



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956

NBA VISIT 2024



INSTITUTIONAL LEVEL

I.2. CONDITION OF SERVICE RULES



SERVICE REGULATIONS

Bharath Institute of Science and Technology
BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
[Declared as Deemed-to-be-University under section 3 of UGC Act, 1956]
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PART - I

SERVICE RULES

I. SERVICE RULES

RECRUITMENT RULES

Academic Heads of the University

- Chancellor
- Vice-Chancellor
- Pro-Vice-Chancellor
- Registrar
- Controller Of Examinations
- Finance Officer
- Directors/Deans
- Heads Of Department

Teaching Cadres

- Assistant Professors (Ordinary Grade)
- Assistant Professors (Senior Grade)
- Assistant Professors (Selection Grade)
- Associate Professors
- Professors
- Senior Professors

Support Service Cadres

- University Librarian
- Deputy Librarian
- Assistant Librarian
- Director of physical Education
- Deputy Director of physical Education
- Assistant Director of Physical Education

1. APPOINTMENT OF THE ACADEMIC HEADS

1.1 Chancellor

The Chancellor shall be appointed by the sponsoring Society or Trust, and shall hold office for a period of 5 years and shall be eligible for one more term. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society or the Trust. The Chancellor shall, when present, preside over the convocations of the university but shall not be the Chief Executive Officer.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the University.

1.2 Pro-Vice-Chancellor

The Pro-Vice-Chancellor may be a whole time Professor of the University and shall be appointed by the Executive Council on the recommendation of Vice-Chancellor, as per the provisions given in the Act/Statute of the University.

The Pro-Vice-Chancellor shall hold office for a period which is co-terminus with that of Vice-Chancellor. However, it shall be the prerogative of the Vice-Chancellor to recommend a new Pro-Vice-Chancellor to the Executive Council, during his tenure.

1.3 Registrar & Controller of Examinations

The Registrar and Controller of Examinations shall be appointed by the Board subject to approval of the Chancellor. The Registrar/Controller of Examinations shall devote their whole time duties of the office reporting to the Vice Chancellor.

The tenure of the office of Registrar/Controller of Examinations shall be limited to five years in the first instance but the same individual shall be eligible for re- appointment for such successive terms.

It shall be the power of the Board to dispense with the services of the Registrar/Controller of Examinations at any time on payment to him/her of six months' salary and it may at anytime discharge him/her from his/her service without notice or compensation in the event of mis-conduct on his/her part or of a branch by him/her of any of the conditions on which he/she was engaged. In case the Registrar/Controller should wish to resign of his office he/she shall give six month notice of his/her intention to resign.

The Registrar/Controller of Examinations shall not continue to hold the office after the completion of twenty five years of service or the attainment of sixty years of age, whichever be the earlier event, unless on the recommendation of the Board, the Chancellor shall have extended his tenure of office for a specific period.

1.4 Appointment of Finance Officer

The Finance Officer shall be whole time salaried officer of the University and shall be appointed by the Board subject to approval of the Chancellor preferably on deputation from a panel of names submitted by the Finance Committee.

The Finance Officer shall work under the supervision of the Vice-chancellor and is accountable to the Board, through the Vice-Chancellor. He would be the Ex-officio non-Member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters.

Subject to the control of the Board to manage properly and investment of the University, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board.

1.5 Directors/Deans

The Institute may have Directors and Dean(s).

- i. The Departments dealing with allied subjects could be grouped into Schools and each school may be headed by a Dean.
- ii. The Schools with related areas of study could be grouped into Faculties and each faculty may be headed by a Director.

The Director(s)/ Dean(s) shall be appointed by the Vice-Chancellor from amongst Chairperson/Heads of the Research Centres / Professors of the Institute giving due cognizance to seniority.

The term of the Director (s) /Dean(s) shall normally be for a period of five years or the date of retirement as a Professor, whichever is earlier.

The powers and functions of the Director(s)/ Dean(s) shall be as follows:

- i. To coordinate education, training, research and consultancy activities, and to promote inter-institutional collaboration in teaching, research and extension programmes of the Institute, both in India and abroad.
- ii. To carry out such other duties as may be assigned to him/her by the Vice Chancellor.
- iii. To exercise such other powers and perform such other functions as may be prescribed by the Rules, Bue-laws and Regulations.

1.6 Heads of the Department

- i. There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice chancellor from amongst the Professors of the Department.
- ii. Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- iii. The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- iv. The powers and functions of the Head of the Department shall be prescribed by Rules of the institution deemed to be university.

2. RECRUITMENT OF TEACHING FACULTY

2.1 Selection Committees are constituted for making recommendations to the Board of Management for appointment to the posts of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed by the University, in accordance with the UGC regulations on minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education, 2010 as amended from time to time.

2.2 Constitution of the Selection Committee:

- i. Vice Chancellor - Chairman
- ii. Dean(s) to be nominated by the Vice-Chancellor
- iii. A person nominated by the Chancellor

- iv. Three outside experts for selecting Professor/Associate Professor and two experts for selecting Assistant Professor.
- v. Efforts will be made to associate a person belonging to SC/ST/OBC/Minority/ Women / Differently-abled categories.

3. MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THE APPOINTMENT OF THE TEACHING FACULTIES

3.1 Asst. Professor, Ordinary Grade (OG)

Ph.D. Degree holders in any discipline, *or*

Provisional *PG (ME/M.TECH) degree holders* with a pass in *First Class* either in the UG or in the PG degrees, *or*

PG degree holders under the *Basic Sciences* with at least 55% marks or an equivalent grade in a Grade point scale and with a pass in *SLET/NET* Examinations,

are eligible for consideration to the post of AP(OG).

3.2 Asst. Professor, Senior Grade (Sr.G)

The following minimum number of years experience are required for appointment to the post of *Asst. Professor, Senior Grade (Sr.G)*

- i. *Ph.D. Degree holders* with *four years* of experience as *AP(OG)* are eligible to become *Asst. Professor, Senior Grade (Sr.G)*.
- ii. *Engineering PG Degree (ME/M.TECH) holders* with *five years* of experience as *AP(OG)* are eligible to become *Asst. Professor, Senior Grade (Sr.G)*.
- iii. *PG Degree holders under the Basic Sciences* with a pass in *SLET/NET* Examinations with *6 years* of experience as *AP(OG)*

are eligible to become *Asst. Professor, Senior Grade (Sr.G)*

3.3 Asst. Professor, Selection Grade (SL.G)

One should have a minimum of *3 years* of experience as AP (Sr.G) to become eligible for the post of AP (SL.G).

3.4 Associate Professor

One should have a minimum of *3 years* of experience as AP (SL.G) and with a Ph.D Degree is eligible for the post of Associate Professor.

3.5 Professor

One should have a minimum of **3 years** of experience as Associate professor to become eligible for the post of Professor.

3.6 Senior Professor

One should have a minimum of **10 years** of experience as Professor to become eligible for the post of Senior Professor.

4. PAY BAND FOR THE DIFFERENT CATEGORIES

Sl.No.	Pay Grade	Pay Band	Grade Pay
1.	Asst. Professor(OG)	Rs. 15600 - 39100	Rs. 6,000
2.	Asst.Professor (Sr.G)	Rs. 18600 - 39600	Rs. 7,000
3.	Asst.professor(SI.G)	Rs. 22320 - 39100	Rs. 8,000
4.	Associate Professor	Rs. 37400 - 67000	Rs. 9,000
5.	Professor	Rs. 40890 - 67000	Rs.10,000
6.	Senior Professor	Rs. 56600 - 67000	Rs.12,000

5. QUALIFICATION REQUIRED FOR THE DIRECT RECRUITMENT OF THE TEACHING FACULTIES

5.1 Professor

- i. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iii. Contribution to educational innovation, design of new curricula and courses, and technology -mediated teaching learning process.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out. in this Regulation(Annexure).

OR

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

5.2 Associate Professor

- i. Good academic record with a Ph.D Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/ policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation (Annexure).

5.3 Assistant Professor O.G., Sr.G. and Sl.G.

As detailed in para 3.1 in this Regulation.

6. APPOINTMENT OF LIBRARIAN, DEPUTY LIBRARIAN & ASSISTANT LIBRARIAN.

6.1 University Librarian

- i. A Master's Degree in Library Science / Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.
- ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a college librarian
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A. Mphil/Ph.D Degree in library science/information science / documentation /achieves and manuscript-keeping.

6.2 Deputy Librarian

- i. A Master's Degree in Library Science / Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.
- ii. Five years experience as an Assistant University Librarian/College Librarian
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

- iv. Desirable: A M.Phil/Ph.D Degree in library science/information science
- v. Documentation/Archives and manuscript-keeping/computerization of library.

6.3 Assitant Librarian

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph.D degree in accordance with the "University Grants Commission (Minimum standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director of Physical Education & Sports.

7. APPOINTMENT OF DIRECTOR, DEPUTY DIRECTOR & ASSISTANT DIRECTOR OF PHYSICAL EDUCATION ANDSPORTS

7.1 Director of Physical Education and Sports.

- i. A Ph.D in Physical Education.
- ii. Experience of at least ten years as University Deputy or fifteen years as University Assistant DPES/College (Selection Grade).
- iii. Participation in at least two national/international seminars/conferences.
- iv. Consistently good appraisal reports
- v. Evidence of organizing competitions and conducting coaching campus of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university etc.

7.2 Deputy Director Of Physical Education And Sports

- i. A Ph.d in Physical Education candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii. Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D and M.Phil Degree holders.

- iii. Evidence of organizing competitions and conducting coaching campus of at least two weeks duration.
- iv. Evidence of having produced good performance teams/athletes for competition like state/national/inter-university/combined university etc.,
- v. Passed the physical fitness test in accordance with these regulations
- vi. Consistently good appraisal reports.

7.3 Assistant Director Of Physical Education

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the university/College at the inter-university/ inter-collegiate competitions or the State and /or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. Passed the physical fitness test conducted in accordance with these regulations.
- v. However, candidates , who are, or have been awarded Ph.D degree in accordance with the "University Grants Commission(Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports.

8. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, subject to the following conditions:

- i. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- ii. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- iii. The candidate for direct recruitment has applied through proper channel only.

- iv. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- v. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University for such appointments.
- vi. The previous appointment was not as guest lecturer for any duration, or an adhoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
 - The period of service was of more than one year duration.
 - The incumbent was appointed on the recommendation of duly constituted Selection Committee;
 - The incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.

9. PERIOD OF PROBATION AND CONFIRMATION

- i. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- ii. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- iii. It is obligatory on the part of the University/ the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion\of probationary period after due process of verification of satisfactory performance.
- iv. Probation and confirmation rules are applicable only at the initial stage of recruitment issued from time to time, by Central Government.

10. CREATION AND FILLING UP OF TEACHINGPOSTS

- i. Teaching post in universities, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- ii. All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

11. APPOINTMENTS ON CONTRACT BASIS

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same

as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session.

12. SERVICE AGREEMENT AND FIXING OF SENIORITY

- i. At the time of recruitment in University, service agreement should be executed between the University and the teacher concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable. The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.
- i. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

13. AGE OF SUPERANNUATION

- i. In order to meet the situation arising out of shortage of teachers in the University and the consequent vacant positions therein, the age of superannuation for teachers in Institution has already been enhanced to sixty five years,
- ii. Consequent on upward revision of the age of superannuation of teachers, the Central Government has already authorized the Universities, vide Department of Higher Education D.O. letter No.F.1-24/2006-Desk(U) dated 30.3.2007 to enhance the age of superannuation of Vice-Chancellors of Central Universities from 65 years to 70 years.
- iii. 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. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years in 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.

14. RESIGNATION

Regular faculty/staff desirous of leaving the service from BIHER have to submit their resignation letter with three months notice. Normally they will not be relieved in the middle of a year.

However, under extraordinary situation one can be relieved on resignation by paying three months salary.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

15. TERMINATION OF SERVICE OF ANEMPLOYEE

- i. The services of a temporary employee are liable to be terminated at any time without assigning any reason whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving one month notice or in lieu thereof one month's salary.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in the event, where it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duty.
- iv. A service file shall be maintained in respect of each employee of the college wherein all his/her service particulars shall be recorded and countersigned by the Principal/ Director
- v. In case of doubt or different interpretation of the rule, as these rules are applicable to BIHER, the decision of the Vice-Chancellor will be final .

16. TEACHING DAY

- i. The University must adopt at least 180 working days, i.e. there should be a minimum of 36 weeks of actual teaching in a 5-day week. Of the remaining period, 8 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 6 weeks for vacations and 2 weeks may be attributed to various public holidays.

17. WORK LOAD

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours dally in the • University/College for which necessary space and infrastructure Should be provided by the University/College. Direct teaching-learning process hours should be as follows:

- i. Assistant Professor - 16 hours
- ii. Associate Professor and Professor - 14 hours
- iii. A relaxation of two hours in the workload may, however, be given to Professional who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

18. CONSULTANCY ASSIGNMENTS

The consultancy rules, terms conditions and the model of revenue sharing between institution and consultant teachers shall be as per the university Consultancy Rules, amended from time to time.

19. GRATUITY SCHEME

A regular employee who has worked for more than 5 years in the institution is eligible for gratuity. The staff above 58 yrs of age (Non-Teaching) (Teaching) are not eligible for gratuity. The Gratuity is calculated @ 15 Days of last pay drawn for every year of satisfactory regular service at the institution. The maximum gratuity is limited to Rs.3.50 Lakhs.

20. a) EMPLOYEE'S PROVIDENT FUND

Employee's contribution towards the PF is 12% of their total salary (Basic Pay + Dearness Pay + Dearness Allowance). Employer's contribution towards the PF will be 12% of the total salary subject to a salary limit of Rs. 6500/- per month. The EPF deduction will be credited @ 8.33% towards pension scheme and balance @ 3.67% towards PF Account.

b) ESI: ELIGIBILITY AND CONDITIONS FOR STAFF

Those who are earning gross salary of less than Rs.15,000/- per month will be covered under ESI Scheme irrespective of mode of appointment and their designation.

21. CODE OF PROFESSIONAL ETHICS

21.1 Teachers and Their Responsibilities:

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

Teachers should

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

21.2 Teachers and the Students

Teachers should:

- i. Respect the right and dignity of the student in expression his/her opinion
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

21.3 Teachers And Colleagues

Teachers Should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

21.4 Teachers And Authorities

Teachers should

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- vi. Should adhere to the conditions of contract
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

21.5 Teachers and Non-Teaching Staff

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non teaching staff.

21.6 Teachers and Guardians

Teachers should

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

21.7 Teachers And Society

Teachers should

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

ACADEMIC PERFORMANCE INDICATORS(APIs) IN RECRUITMENTS & CAREER ADVANCEMENTS SCHEME(CAS) PROMOTIONS OF FACULTY

Category I: Teaching, Learning and Evaluation Related Activities

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for

- (a) teaching related activities;
- (b) domain knowledge;
- (c) participation in examination and evaluation;
- (d) contribution to innovative teaching, new courses etc.

The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note 1: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

Note 2: The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

- 1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.*
- 2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2×16 hours in row 1A(ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for $320+32+275 = 627$ hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.*
- 3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.*
- 4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.*
- 5. Under 4c, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.*

Category	Nature of activity	Notes	Unit of assessment	Score
Category I	Teaching, Learning and Evaluation Related Activities			
1A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year	
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year	
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year	
1B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year	
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year	
	Sub-total 1	Score = hours/10 (max score 100)		
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week	Hours per academic year	
	Sub-total 2	Score = hours/10 (Max score = 30)		
3A	Question paper setting, moderation and related work	Actual hours	Hours per academic year	
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year	
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Max 20 minutes per full script	Hours per academic year	
	Sub-total 3	Score = hours/10 (Max score = 20)		

4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/ multi-lingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 10 Very good= 7 Good= 5 Average = 3 Modest = 1	
4B	Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 10 Very good= 7 Good= 5 Average = 3 Modest = 1	
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performa and summary feedback to be attached	2 points per course (max 10 points)	

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

Category II: Co-curricular, Extension and Professional Development Related Activities

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15

3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

Note: The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. *Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.*
2. *In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of class room teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for $320+32+275 = 627$ hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.*
3. *In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.*
4. *Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.*
5. *Under 4c, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.*

Category	Nature of activity	Notes	Unit of assessment	Score
Category II	Co-Curricular, Extension and Professional Development Related Activities			
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good= 7 Good = 5 Average= 3 Modest = 1	
5B	Other co-curricular activities Cultural, Sports, NSS, NCC etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good= 7 Good = 5 Average= 3 Modest = 1	
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good= 7 Good = 5 Average= 3 Modest = 1	
	Sub-total 5			
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year	
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year	
	Sub-total 6	Score = hours/10 (Max score = 30)		
7	Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good= 7 Good = 5 Average= 3 Modest = 1	
	Grand Total (1 to 7)	(OUT OF 250)		

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

Category III: Research and Academic Contributions

Brief Explanation:Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. Theself-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/ Sciences/ Medical Sciences	Faculties of Languages Arts/Humanities/ Library/ Physical education/Management	Max. points for University & college teacher position
III(A)	Research Papers published in:	Refereed Journals *	Refereed Journals*	15/publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN Nos.	Non-refereed but recognized & reputable journals and periodicals, having ISBN/ISSN Nos.	10/publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication
III(B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10/chapter in an edited book
		Subjects Books by National level publishers /State and Central Govt. Publications with ISBN/ ISSN numbers.	Subject Books by / national level publishers /State and Central Govt. Publications with ISBN/ ISSN numbers.	25/sole author, and 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/soleauthor, and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes Published by International Publishers	10/Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	5/Chapter

III C RESEARCH PROJECTS				
(i)	Sponsored Projects carried out/ongoing	(a) Major Projects amount Mobilized with grants above 30.0 lakhs	Major Projects amount Mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs respectively
(iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
(iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 / each for International level,
III D RESEARCH GUIDANCE				
(i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
(ii)	Ph.D.	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate

III E TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS				
(i)	Refresher courses, Methodology workshops, Training, Teaching Learning-Evaluation Technology	(a) Not less than two weeks duration	Not less than two weeks duration	20/each
	Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(b) One week duration	One week duration	10/each
(ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation & Presentation of research papers (oral/poster) in	Participation & Presentation of research papers (oral/poster) in	
		a) International conference	International conference	10/each
		b) National	National	7.5/each
		c) Regional/ State level	Regional/State level	5/each
		d)Local University/ College level	Local University/ College level	3/each
(iii)	Invited lectures or presentations- for conferences/ / symposia	a) International	International	10/each
		b) National	National	5/each

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

- 1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.*
- 2. The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.*
- 3. The parameters listed in table of category-III (Research & Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-*

<i>• III (A) : Research papers (Journals, etc)</i>	<i>:</i>	<i>30%</i>
<i>• III (B) : Research publications (Books, etc)</i>	<i>:</i>	<i>25%</i>
<i>• III (C): Research Projects</i>	<i>:</i>	<i>20%</i>
<i>• III (D): Research Guidance</i>	<i>:</i>	<i>10%</i>
<i>• III (E): Training Courses and Conf/Seminar, etc:</i>		<i>15%</i>

PART - II

LEAVE RULES

II. LEAVE RULES

In accordance with the provisions of UGC vide their “UGC regulations on minimum qualifications for appointment of Teachers and other Academic staff in Universities & measures for the maintenance of standard in Higher Education 2010” the entitlement of leave, vacation and Teaching days to Regular Faculty are as follows:

ADMISSIBLE LEAVE

1. Leave Treated as Duty:-

a) Casual Leave – 8 days

- i. Total Casual Leave granted to a teacher shall not exceed 8 days in an academic year.
- ii. Casual Leave cannot be combined with any other kind of except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

b) Special Casual Leave (on Specified Occasions) - 10 days

- i. Special Casual Leave, not exceeding 10 days in an academic year, may be granted to a teacher.
 - a. To conduct examination of a University/Public Service Commission / Board of Examination or other similar bodies / institutions; and
 - b. To inspect academic institutions attached to a statutory Board, etc.
- ii. In computing the 10 days’ leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- iii. In addition, special casual leave to the extent mentioned below, may also be granted
 - a. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - b. To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- iv. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

c) Duty Leave – 30 days

- i. Maximum of 30 days leave in an academic year may be granted for the following:
 - a. Attending conferences, congresses, symposia and seminars on behalf of the university and with the permission of the University.
 - b. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice Chancellor;
 - c. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - d. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister University or any other academic body; and
 - e. For performing any other duty for the university.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- v. Duty leave may also be given for attending meetings in the UGC, DST, etc., where a teacher is invited to share expertise with academic bodies, government or NGO.

2. Leave Earned by Duty:- This leave will be credited on completion of the year

a) Earned leave

1/30 of actual service including vacation plus 1/3rd period, if any for duty performed during vacations. Earned leave admissible to a teacher shall be:

- i. Earned Leave admissible to a teacher shall be :
 - a. 1/30th of actual service including vacation, plus
 - b. 1/3rd of the period, if any, during which he/she is required to perform duty during vacation. For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave

exceeding 60 days may, however, be sanctioned in the case of higher study, or training or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

b) Half pay leave – 20 days per completed year

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

Explanation:

A “Completed year of service” means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

c) Commuted Leave

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3. Leave Not Earned by Duty

a) Extraordinary leave

- i. A permanent teacher may be granted extraordinary leave when:
 - a. No other leave is admissible; or
 - b. Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii. Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not count for increment except in the following cases:
 - a. Leave taken on the basis of medical certificates;
 - b. Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to

civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit ;

- c. Leave taken for pursuing higher studies; and
 - d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- iii. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in-cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
 - iv. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave

b) Leave not Due

- i. Leave not due , may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.
- ii. 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonable be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii. A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council. Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still be earned.

4. Leave Not Debited To Leave Account

4.1) Leave for Academic Purpose.

a. Study Leave

- i. Study leave may be granted for the entry level appointees as Assistant Professor/ assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- ii. Subject to the terms contained in this Clause 8.2, in respect of granting study leave with pay for acquiring Ph.D in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, 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.
- iii. The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of two years continuous service.

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

- a. The person is a teacher on the date of the application;
 - b. There is no break in service; and
 - c. The leave is requested for undertaking the Ph.D research work.
- iv. Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. the leave shall not be granted for more than three years in our spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - v. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - vi. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

- vii. No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission for the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
- viii. Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- ix. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded, will not preclude his/her being granted study leave with pay and allowance but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship should be set off against only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would not be paid.
- x. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- xi. A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- xii. Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- xiii. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xiv. A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave
- xv. After the leave has been sanctioned, the teacher shall, before availing himself/herself for the due fulfillment of the condition laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two

permanent teacher for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

- xvi. The teacher shall submit to the Registrar, six monthly report of progress in his/her studies from his/her supervisor or the Head of the Institution. The report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time that payment of leave salary may be deferred till the receipt of such report.

b. Sabbatical Leave

- i. Permanent, whole-time teachers of the university and colleges who have completed seven years of services as Reader/Associate Professor or Professor may be granted sabbatical leave to under take study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- ji. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave Provided further at sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her preceding the sabbatical leave.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes all, provided that the teacher rejoins the university on the expiry of hi/her leave.

4.2 Leave on Grounds of Health and Child Care

a. Maternity leave

- i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave

granted in respect of this to a woman teacher in her career is not more than 45 days and the application for leave is supported by a medical certificate.

- i. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave by any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

b. Child Care Leave

Women teacher having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in line with Central Government women employees.

c. Paternity leave 15 days for male teachers

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

d. Adoption leave

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

5. Vacation and Teaching Days

Following is the entitlement of Teaching days & vacation

Categorization	No. of weeks (for University with 6 days a week pattern)
Teaching & Learning process	30 weeks (180 days)
Admissions/Examinations its preparation	12 weeks
Vacation	08 weeks
Public Holiday	02 weeks
Total	52 weeks

Academic calendar will be issued by Academic department in accordance with the above. Faculty intending to work during the vacation period, need to submit a detailed plan with justification for the work to be undertaken during vacation, and should submit the proposal to the Registrar through concerned HOD/Dean latest by 15th April of every year.

PART - III

LEAVE & HOME TRAVEL CONCESSION (LTC/HTC) RULES

III. LEAVE & HOME TRAVEL CONCESSION (LTC/HTC) RULES

Leave Travel Concession (LTC) introduced in 1956 was regulated by orders issued by the Government of India from time to time. These were brought out in the form of CCS (LTC) Rules, 1988. The same is adopted in Bharath Institute of Higher Education and Research.

Admissibility: LTC Rules are allowed only to those who have completed one year of service on the date of journey.

Officers appointed on contract basis will be eligible for the concession on completion of one year's continuous service if the period of the contract is more than one year. Where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for this purpose.

1. ADMISSIBILITY UNDER VARIOUS CIRCUMSTANCES

- i. **During Leave only** – The concession can be availed during Earned leave/ casual leave/special casual leave/vacation leave/study leave/Maternity leave/paternity leave. LTC during Leave Preparatory to Retirement (LPR) is permissible if the journey is completed before retirement. (So, leave is mandatory for availing the LTC). **LTC cannot be availed during Child Care Leave.**
- ii. It is not admissible, if the journey is performed during holidays only.
- iii. **Government servant residing away from Headquarters–**
A Government servant residing away from Headquarters for any reason, can avail LTC from the place of his residence, but the reimbursement will be limited to the amount admissible from the duty station to home town / place of visit, as the case may be.
- iv. **Every year LTC for persons staying away from family –**
A Government servant residing leaving his family at his home town can avail LTC every year to visit his home town by forgoing All India LTC for self and home town / All India LTC for family. (O.M. dated 03-04-1986).
- v. Family members may travel separately – Journey by the family members separately in different groups to home town is permissible. Similarly, family members may travel to different places for All India LTC. During one block, some members may travel to the Home town while some may avail All India LTC.
- vi. Fares for children admissible as on date of journey – Fares admissible for the children will be as applicable on date of journey. For example, if half fare has been allowed for the child less than 12 years for the outward journey, full fare may be allowed, if the child has completed 12 years on the date of return journey.

- vii. Child studying away – A child studying away from the Government servant is entitled to the concession for travel to home town or to anyplace in India, subject to the limit as for journey from Headquarters to home town / any place in India.

2 DECLARATION OF HOME TOWN

- i. The Government servant should declare his Hometown to the Controlling Officer in the prescribed form as soon as he joins service. Such declaration duly accepted by the Controlling Officer should be kept in Part – II of the Service Book and the receipt of the declaration entered in Part-I under the relevant column. No detailed verification is necessary before accepting declaration initially.
- ii. Change in Home town: - The “Home town” once declared **can be changed once during the service and accepted by the Head of Department.**

The following criteria, one after the other, may be applied before the change is accepted: -

- a) Whether the place declared is the one which requires his physical presence at intervals and whether he had visiting that place frequently;
- b) Whether the official owns residential property in that place or whether he is a member of a joint family having property there;
- c) Whether his near relations are resident in that place;
- d) Whether prior to his service he was residing there.

3 TYPES OF LTCS / BLOCK YEARS

- i. LTC to visit home town is allowed once in a two year block.
- ii. LTC to visit any place in India once in four years is in lieu of one of the two Home town LTCS available in that block.
- iii. Both the LTCS can be availed irrespective of the distances. Against the particular 4-year block, one can avail the concession to visit (a) Home town during each of the two-year blocks or (b) Home town during one block and All India LTC during the other block.

4 GRACE PERIOD

- i. LTC of either type not availed till the end of the particular 2 year block can be availed during the succeeding year. The date of commencement of outward journey only is taken into account for this purpose. For example, a Home town LTC or All India LTC against the block years 2010-2011 can be availed during the year 2012 and the journey can commence even on the 31st December, 2012 with the return journey being performed in 2013.
- ii. Grace period/ Carryover of the LTC is not allowed to fresh recruits as they are eligible for every year LTC for the first 8 years of service. For example LTC for the year 2012 can be

availed only in 2012 i.e. onward journey should begin before mid night of 31-12-2012 with the return journey being performed in 2013. If the official does not avail of before aforesaid date, LTC for the year 2012 automatically lapses.

- iii. Availing the concessions twice in calendar year is permissible. For example, If the LTC to Home town for the block years 2008-09 is availed during the grace period in 2010, in the same year. All India LTC or Home town LTC again can be availed against the block years of 2010-2011.

5. PRIOR INTIMATION NECESSARY

Before availing LTC, prior information to the Controlling Officer is necessary.

6. COMMENCEMENT OF THE JOURNEY

Journeys for both the types of LTCs can commence from a place other than Headquarters and also terminate at that place but the concession will be limited to the journey between Headquarters and the place of visit.

7. VISIT TO THE DECLARED PLACE ESSENTIAL

- i. Visit to the declared Home town or the declared place of visit for All India LTC is an essential condition. **LTC claim will not be allowed if place declared is not visited.** (Rule – 6).
- ii. Change in the declared place of visit for All India LTC

8. WHEN BOTH THE HUSBAND AND WIFE ARE CENTRAL GOVERNMENT EMPLOYEES

If both the husband and wife are Central Government employees, even when they are staying together, they can choose to declare separate Home towns. They can avail LTC independently as per the separate declarations or together as one family. The advantage in this concession is:

- i. Each of them can avail concession for their respective dependents, viz., parents, brothers, sisters, etc., and
- ii. Some of the children can visit the Home town of the father while some children may visit the Home town of the mother.

However, the concession can be availed only once in a block by the spouse/ children. For example, if the husband avails LTC for wife and children to visit Home town, the wife and children cannot avail the concession again in that block.

9. WHEN BOTH THE SPOUSE IS EMPLOYED IN PSU/CORPORATION / AUTONOMOUS BODY

If the spouse is employed in Public Sector Undertaking / Corporation / Autonomous Body (financed wholly or partly by the Central Government) where LTC facilities are available, the claimant should submit certificate certify in the form below that the concession has not been availed by the spouse.

However, if the spouse is employed in any private company, this declaration by the Government servant is NOT necessary and such employment of the spouse will not affect the LTC entitlement of the Government servant.

10. REIMBURSEMENT OF CHARGES

Sl.No.	Grades Pay of officials	Travel Entitlement by Air/ Rail	Travel Entitlement by Road
1.	Professor and Associate Professors	Business class air / AC First class by train	AC Taxi/Ordinary Taxi/Auto rickshaw / Own Scooter / Motorcycle Moped / Any Public Bus including AC Bus
2.	Associate Professors (Spl.G)	Economy Class by air / AC First class by train	Same as (1) above except AC Taxi
3.	AP (Sr.G)	Economy Class by air / AC II Tier class by train	-do-
4.	AP (OG)	Officers drawing grade pay of Rs.4,200, Rs.4,600 and Rs.4,800	-do-
5.	Other Officers	First class / AC III Tier / AC Chair car by train	Autorickshaw/Own Scooter/Motorcycle / Moped / Any Public Bus except AC Bus
6.	Other Staff	-do-	Autorickshaw/Own Scooter/Motorcycle /Moped/Ordinary Public Bus

Travel entitlements, for the purpose of official tour / transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

- i. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC 2 – Tier and above by train and by Deluxe / ordinary bus for others is allowed.
- ii. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.

- iii. All Government servants are allowed to travel below their entitled class of travel.
- iv. Those entitled to travel by First Class / AC 3 – Tier / AC Chair Car may travel on tour/ transfer by AC 2 – Tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of three classes.
- v. Special relaxation – May travel by air between Leh and Srinagar / Jammu / Chandigarh during winter for Government servant, his / her spouse, and two dependent children (upto 18 years for boys and 24 years for girls) - Rule 12, GID (7)

Between places connected by rail - Reimbursement limited to the fares of the entitled class by rail by the shortest direct route (but without Reservation / Supplementary charges) will be allowed only, if the journeys are performed by taking a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies. Reimbursement will not be allowed for the journeys performed by private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators. Tours operated by private agencies even with the vehicles hired from Tourism Development Corporation, etc., are not allowed for LTC.

Journeys by air – For travel to stations not connected by Air India, the officials may travel by Air India to the hub / point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.

In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

LTC on tours conducted by ITDC / State Tourism Development Corporation in buses hired / chartered by them

- i. Tours conducted by ITDC/State Tourism Development Corporation either in their own buses or buses hired or chartered by them from outside will qualify for the purpose of availing LTC facilities, provided the ITDC/ State Tourism Development Corporation certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the LTC.
- ii. The tours conducted by IRCTC will also qualify for the purpose of availing LTC facilities on the lines of ITDC/ STDC.
 - Travel by tour packages operated by IRCTC:- Reimbursement of airfare along with rail and road fare may be allowed in the case of LTC journey of government servants in tours offered by IRCTC for reimbursement under LTC, provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of government of India issued from time to time in this regard such as journey by Air India under LTC 80 scheme in economy class without package benefits etc.

11. CALCULATION OF CLAIM

Time Limits for submission of claims – When advance is taken,

- a) The claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.
- b) When claim submitted within stipulated time but unutilised portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

When no advance is taken: claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

12. ENCASHMENT OF 10 DAYS EARNED LEAVE

Encashment of ten days earned leave at the time of availing LTC (both Home town and All India) is admissible subject to the conditions that:

- i. After taking into account the leave encashed and the leave availed on the occasion, there is a balance of at least 30 days' earned leave available;
- ii. The total earned leave so encashed during the entire career should not exceed 60 days, i.e., encashment can be availed up to a maximum of 6 times @ 10 days each during service; and
- iii. The earned leave encashed will not be taken into account while computing the maximum of 300 days / 150 days at the time of quitting service.
- iv. There will not be any linkage to the number of days and the nature of leave availed while proceeding on LTC.
- v. Where both Husband and Wife are Government servants, encashment of leave will continue to be available both subject to maximum of 60 days each during their service.
- vi. Encashment of EL less than 10 days is permissible.
- vii. Re-employed pensioners will be entitled to encashment of Earned Leave along with LTC during the period of re-employment up to the limit of 60 days in accordance with Rule 38-A (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service), provided he is entitled to LTC. (O.M. dated 02-03-2010).

13. FAMILY – DEFINITION

1. The Government servant's wife or husband and two surviving un-married children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not.

2. Married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.
3. Parents and / or step-parents (stepfather and stepmother) whole dependent on the Government servant, whether residing with the Government servant or not:
4. Unmarried minor brothers as well as unmarried divorced abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant provided their parents are either not alive or are themselves wholly dependent on the Government servant.

The restriction of the concession to only two surviving children or step-children shall not be applicable in respect of :

- i) those employees who already have more than two children prior to the coming into force of this restrictions, i.e., 20-10-1998;
- ii) Where the number of children exceeds two as a result of second child birth resulting in multiple births.

A member of the family whose income from all sources, when it does not exceed the minimum family pension and dearness relief thereon is deemed to be wholly dependent on the Government servant.

PART - IV
TA/DA RULES

IV. TA/DA RULES

The Travelling Allowance Rules of Bharath Institute of Higher Education and Research is framed as per the recommendation of the Sixth Central Pay Commission of UGC and the details are given here as part of this service regulation of the University.

1. ENTITLEMENTS FOR JOURNEYS ON TOUR

Grade Pay	Travel Entitlements
Professors in the Pay band of Rs.40890-67000/-	Business / Club Class by Air/AC First Class by train
Associate Professor in the Pay band of Rs. 25810-39100	Economy class by air/AC First class by train
Asst.Professor (Sr.G) in the Pay band of Rs.22320-39100	Economy Class by air/AC II tier class by train
Asst.Professor (OG) in the Pay band of Rs.15600-39100	A/C II Tier class by train
Other officers drawing grade pay below Asst.Professor (OG) Grade	First Class/AC III Tier/AC Chair car by train

1.1 Travel Entitlements within the Country:

The Travel entitlements are subject to the following:-

- i. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- ii. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- iii. All employees are allowed to travel below their entitled class of travel.

1.2 International Travel Entitlements

i	Vice Chancellor, Pro Vice-Chancellor or Equivalent	First Class
iii	Professors	Business/Club class
iii	Others	Economy Class

13. Mileage Allowance for Journeys by Road:

- a. Travel by public/ bus/ auto/ rickshaw/ scooter/ motorcycle, full taxi / taxi/ own car will be as indicated below:

Grade Pay	Entitlement
(i) Professors and above	Actual fare by any type of public bus including air-conditioned bus; (or) At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi; (or) At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped etc.
(ii) Associate Professors & Asst. Professors	Same as at (i) above with the exception that journeys by AC taxi will not be permissible
(iii) Others	Actual fare by any type of public bus other than air-conditioned bus; (or) At prescribed rates for auto rickshaw for journeys by auto rickshaw/own scooter/motorcycle/moped etc.

- b. Mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed:
- For journeys performed in own car/taxi : Rs.16 / km.
 - For journeys performed by auto rickshaw own scooter, etc. : Rs.8 / km
- c. The rate of Mileage Allowance for journeys on bicycle on tour and transfer, is revised from 60 paise to Rs.1.20 / kilometer.

2. DAILY ALLOWANCE

2.1. Daily Allowance on Tour within the Country

	Daily Allowance
Professors and above	Reimbursement for Hotel accommodation / guest house of upto Rs.5000 per day, reimbursement of AC taxi charges of upto 50 per day kms for travel within the city and reimbursement of food bills not exceeding Rs.500 per day.

	Daily Allowance
Associate Professors AP (Spl.G) and AP (Sr.G)	Reimbursement for Hotel accommodation of upto Rs.3000 per day; reimbursement of Non-AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs.300 per day.
Asst Professors	Reimbursement for Hotel accommodation of upto Rs.1500 per day, reimbursement of taxi charges of upto Rs.150 per day for travel within the city and reimbursement of food bills not exceeding Rs.200 per day.
Other Officer	Reimbursement for Hotel accommodation of upto Rs.500 per day; reimbursement of travel charges of upto Rs.100 per day for travel within the city and reimbursement of food bills not exceeding Rs.150 per day
Other Administrative staff	Reimbursement for Hotel accommodation of upto Rs.300 per day, reimbursement of travel charges of upto Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100 per day.

2.2. The Daily Allowance and Other Travelling Entitlements in Respect of Employees Deputed Abroad

2.1.1 Foreign Exchange on Business Travel Abroad.

- a. For business travel including meetings, inspections & delegations etc., the per day ceiling is as under:

Sl. No	LEVEL	RATE (US \$ PER DAY)
i	VC/Pro-VC	500
ii	Directors and Deans	350
iii	Others	300

The amount indicated in Column 3 of above table is a consolidated amount to cover room rent, DA for food, taxi charges/local conveyance, entertainment (If any), Official Telephone calls and other contingency expenditures.

- b. While deputed for duty abroad DA will be restricted to the period of effective duty only and not for the journey period. Period of effective duty in the country of the deputation will be deemed to commence on the date on which he/she reaches there and ends on the date on which he/she departs from there. However, stopovers etc., in case of visits to more than one country during the foreign deputation shall be duly considered based On the information available/ furnished while obtaining approval of the Competent Authority.

2.1.2 Foreign Exchange for Deputation for International Conferences/ Seminars/ Workshops

The release of DA for attending international conferences / seminars / workshops is to be regulated on the same rates as indicated at Para 5.1.1 above.

2.1.3 Foreign Exchange for Specialised Training / Study Tours.

a. The per day for attending specialized training/study tour for all employees including Vice-Chancellor will be as under:

S.No.	PERIOD	RATE (US \$ PER DAY)
i	For 1st 14 days	300
ii	For next 14 days	250
iii	For balance period of training duration subject to RBI approval	200

The amount indicated in Column 3 of above table is a consolidated amount to cover room rent, DA for food, taxi charges/local conveyance, entertainment (If any), Official Telephone calls and other contingency expenditures.

23. Foreign Exchange During Business Tours / Training / Where Boarding Lodging is Fully Borne by the Sponsor/ Agency Abroad.

Incidentals @ US \$ 50 per day for a maximum period of 45 days in case of Business Visits / Conferences / Seminars and for a maximum period of 30 days in case of Specialized Training / Study tour.

24. Foreign Exchange When Either Lodging or Boarding is Borne by the Sponsor / Agency Abroad.

a. DA rates for Visits when Lodging is borne by Foreign Sponsor.

Employee will be entitled for Daily Allowance (for food) as stipulated in Para 8.2 plus incidentals @ US \$ 50 per day.

b. DA rates for Visits when Boarding is borne by Foreign Sponsor.

Only Daily Allowance (for food) as indicated in para 8.2 shall be reduced by 50%.

25. Procedure of Rendering of Account on Return from Visit Abroad.

i. The employees will get per diem in terms of Para 2.1.1 and Para 2.3.1.

ii. The daily allowance claimed for food would be in accordance with the Ministry of External Affairs Order, issued from time to time, for various countries.

2.1.4 Foreign Exchange for Deputation for International Conferences/ Seminars/ Workshops

The release of DA for attending international conferences / seminars / workshops is to be regulated on the same rates as indicated at Para 5.1.1 above.

2.1.5 Foreign Exchange for Specialised Training / Study Tours.

a. The per day for attending specialized training/study tour for all employees including Vice-Chancellor will be as under:

S.No.	PERIOD	RATE (US \$ PER DAY)
i	For 1st 14 days	300
ii	For next 14 days	250
iii	For balance period of training duration subject to RBI approval	200

The amount indicated in Column 3 of above table is a consolidated amount to cover room rent, DA for food, taxi charges/local conveyance, entertainment (If any), Official Telephone calls and other contingency expenditures.

26. Foreign Exchange During Business Tours / Training / Where Boarding Lodging is Fully Borne by the Sponsor/ Agency Abroad.

Incidentals @ US \$ 50 per day for a maximum period of 45 days in case of Business Visits / Conferences / Seminars and for a maximum period of 30 days in case of Specialized Training / Study tour.

27. Foreign Exchange When Either Lodging or Boarding is Borne by the Sponsor / Agency Abroad.

a. DA rates for Visits when Lodging is borne by Foreign Sponsor.

Employee will be entitled for Daily Allowance (for food) as stipulated in Para 8.2 plus incidentals @ US \$ 50 per day.

b. DA rates for Visits when Boarding is borne by Foreign Sponsor.

Only Daily Allowance (for food) as indicated in para 8.2 shall be reduced by 50%.

28. Procedure of Rendering of Account on Return from Visit Abroad.

iii. The employees will get per diem in terms of Para 2.1.1 and Para 2.3.1.

iv. The daily allowance claimed for food would be in accordance with the Ministry of External Affairs Order, issued from time to time, for various countries.

This rate of DA does not include any element towards cost of transport for official journey, room rent, entertainment, official calls and other contingency expenditure. The employee shall not be required to submit bill/receipt against this.

- v. Daily Allowance claimed as stipulated in Para 5.2 shall be applicable up to 14 days, 75% of full Daily Allowance for the next 14 days and 60% of full Daily Allowance thereafter in case of long tours/temporary duties. However, for training/study tour the DA rate shall be 75% of full Daily Allowance.
- vi. Expenses on hotel accommodation incurred by the employee abroad, will have to be supported by Bill/receipt.
- vii. The account of the other expenses like local conveyance, communication and other contingent expenditure will be rendered and settled on the basis of expenditure incurred supported by bill/receipt by the employee.
- viii. On return the employee concerned would submit a consolidated account for various expenses as admissible under Para 5.2 to 5.5. Any surplus after calculation of expenditure incurred would be refunded to the University.
- ix. Where the hotel charges includes breakfast charges Daily Allowance (Food) shall be reduced by 10%.

29. These Guidelines shall be Subject to the Instructions of Bom and Other Regulatory Bodies Issued from Time to Time.



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956

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