. Item 104 dated 15.11.88)

\*D. Instructor : Second class Master's degree in the subject concerned.

The candidate should possess a second class Bachelor's degree. The minimum qualification mentioned above should not be relaxed even for candidates possessing M.Phil./Ph.D. degree, at the time of recruitment.

Provided that depending on the requirements of S.O.S specialization for each post be mentioned as desirable qualification.

2. Every teacher of the University paid by the University shall be appointed on the scale of pay prescribed for the category to which he belongs.
3. The condition of service of teachers of the University paid by the University shall be those embodied in the Agreement of Service as laid down in the Appendix I and every teacher shall sign the agreement before he enters upon his duties or as soon as possible thereafter.
4. Subject to the conditions laid down in the agreement of service a person appointed as a permanent teacher of the University paid by the University shall be entitled to be in service of the University until he completes the age of sixty.

Provided that where the date of retirement of a teacher falls due during the course of an academic session, the Executive Council shall allow the teacher to continue till the end of the academic session.

Provided further that if the University requires the services of the teacher after the age of superannuation he shall be appointed on a contract not exceeding five years of attainment of an age of sixty five years whichever is earlier.

5. In the event of promotion under career Advancement or through selection on higher post his agreement shall deem to be operative on the new post except that the salary and grade mentioned in clause 2 of this agreement shall be read as one given in his / her appointment letter.
6. Teacher shall be governed by the conditions of service laid down in Statute - 31 and other relevant Statutes.

Provided that the teacher appointed on contract of a specific period, their employment shall be governed by the terms of their contract.

7. The candidates who at the time of recruitment as lecturer possess Ph.D. or M.Phil. degree will be sanctioned three or one advanced increments respectively in the scale of Rs. 2200 - 75 - 2800 - 100 - 4000 along with the benefits

\* Amended E.C. 248 dated 18.3.90

of corresponding years of service for the purpose of promotion. The existing lecturers with research degrees will also be eligible for a similar benefit.

Provided that teacher shall be eligible to get increments either for M.Phil. or Ph.D. whichever is beneficial to the teacher.

Provided further that the existing lecturers without research degree and those similar situate, recruited in future shall be eligible for a benefit in service for the purpose of promotion as and when they require research degrees but shall not be eligible for advanced increments.

8. Career Advancement :

A. Every lecturer shall be placed in a senior scale of Rs. 3000 - 100 - 3500 - 125 - 5000 on completing 8 years of service after regular appointment, with relaxation as provided in para 7 above.

Provided that they have participated in the refresher courses/summer institutes each of approximately four weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be spelled by the University from time to time.

Provided further that all lecturers in existing scale of Rs. 700 - 1600, who have completed 8 years of service on 1.1.1986 shall be placed in the scale of Rs. 3000 - 100 - 3500 - 125 - 5000 on the recommendation of the Kulapati, who shall screen the suitability of the candidate for the purpose. The benefit of the service in para 7 will be available for the initial placement.

B. Every lecturer in the senior scale will be eligible for promotion to the post of Reader in the scale of pay of Rs. 3700 - 125 - 4950 - 150 - 5700 if he/she has:

- (i) completed 8 years of service in the senior scale, provided that the requirement of 8 years will be relaxed if the total service of the lecturer is not less than 16 years;
- (ii) obtained a Ph.D. degree or equivalent published work;
- (iii) made some marks in the areas of scholarship and research as evidenced by self assessment, reports of Referees, quality of publication, contribution to educational renovation, design of new courses and curricula, etc.

(iv) participated in the refresher courses / summer institutes each of approximately 4 week's duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the U.G.C., if any, after the placement in the senior scale;

(v) consistently good performance appraisal reports. /

C. Promotion to the post of Reader will be through a process of selection by a selection Committee to be set up under the Statutes/Ordinances of the University concerned or other similar committees set up by the appointing authorities in accordance with the guidelines to be laid down by the U.G.C. Post of Readers will be created for this purpose by upgrading a corresponding number of posts of Lecturers in Universities.

D. Those Lecturers in the Senior Scale who do not have Ph.D. degree or equivalent published work and who do not meet the scholarship and research standards of a Reader, but fulfill the other criteria mentioned in para 8 B and have a good record in teaching and/or participation in extension activities, will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the Committee mentioned in para 12 above. They will be designated as Lecturer in the Selection Grade. Posts in the Selection Grade will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as Reader, and if found suitable, could be given the designation of Reader.

9: The existing teachers in University where the Merit Promotion Scheme formulated by the U.G.C. in 1983, or any other similar scheme are in operation will have an option to continue to be governed by the provisions of these schemes provided that they exercise that option in writing prior to their pay fixation under this incoe. They will also will entitled to the designations envisaged for various cagegories of teachers in those schemes, but scales of pay will be as follows :

(i)	Lecturer	Rs. 2200 - 4000
(ii)	Reader/Lecturer (Selection grade)	Rs. 3000 - 5000
(iii)	Professor	Rs. 4500 - 5700

Provided that the promotion made before the announcement of the revised scales on 17-6-1987, will not be reopened. However, in such cases, the benefit of revision will be available to teachers only from the date of their promotion.

10. Regular and systematic appraisal of performance of teachers is to be carried out in the manner prescribed by the University from time to time on the recommendations of University Grants Commission.
11. The pay of teachers in the revised scale on 1-1-1986 will be fixed in accordance with the rules given in Appendix-11.

A P P E N D I X I

Agreement of Service between the teachers of the University  
and the University.

Agreement made this.....day of.....19.....  
between.....of the first part and the  
University being a body corporate constituted under the  
Madhya Pradesh Vishwavidyalaya Adhiniyam 1973, (hereinafter  
called the University) of the second part.

Whereas the University has engaged the party of the  
first part (hereinafter called the Executant) to serve it  
as..... subject to the conditions and upon the terms  
hereinafter contained. Now this agreement witnesseth that  
the party of the first part and the University hereby  
contract and agree as follows :-

1. That the agreement shall begin from the  
..... day of.....19.....  
and shall be determinable as hereinafter provided.
2. That the executant is employed in the first  
instance on probation for a period of two years.  
This period of probation may, however, be extended  
by such further period as the Executive Council  
may deem fit, but the total period of probation  
shall, in no case exceed three years. During the  
period of probation the executant shall be paid a  
monthly salary of Rs..... in the  
scale..... He shall be entitled to  
annual increment of the grade, during the period  
of probation.

Provided further that the executant shall not be  
confirmed in the service of the University till he  
has submitted the necessary documents in proof of  
his age and the same has been accepted by the  
Executive Council.

3. That after confirmation the University shall  
continue the executant's services in the scale of  
Rs.....

Provided that no increment of the  
executant shall be withheld or postponed save by a  
resolution of the Executive Council on reference  
made to it by the Kulapati after the executant has  
been given sufficient opportunity to make his  
written representation and the same has been duly  
considered by the Kulapati.

4. That the executant will be entitled to the benefit  
of the Provident Fund in accordance with the  
Statutes of the University for the time being in  
force, and as amended from time to time.

5. That the age of superannuation shall be sixty years.

Provided that on a reference by the Kulapati made either on his own initiative or at the request of the executant, the Executive Council in special case may grant to the executant who has reached the age of superannuation an extension, for a further period not exceeding two years, if the Executive Council is satisfied that such extension is in the interest of the University.

6. That the executant shall be entitled to such leave as may be due in accordance with the Rules of the University for the time being in force, and as amended from time to time.
7. That the executant shall devote his whole time to the duties of his appointment and shall not engage, directly or indirectly, in any trade or business without the sanction of the Executive Council, or take up any occupation which, in the opinion of the Kulapati is likely to interfere with the duties of this appointment.
8. After confirmation, the service of the Executant can be terminated only on the following grounds :-
  - (a) Misconduct.
  - (b) Permanent physical or mental unfitness to be determined by a Medical Board constituted by the Executive Council.
  - (c) Breach of any of the terms of the contract.
  - (d) Abolition of the post.
9. Except when termination of service has taken place under clause 8(a) above, neither the executant nor the University shall terminate this agreement when entitled to terminate it, except by giving to the other party three months notice of his intension to do so, or a sum equivalent to three times the monthly salary, which the executant is then earning, in lieu thereof, unless in a special case the Executive Council agrees to release the executant of his obligations under this clause. The period of three month's notice on the part of the executant may, however, be reduced or waived altogether by the Executive Council.
10. Nothing in this agreement shall affect the right of the Executant of the University to refer any difference or dispute arising out of this

agreement to the Kuladhipati for reference to a Tribunal of Arbitration constituted under the provisions of section 59 of the Adhinyam.

11. Notwithstanding anything contained in the aforesaid terms, the executant shall be bound by the provisions of the various sections of the Act, Statutes, Ordinances and Regulations for the time being in force and as framed from time to time.

Signed this.....day of.....19.....

.....  
Signature.

In the presence of-

(1) .....

(2) .....

.....  
REGISTRAR

In the presence of-

(1) .....

(2) .....

Note :- This ordinance came into force from the 1st December 1973 vide Kuladhipati's Order No. 5337/G.S./73 dt. 28-11-73



## APPENDIX - II

Scheme of Revision of pay scales and fixations of pay.

1. The revised scales of pay will be effective from January 1, 1986.
2. The revised scales of pay are inclusive of the basic pay, the dearness pay, the dearness allowance, additional dearness allowance and the internal relief, if any, admissible to teachers as on 1-1-1986.
3. Following shall be the revised scales of pay for various categories of teachers in the University.

1. Instructor	1740-60-2700-75-3000
2. Lecturer	2200-75-2800-100-4000
3. Lecturer (Senior scale)	3000-100-3500-125-5000
4. Lecturer (Selection grade)	3700-125-4950-150-5700
5. Reader	3700-125-4900-150-5700
6. Professor	4500-150-5700-200-7300
4. Pay in the revised scales should be fixed under this scheme only after-
  - (a) Every teacher has had an opportunity to decide whether he/she will opt for the earlier scheme (Para 15-16) and
  - (b) the University or college concerned has made necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate the provisions of this scheme.
5. The pay of teachers in University and colleges may be fixed in the revised scales of pay in the following manner :
  - (i) An amount representing 20 % of basic pay in the existing scale may be added to the "existing emoluments"
  - (ii) After the existing emoluments have been increased the basic pay shall be fixed in the revised scale at the stage next above the amount thus computed; provided that :

- (a) Scale is more than the amount so arrived at. The pay shall be fixed at the minimum of the revised scale.
- (b) If the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of the scale.

Explanation :

- (i) The "existing emoluments" of a teacher on 1-1-1985 shall include :
  - (a) Basic pay.
  - (b) Dearness pay, additional dearness allowance and adhoc dearness allowance, if any.
- (ii) For the purpose of adding 20 % to the existing emoluments to the basic pay shall be the pay on 1-1-1986 in the 1973 U.G.C. scales.

Note : Where in the fixation of pay under clause (ii), the pay of a teacher drawing pay at more than five consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such teachers who are drawing pay beyond the first five consecutive stages; in the existing scale shall be stopped up to the stage where such bunching occurs, as under, by the grant of increment (s) in the revised scale in the following manner, namely :

- (a) for teachers drawing pay from the 6th up to the 10th stage in the existing scale by one increment;
- (b) for teachers drawing pay from the 11th up to the 15th stage in the existing scale, if there is bunching beyond the 10th stage by two increments.

If by stopping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stopped up only to the extent by which it falls short of that of the former.

6. The next increment of a teacher whose pay has been fixed in the revised scale in accordance with para 2 shall be granted on the date he would have drawn his increment had he continued in the existing scale :

Provided that in cases where the pay of a teacher is stepped up in terms of the Note under para 2, the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale.

Provided further that in the case of persons who had been drawing maximum of the existing scale for more than a year as on 1-1-1986, the next increment in the revised scale shall be allowed on 1-1-1986.