



# SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

## Rules

### I. MANAGEMENT OF THE INSTITUTE:

Sri Sathya Sai Institute of Higher Learning (Public Charitable Trust) has founded the Sri Sathya Sai Institute of Higher Learning (Deemed to be University).

Bhagawan Sri Sathya Sai Baba is the Founder Chancellor of Sri Sathya Sai Institute of Higher Learning (Deemed to be University).

**Chancellor:** Sri K Charavarthi, (I.A.S. Retd.,) Former Member Secretary of Sri Sathya Sai Central Trust, and formerly Registrar of Sri Sathya Sai Institute of Higher Learning (Deemed to be University).

The present members of the Board of Management are:

- 1) **Chairman:** Prof. (Dr.) C B Sanjeevi, Vice-Chancellor, Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam – 515134, A.P.
- 2) Sri S.S. Naganand, Trustee of SSSIHL (Public Charitable Trust), Senior Advocate, 24, Kalidasa Road, Gandhi Nagar, Bangalore 560009.
- 3) Nominee of UGC/MHRD.
- 4) Dr.(Mrs.) Renu Swarup, Senior Advisor, Department of Biotechnology, Ministry of Science and Technology, and Managing Director, Biotechnology Industry Research Assistance Council (BIRAC), 6<sup>th</sup> – 8<sup>th</sup> floor, Block 2, CGO Complex, Lodhi Road, New Delhi – 110 003.

- 5) Prof. D N Rao, Department of Biochemistry, IISc., Bengaluru, Karnataka, Home address: 35/2, Srilaxmi, 4<sup>th</sup> Cross, RMV extension, Sadashivnagar, Bangalore – 560080).
- 6) Prof. B Raghavendra Prasad, Indian Institute of Astrophysics, Koramangala, Bengaluru, Karnataka.
- 7) Prof. G Nageswara Rao, Head, Department of Chemistry, Sri Sathya Sai Institute of Higher Learning
- 8) Prof. R Prabhakara Rao, Professor, Department of Economics, Sri Sathya Sai Institute of Higher Learning
- 9) Prof. C N Sundaresan, Dean of Research, Department of Chemistry, Sri Sathya Sai Institute of Higher Learning
- 10) Dr.(Mrs) M Praphulla, Dean of Education, Associate Professor in Sanskrit and Telugu, Anantapur Campus, Sri Sathya Sai Institute of Higher Learning
- 11) Sri Sanjay Sahni, Controller of Examinations, Permanent Invitee, Sri Sathya Sai Institute of Higher Learning
- 12) Prof. B Sai Giridhar, Registrar, Sri Sathya Sai Institute of Higher Learning

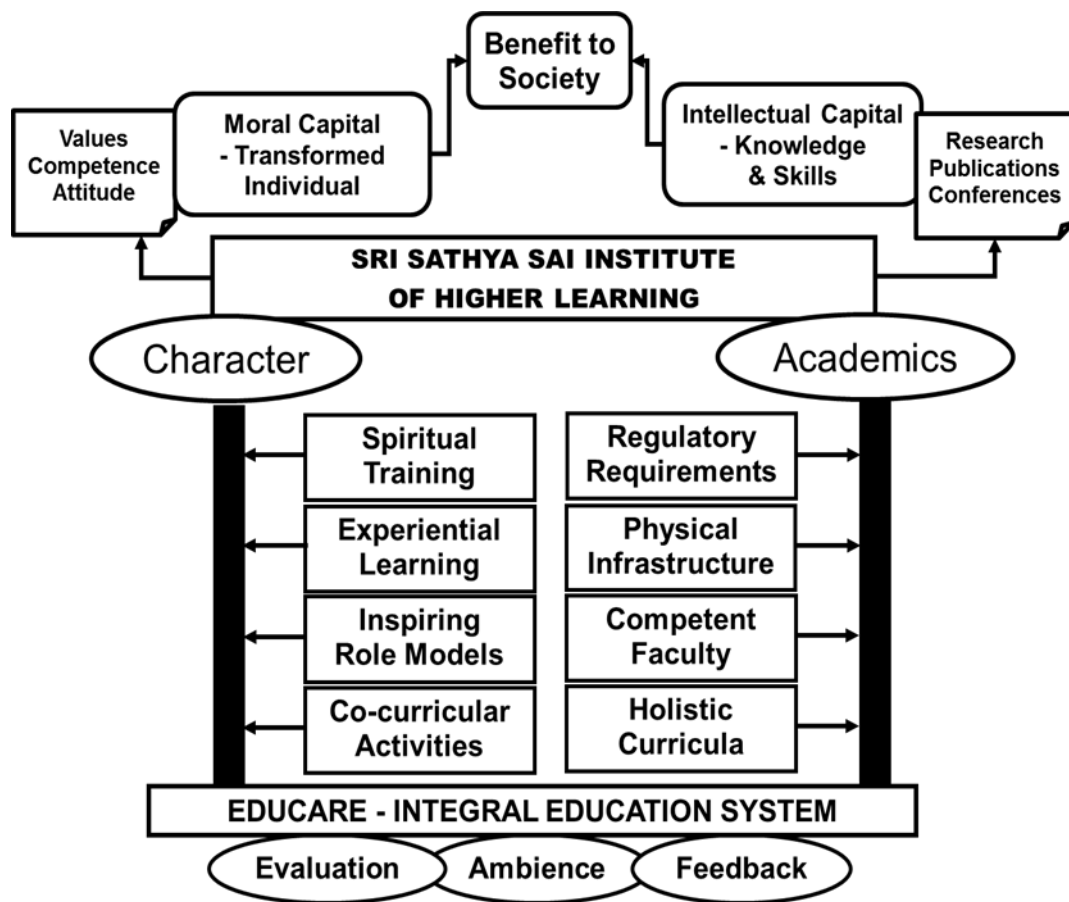
The Institute was founded on the philosophy of Integral Education aiming:

- (i) To bring about intellectual, emotional, ethical and spiritual integration in an individual with a view to evolving the total man, imbibing human values, and basic spiritual and scientific education,
- (ii) To train individuals to accept a synthesis of scientific knowledge and spiritual awareness in their daily lives thus aiming them better suited to be members of Society of the day, which is becoming increasingly science oriented,
- (iii) To promote in the students and teachers an awareness and understanding of the social needs of the country.

The Institute was founded to provide Values- based Integral Education which is explained hereunder.

**Sri Sathya Sai Institute of Higher Learning –  
System of Values-based Integral Education – (Educare)**

*Educare* – The Values-based Integral Education System followed by the Sri Sathya Sai Institute of Higher Learning (SSSIHL) comprises of two central pillars. One pillar represents the ‘Character’ (spiritual) component whereas the other pillar represents the ‘Academic’ (secular) component. Though they have been represented as independent pillars, they truly are intertwined like the DNA spiral. The Revered Founder Chancellor compares the secular and spiritual component of the education system to the two wheels of a bicycle or the two wings of a bird; both of which are critical for effective functioning.



**TEMPLE OF LEARNING**

**Inputs**

The critical inputs to the ‘Academic’ Pillar are:

1. **UGC/AICTE/NCTE (Regulatory) Requirements** – Adherence to statutory requirements of the apex academic bodies such as the

University Grants Commission (UGC), the All India Council for Technical Education (AICTE) and National Council for Technical Education (NCTE) are a primary necessity to lend credibility to any educational institution. All educational processes and activities at the Institute are conducted within the ambit of these requirements.

2. **Physical Infrastructure** – Right infrastructure serves as the backbone of an education system. Firstly, it provides the right ambience for the students' learning process. Secondly, it gives them hands-on experience with respect to their field of study. The SSSIHL is equipped with well-designed classrooms, state-of-the-art science laboratories, computer centres, well equipped libraries, multimedia facilities, video conferencing facilities, etc. that go a long way in enhancing the learning process and in clarifying the concepts and fundamentals of the subjects.
3. **Competent and Committed Faculty** – The Institute houses faculty with 'competence and commitment'; virtues that are equally important in a faculty member. Absence of either renders the teaching process ineffective. This combination is very critical for developing intellectually sound students who are not only well-versed in theory but are also adept at understanding the practical implications and ramifications of translating the theory into practice in varied contexts.
4. **Holistic Curricula** - The key factor in designing any curriculum is to keep it updated and in alignment with current requirements. However, while doing this, the need for values integration into the curriculum is given paramount importance. Values form the undercurrent and the very fabric of the curriculum content and curriculum design process. Also, co-curricular activities form an important and vital component of this system of education and hence demand a significant amount of time in the students' academic calendar. This aspect is factored into the curriculum design with greater focus on the basic requirements of concepts and fundamentals and lesser on the peripherals.

The critical inputs to the '**Character**' Pillar are:

1. **Spiritual Training** - The core of spiritual training is discipline – disciplining not just of the body, but of the mind and senses. Physical discipline includes punctuality, time management, a well-regulated life, healthy food habits, self-reliance, community living, etc. Mental discipline includes honesty, sensitivity, empathy, thrift, humility, duty consciousness, adherence of rules, abstinence from undesirable habits, etc. Students are encouraged to follow such a discipline both in the letter

and spirit and live a well-regulated life within stipulated boundary conditions.

2. **Inspiring Role Models** – The role of teachers in our education system is crucial as it is two pronged: one being the provider of secular knowledge and the other being the exemplar of character and noble virtues. As the latter cannot be taught, it is put into practice by the teachers so that they can be role models in personal and professional lives, worthy of emulation by the students. They strive to avoid any dichotomy in their classroom behaviour and their out-of-classroom public life.
3. **Experiential Learning** – The theoretical knowledge gained in the classrooms needs to be translated into practical insights through experiential learning. A lot of lessons and inputs can be imbibed by the students through community life at the residential hostel. Nearly 12 to 14 students coming from different cultural backgrounds and varied geographical coordinates live together in one room. The living style is simple with minimum conveniences. Such a thrifty community life enhances the qualities of sharing and caring with understanding and adjustment. The hostel thus serves as a laboratory where students put into practice, values that are imbibed in the system; they learn to apply theoretical knowledge gained in classrooms into their day-to-day lives. Two major experiential modules in the education system are: The Annual Sports and Cultural Meet and the Grama Seva.
4. **Co-curricular activities** – Co-curricular activities take place in and out of the classroom. Activities such as elocution, dramatics, music, debates, sports and games, social service activities such as rural development initiatives, self-reliance activities in the Hostel, etc. play a major role in shaping and honing students' talents and skills. In particular, the self-reliance departments in the hostel enable students to develop the spirit of team work and nurture leadership qualities. Most of the lessons in values and morals are imbibed through these co-curricular modules.

The twin pillars of Academics and Character seamlessly blend into a unified whole through an integrative process. Every member of the Institute facilitates and participates in this integration. Also, every process is designed to enable this integration.

## **II. AUTHORITIES OF THE INSTITUTION:**

The authorities of the Institute shall be the Board of Management, the Academic Council, the Planning & Monitoring Board, the Finance Committee, the Faculties, the Boards of Studies and such authorities as may be created by the rules as the authorities of the Institute.

### **1. Board of Management**

- (a) **The Board of Management** of the Institute shall consist of the following members:

There shall be a Board of Management shall consisting of the following:

- i) **Vice-Chancellor** .. .. **Chairperson**
- ii) Deans not exceeding **two** (by rotation based on seniority)
- iii) **Three** eminent academicians as nominated by the Chancellor, who shall have worked at the rank of Professor and shall neither be from the Institution or the sponsoring body nor be their relatives.
- iv) **A representative of Government** (respective Central Government Ministry/respective State Government) who shall be an eminent academic not below the rank of Professor. As being the private un-aided Deemed University, the **UGC shall nominate its representative** from a panel of names selected through a Search Committee.
- v) **Two** teachers (from Professors, Associate Professors) by rotation based on seniority
- vi) **One teacher** by rotation of the rank of **Assistant Professor**
- vii) **Maximum of Four nominees** of the Trust.
- viii) **Controller of Examinations as a permanent Invitee.**
- ix) The **Registrar**, who shall be the **Secretary**

The term of membership of the Board of Management and its powers shall be as follows:

All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.

Members of teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be members of the teaching staff, whichever is less.

The Vice-Chancellor shall be an eminent academic and shall be appointed in the manner laid down in the rules of the University, in accordance with the UGC (Institutions to be Deemed Universities) Regulations, 2016 as amended from time to time.

All the other authorities of the deemed to be university shall be as described in the the rules of the University, in accordance with the UGC Regulations, 2016 as amended from time to time.

Notwithstanding anything contained in these Regulations, the governance system and management structure of the Deemed to be University may be in accordance with the decision of the Central Government or the State Government, as the case may be.

**(b) Powers of the Board of Management**

(b.1) The Board of Management shall be the principal authority of the Institute. It shall be in charge of the general management and administration of the Institute, inclusive of the creation of posts, teaching and non-teaching. The Board of Management shall also have the power to constitute and lay down the functions and powers of the Selection Committees for selecting the teaching as well as the non-teaching staff, Buildings and Works Committee, Examination Committee, Research Committee and such other committees as it may deem necessary.

(b.2) **Without prejudice to the above provision and in particular the Board of Management shall have the following powers:**

- (i) To make rules and amend or repeal the same with the prior approval of the UGC/MHRD;
- (ii) To hold control and administer the property and funds of the Institute;

- (iii) To direct the form, custody and use of the common seal of the Institute;
- (iv) To regulate and determine all matters concerning the Institute in accordance with the objects of the Institute and its rules and regulations;
- (v) To pass the financial estimate of the Institute;
- (vi) To administer all properties and funds placed at the disposal of the Institute for specific purposes;
- (vii) To appoint members of the teaching staff and non-teaching staff of the Institute, fix their emoluments, define their duties and lay down their conditions of service and provide for filling up of temporary vacancies;
- (viii) To suspend and dismiss the teaching and non-teaching members of the Institute;
- (ix) To accept on behalf of the Institute endowments, bequests, donations, grants and transfers of any movable or immovable properties made to it;

*Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Trust.*

- (x) To raise on behalf of the Institute loans from Central or any State Government or State Bank, Nationalized Banks and Scheduled Banks, or the Public or any Corporation owned or controlled by the Central or any State Government.
- (xi) To arrange for and direct the inspection of all the departments of the Institute;
- (xii) To prescribe in consultation with the Academic Council the qualification of teachers for appointment in the Institute;
- (xiii) To award Fellowships, Travelling Fellowships, Scholarships, Stipends, Bursaries, Medals and Prizes, inviting persons of eminence for special lectures, Visiting Professors;



- (xiv) The Board of Management can accept donations / endowments;
- (xv) To conduct Examinations, to approve and publish the results thereof and to confer degrees, titles, diplomas and other academic distinctions on persons who
  - (a) shall have pursued an approved course of study in the Institute unless exempted therefrom in the manner prescribed by the rules and shall have passed the prescribed examination of the Institute; or
  - (b) shall have carried on research under conditions prescribed by the Institute;
- (xvi) To make rules regarding the admission of the students to the Institute;
- (xvii) To constitute Faculties;
- (xviii) To supervise and control the residence and discipline of the students of the Institute and make arrangements for securing their health and well-being;
- (xix) To manage Laboratories, Libraries, Museums, and other Institutions established or maintained by the Institute;
- (xx) To administer the hostels that is run through the registered societies formed for the purpose at each of the Campuses of the Institute;
- (xxi) To manage any publication bureau, employment bureau, training-cum-work experience units and athletic clubs instituted by the Institute;
- (xxii) To review the instruction and teaching in the Institute;
- (xxiii) To evaluate the work of teaching and non-teaching members of the Institute;
- (xxiv) To promote research within the Institute and review reports from time to time of such research;
- (xxv) To enter into collaboration with other universities and academic institutions of national/International repute.

- (xxvi) To consider the annual report and audited accounts and the budget estimates of the Institute;
- (xxvii) To appoint auditors for the Institute;
- (xxviii) To open accounts of the Institute with any Scheduled Bank or Banks and to prescribe the procedure for the operation thereof;
- (xxix) To consider the proceedings of the Academic Council;
- (xxx) To provide the buildings, premises, furniture and equipment and other means needed for carrying on the work of the Institute;
- (xxxi) To entertain and to adjudicate upon and if thought fit to redress any grievances of the employees and students;
- (xxxii) Establishment of Departments of teaching;
- (xxxiii) Courses of study to be laid down for all degrees, diplomas and certificates of the Institute;
- (xxxiv) Constitution of any other body as an authority of the Institute;

**(b.3) The Board of Management shall, in addition to all other powers vested in it, have the power to frame guidelines of the Institute for the following matters:**

- (i) Grant of academic awards distinctions (such as degrees and diplomas);
- (ii) Admission of students to the Institute and their enrolment as such;
- (iii) Conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (iv) Institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (v) Maintenance of discipline among the students;
- (vi) Maintenance of discipline among the employees;
- (vii) Establishment of halls of residence and conditions of residence and health of the students;

- (viii) Classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (ix) Such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (x) Constitution, powers and functions of the Planning & Monitoring Board
- (xi) Powers and functions of the Board of Studies;
- (xii) Composition, powers and functions of the Grievance Redress Mechanism;
- (xiii) Prescribing persons as such other officers of the institute;
- (xiv) Such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xv) Emoluments, terms and conditions of service of the Registrar;
- (xvi) Emoluments, terms and conditions of service of the Finance Officer;
- (xvii) Constitution of pension, provident fund, insurance etc., for the benefit of the officers, teachers, and the other staff;
- (xviii) Establishment of special centres;
- (xix) Creation, composition and functions of any committees or body, which is considered necessary for the work of the Institute;
- (xx) Procedure for preparation and submission of budget estimates;
- (xxi) Procedure for convening of meeting of any authority or committee;
- (xxii) Laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxiii) Delegation of powers to any authority or officer;
- (xxiv) All other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions,

mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

**(c) Meetings of the Board of Management**

- (i) The Board of Management shall meet four times a year or as and when required. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.
- (ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- (iii) Each member of the Board of Management including its Chairman, shall have one vote and decisions at the meetings of the Board of Management shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board of Management.
- (v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institute as soon as possible after the meeting.

**(d) Termination of Membership**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institute or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

(e) **Constitution of Standing Committee and ad-hoc Committee by the Board of Management.**

(i) Subject to the provision of the Rules of the Institute, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board of Management may think fit for discharging any function of the institution or for inquiring into, reporting and advising upon any matter of the Institute.

(ii) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

(f) **Delegation of Powers of the Board of Management**

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer of the institute or the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

**2. Academic Council**

(a) The Academic Council shall be the principal academic body of the institute and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests within the institute and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institute.

(b) **Composition of the Academic Council**

The Academic Council shall consist of the following persons, namely:

1. **Vice Chancellor .....Chairperson**
2. Deans
3. Heads of the Departments

4. All Professors other than the Heads of the Departments (by rotation of seniority)
5. **Two Associate Professors** from the departments other than the Heads of the Departments by rotation of seniority.
6. **Two Assistant Professors** from the departments by rotation of seniority.
7. **Three persons** from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Vice-Chancellor.
8. **Three persons** who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.
9. **The Registrar**, who shall be the **Secretary** of the Academic Council.

*Note: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.*

(c) **Term of Membership:**

The term of members other than the ex-officio members shall be two years.

(d) **Powers and Functions of the Academic Council**

The Academic Council shall have the following powers and duties, namely,

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the Departments/faculties and to take proper action thereon,
- (ii) To exercise general supervision over the academic work of the institute and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (iii) To promote research within the institute, acquire reports on such researches from time to time;
- (iv) To prescribe courses of study leading to degrees and diplomas of the Institute;

- (v) To make arrangements for the conduct of examinations in conformity with the Rules;
- (vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- (vii) To maintain proper standards of the examinations;
- (viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institute;
- (ix) To suggest measures for departmental co-ordination;
- (x) To make recommendations to the Board of Management on:
  - (a) Measures for improvement of standards of teaching research and training;
  - (b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - (c) To recommend to the Board of Management, the establishment or abolition of departments/ centres; and
  - (d) To frame guidelines covering the academic functioning of the Institute admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- (xi) To appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management;
- (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- (xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- (xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and

- (xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

(e) **Meeting of the Academic Council**

- (i) The Academic Council shall meet three times a year or as and when required. Not less than 15 days' notice shall be given for the meeting of the Academic Council.
- (ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

3. **Planning and Monitoring Board**

- (a) The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.
- (b) The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.



### Composition of the Planning and Monitoring Board

- |      |                               |     |                         |
|------|-------------------------------|-----|-------------------------|
| i)   | Vice-Chancellor               | ... | <b>Chairperson</b>      |
| ii)  | Seven Internal Members        |     |                         |
| iii) | Three outside eminent experts |     |                         |
| iv)  | One UGC Nominee               |     |                         |
| v)   | Registrar                     |     | <b>Member-Secretary</b> |

The Planning and Monitoring Board shall meet once a year or as and when required.

- (c) The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules as given below:
- (i) To plan the academic courses, research programmes, inter-disciplinary activities, interaction with outside agencies for training, extension and research and to monitor, from time to time, the implementation of programmes and activities formulated by it.
  - (ii) To create, disseminate and analyse the data bases of the University pertaining to its administrative branches academic sections, research institutes, supportive units, staff and students for appropriate decision making.
  - (iii) To arrange to mobilise the necessary resources required for different purposes through proper interaction and Memoranda of Understanding with the funding agencies and other institutions of similar learning.
  - (iv) To evolve and draft the policies and procedures of the Institute through periodic meetings and detailed analysis of facts and figures.
  - (v) To facilitate with all the Departments of Studies in the Institute and its supportive units, in carrying out common Action Plans and also in improving the Infrastructure.
- (d) The Planning & Monitoring Board may, from time to time, advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institute.

- (e) The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

**4. Finance Committee**

**(a) Composition of the Finance Committee:**

The Finance Committee shall consist of the following members

1. Vice Chancellor                      ... **Chairperson**
2. Nominee of Sri Sathya Sai Institute of Higher Learning (Public Charitable Trust)
3. Two nominees of the Board of Management, one of whom shall be a member of the Board of Management
4. A representative of the Central Government
5. Finance Officer - **Secretary**

**(b) Terms of Office of the Finance Committee:**

All members of the Finance Committee other than ex-officio members shall hold office for a term of **three** years.

**(c) Powers and Functions of the Finance Committee:**

- (i) To consider the annual accounts and financial estimates of the Institute and submit them to the Board of Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the Institute.

**Note:** *No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.*

(d) **Meetings of the Finance Committee:**

The Finance Committee shall meet twice a year or as and when required to examine the accounts and to scrutinize proposals for expenditure. **Five** members shall constitute the quorum for the meeting.

5. **Boards of Studies**

(a) There shall be one Board of Studies for each Department of the Institute.

(b) The Vice-Chancellor shall nominate the Chairman/Convenor for each Board of Studies.

(c) The Board of Studies of each faculty/ Department shall consist of:

1. Dean / Head of the Department - **Chairperson**

2. All Professors of the faculty/ Department

3. Two Associate Professors of the faculty/  
Department by rotation of seniority

4. Two Assistant Professors of the faculty/  
Department by rotation of seniority

5. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

(d) **Term of office:**

The term of members nominated from faculty/Department shall be two years.

(e) **Powers and Functions of the Boards of Studies**

The Boards of Studies will meet twice a year or as and when required—

(i) to frame and institute new courses of studies;

(ii) to revise courses of studies and teaching methods;

(iii) to make suggestions regarding evaluation procedures;

(iv) to provide suggestions on any matter concerning subjects as directed by the Board of Management;

(v) to recommend panel of examiners for the courses of study; and

(vi) to recommend panel of adjudicators for evaluation of doctoral thesis

### **III. SELECTION COMMITTEE(S)**

- (a) There shall be a Selection Committee for making recommendations to the board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University for Maintenance of Standards in Higher Education, 2010 as amended from time to time.
- (b) Every Selection Committee shall be constituted 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.
- (c)
  - (i) There shall be a cadre of Teaching Assistants to assist in teaching programme when suitable candidates are not available
  - (ii) The Teaching Assistants will be selected by a Committee consisting of Vice-Chancellor, Registrar, Director, Dean and Head of the Department of the concerned faculty.
  - (iii) The emoluments of the Teaching Assistants will be fixed as per the schedule of work.
- (d) **Meetings of the Selection Committee:**
  - (i) Meetings of the Selection Committee shall be convened by the Chairman of Selection Committee as and when necessary.
  - (ii) If the Board of Management is unable to accept the recommendations of the Selection Committees, it shall record its reasons thereof, and require an appropriate review by a high power committee.
  - (iii) Four members of the Selection Committee consisting of at least two experts shall form the quorum

### **IV OFFICERS OF THE INSTITUTE**

The officers of the Institute shall be the Chancellor, Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations, Deans of Faculties, Heads of Departments, and such other officers as may be prescribed in the rules of the Institute.

**(1) Chancellor of the Institute**

The sponsoring Trust shall appoint a Chancellor who shall hold office for a period of five years and shall be eligible for one more term. The Chancellor shall neither be a member of the sponsoring Trust nor a close relative of the President/Chairman of the sponsoring Trust.

The Chancellor, who shall, when present, presides over the convocations of the Institute 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 Institute.

**(2) Vice-Chancellor:**

- i) The Vice-Chancellor shall be whole time salaried officer of the Institution deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellor. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of 10 years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

- a) The Vice-Chancellor shall be appointed in accordance with the UGC (Institution Deemed to be Universities) Regulations, 2019, as amended from time to time.
- b) The composition of the Search-cum-Selection Committee shall be:-
- (i) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
  - (ii) A nominee of the Chairman, University Grants Commission
  - (iii) An academician, with not less than 10 year service as Professor, nominated by the Board of Management.

- ii) The Vice-Chancellor shall hold office for a term of **5 years**. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

*Provided* that notwithstanding the expiry of the period of **5 years**, he/she may continue in office for not more than six months or till this/her successor is appointed and the latter assumes office, whichever, is earlier.

- iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be. The authority to appoint the acting Vice-Chancellor shall be vested with the Chancellor.
- iv) The Vice-Chancellor shall not be a member of the sponsoring Trust and/or a close relative of the sponsoring Trust.

### **Powers of the Vice-Chancellor**

- i) The Vice-Chancellor shall be the Principal Executive Officer / Principal Academic Head of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Institute.
- iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institute under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

*Provided* that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

*Provided* further that if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Institute are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules.

**(3) Pro Vice-Chancellor:**

- i) The post of Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.
- ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor.
- iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and act at the pleasure of the Vice-Chancellor.
- iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by the Rules of the Institute.

**Powers and duties of Pro Vice-Chancellor:**

- i) The Pro Vice-Chancellor shall attend to all the work assigned by the Vice-Chancellor.
- ii) The Pro Vice-Chancellor shall act as Vice-Chancellor in the absence of Vice-Chancellor.

**(4) Registrar**

- i) The Registrar shall be a whole time Officer of the Institute.
- ii) The Registrar shall be appointed by the Board of Management on the recommendation of the Selection Committee consisting of the following:
  - 1) Vice-Chancellor --- **Chairperson**
  - 2) One nominee of the Chancellor
  - 3) One nominee of the Board of Management
  - 4) One expert appointed by the Board of Management who is not an employee of the deemed to be university.
- iii) The Registrar shall be appointed with tenure of **5 years** that may be renewed/extended by the Board of Management.
- iv) The emoluments, terms and service conditions of the Registrar shall be fixed by the Board of Management and revised as and when the Centre/State Government revises the scales. A person on deputation from the teaching faculty will carry the same scale of the parent post.
- v) Notwithstanding the above, the Board of Management shall have the right to terminate the services of the Registrar without assigning any reasons.
- vi) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by the Controller of Examinations or by such other person as the Vice-Chancellor may appoint for the purpose, as an interim measure.
- vii) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board.
- viii) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.



ix) Qualifications:

- 1) An Assistant Professor (Senior Scale) with **10 years** of service  
**OR**
- 2) An Associate Professor with **3 years** of service  
**OR**
- 3) A Professor  
**OR**
- 4) An Officer not below the rank of Deputy Secretary (Selection Grade) or an equivalent rank.

(x) The following shall be the duties of the Registrar:

- 1) To be the custodian of the records, common seal and the funds and such other property of the Institute as the Board of Management may commit to his/her charge.
- 2) To conduct the official correspondence on behalf of the authorities of the Institute;
- 3) To issue notices convening meetings of the authorities of the Institute and all Committees and sub-Committees appointed by any of these authorities.
- 4) To maintain the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub-Committees appointed by any of these authorities.
- 5) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- 6) To enter into agreement, sign documents and authenticate records on behalf of the Institute;
- 7) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute;
- 8) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

**(5) Finance Officer**

- (i) The Finance Officer shall be a whole time officer of the Institute and shall be appointed by the Board of Management on the recommendation of the Selection Committee consisting of the following:
- 1) Vice-Chancellor --- **Chairperson**
  - 2) One nominee of the Chancellor
  - 3) One nominee of the Board of Management
  - 4) One member of the Education Trust
  - 5) One expert appointed by the Board of Management who is not an employee of the deemed to be university.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institute.
- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of Institute, subject to the control of the Board of Management.

**(6) Controller of Examinations:**

- (i) The Controller of Examinations shall be a whole time Officer of the Institute.
- (ii) The Controller of Examinations shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
- 1) Vice-Chancellor --- **Chairperson**
  - 2) One nominee of the Chancellor
  - 3) One nominee of the Board of Management
  - 4) One expert appointed by the Board of Management who is not an employee of the deemed to be university.

- (iii) The Controller of Examinations shall be appointed with tenure of **5 years** that may be renewed/extended by the Board of Management.
- (iv) The emoluments, terms and service conditions of the Controller of Examinations shall be fixed by the Board of Management and revised as and when the Centre/State Government revises the scales. A person on deputation from the teaching faculty will carry the same scale of the parent post.
- (v) Notwithstanding the above, the Board of Management shall have the right to terminate the services of the Controller of Examinations without assigning any reasons.
- (vi) Qualifications:
- 1) An Assistant Professor (Senior Scale) with **10 years** of service,  
**OR**
  - 2) An Associate Professor with **3 years** of service  
**OR**
  - 3) A person with a minimum of **5 years** of Administrative experience and with **10 years** of university level teaching experience.  
**OR**
  - 4) An Officer not below the rank of Deputy Secretary (Selection Grade) or an equivalent rank.
- (vii) The following shall be the duties of the Controller of Examinations:
- 1) To make arrangements for and supervise the examinations conducted by the Institute;
  - 2) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic council and Vice-Chancellor in respect of examination and evaluation are complied with.
  - 3) The Controller of Examinations shall be a permanent invitee to the Board of Management.
- (7) **Dean**
- (a) The Departments dealing with allied subjects shall be grouped into faculties. Each faculty shall be headed by a Dean.

- (b) The Deanship of any faculty shall be by rotation and be limited to the Professors / Associate Professors of the departments of the concerned faculty for a period of three years.
- (c) The following shall be the duties of the Dean of Education:
  - (i) To coordinate the inter-departmental teaching activities;
- (d) The following shall be the duties of the Dean of Research:
  - (ii) To coordinate the multidisciplinary research activities amongst the Departments of the Faculty; and
- (e) The Deans shall participate in doctoral committee meetings as an ex-officio member.

**(8) Head of the Department**

- (a) (i) There shall be a Head of the Department for each of the Departments in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

*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.

- (ii) The term of the Head of the Department shall normally be **three** years and he/she shall be eligible for re-appointment for one more term, but not for two consecutive terms.

*Provided* that if there is only one Professor/Reader in the Department, the re-appointment may be for two or three consecutive terms.

- (iii) The powers and functions of the Head of the Department shall be prescribed by Rules of the Institute.

- (b) **The following shall be the powers and duties of the Head of the Department (HOD) (for all Campuses):**

- (i) To review and plan courses to be introduced and forward it through Dean of Education;

- (ii) To ascertain need for teachers in the department and identify the areas of Research for Research Scholars of the department;
- (iii) To review effectiveness of coverage of syllabus in all Campuses;
- (iv) To review funded/non-funded Research Projects of the department;
- (v) To conduct all campus departmental meetings at least once in a semester and send the minutes to Registrar through Director;
- (vi) Identification of quality Peer reviewed journals for publication in consultation with Associate Heads; and
- (vii) To review overall functioning of the department.

Specific tasks of the departments to be performed where HoD is stationed:

- (viii) To allocate subjects, preparation of Time-Table identification of guides for dissertation in his/her own campus;
  - (ix) To conduct campus level monthly departmental meetings;
  - (x) To maintain the Asset Register;
  - (xi) To identify weak students and arrange for remedial coaching in his/her respective campus;
  - (xii) To monitor student projects and Doctoral Work of Research Scholars;
  - (xiii) To review effectiveness of coverage of syllabus in the campus; and
  - (xiv) To conduct and consolidate CIE and provide the same to the Controller of Examinations (CoE) through the Director of the Campus by the stipulated date.
- (c) The following shall be the powers and duties of the Associate Heads of the Department:

- (i) To allocate subjects, preparation of Time-Table, identification of guides for dissertation in his/her own campus;
- (ii) To review effectiveness of coverage of syllabus as scheduled and send a report to the HoD;
- (iii) To maintain the Asset Register in his/her own campus;
- (iv) To identify weak students and arrange for remedial coaching in their respective campus;
- (v) Identification of quality Peer reviewed journals for publication in consultation with HoD; and
- (vi) To conduct and consolidate CIE and provide the same to the Controller of Examinations (CoE) through the Director of the Campus by the stipulated date.

## **V DELEGATION OF POWERS**

Subject to the provisions of the above Regulations and Rules, any authority or officer of the Institute may delegate its powers to any other authority or officer or person under their respective control with the approval of Board of Management subject to the condition that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

## **VI SENIORITY LIST**

- (a) Whenever in accordance with these Regulations any person is to hold an office or to be a member of an authority of the Institute by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the Institute in accordance with such other principles as the Board of Management may prescribe from time to time.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own volition or at the request of any such person,

shall submit the matter to the Board of Management whose decision shall be final and binding.

## **VII DISPUTE AS TO MEMBERSHIP**

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the Institute, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

## **VIII GRIEVANCE REDRESS MECHANISM**

There shall be a Grievance Redress Cell. The members of the Grievance Redress Cell will be:

- i) The Vice-Chancellor shall be the **Chairperson**.
- ii) The senior most Dean.
- iii) One member of the Education Trust.
- iv) Registrar – **Member Coordinator**

The grievances of the teachers / non-teaching staff shall be referred to the Cell and the redressal arrived at by the Cell shall be put up before Board of Management for ratification/modification. Chancellor shall be the final authority in the matter of grievance redress.

## **XI SPECIAL PROVISIONS**

- a) There shall be the following special provisions as per UGC norms:
  - (i) Anti Ragging Cell
  - (ii) Anti discrimination Cell
  - (iii) Gender Sensitization Cell
  - (iv) Internal Complaints Committee for prevention of Sexual Harassment
  - (v) Barrier Free access in all places
- b) The Institution shall take credits earned from other institutions under the Choice Based Credit System as per the norms of the UGC and the system of Integral Education adopted by the University.
- c) The Institution shall review the syllabus every three years keeping in view the development in the domains of knowledge.

- d) The Institution shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc., issued/notified by the UGC/Government of India from time to time.
- e) The Commission can issue directions to the Institutions Deemed to be University for implementation of any law or Government Policy or in case of any violation of any law or policy.

## **X     RESIGNATION**

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

## **XI    ACTING CHAIRMAN OF THE MEETINGS**

Where no provision is made for a Chairman to preside over a meeting of an authority of the Institute or any committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

## **XII   VALIDATION OF ACTIONS AND DECISIONS**

No action or proceedings of any authority or anybody or any commitment of the Institute shall be invalid merely by reason of any vacancy therein.

## **XIII   DISQUALIFICATION**

- (a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Institute:
  - i) if he/she is of unsound mind
  - ii) if he/she is an un-discharged insolvent
  - iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.
  - iv) If he/she has not been appointed as per the provisions of UGC Regulations
- (b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.



## **XIV RECRUITMENT OF ACADEMIC POSTS**

- (i) The direct recruitment of Assistant Professors, Associate Professors and Professors as per VI Central Pay Commission recommendations shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under the Regulations.
- (ii) The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level shall remain for the appointment of Assistant Professors.
- (iii) NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in the Institute.

However, candidates with a Ph.D. Degree shall be exempted from the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor.

- (iv) NET/SLET/SET shall not be required for such Master's Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- (v) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.
- (vi) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (vii) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (viii) The Ph.D., Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (ix) The Ph.D., Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.

## **XV DIRECT RECRUITMENT**

### **(1) PROFESSOR**

- A.
- (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).

#### **OR**

- B. 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.

### **(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 Lecturer (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).

**(3) ASSISTANT PROFESSOR**

**Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication**

- (i) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause (3), candidates, who are, or have been awarded a Ph.D. Degree shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

*Note: Three non-compounded additional increments to candidates who possess Ph.D. and who have also qualified in NET may be given at the time of appointment to Assistant Professors as an incentive.*

---

**XVI MINIMUM QUALIFICATIONS FOR APPOINTMENT  
OF TEACHING FACULTY IN UNIVERSITIES AND  
COLLEGES MANAGEMENT/BUSINESS  
ADMINISTRATION:**

**(1) ASSISTANT PROFESSOR**

**(i) Essential:**

1. First Class Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

**OR**

2. First Class Graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

**(ii) Desirable:**

1. Teaching, research, industrial and / or professional experience in a reputed organization / M.Phil. ;

2. Paper presented at Conferences and / or published in refereed journal.

**(2) ASSOCIATE PROFESSOR:**

(i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

(ii) Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.

(iii) A minimum of **eight years'** experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

**OR**

(iv) In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

(1) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

(2) A minimum of **ten years'** experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry /profession of which at least five years should be at the level comparable to that of Assistant Professor.

(v) Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and / or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

### **(3) PROFESSOR**

(i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading

system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE /UGC;

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- (ii) Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- (iii) A minimum of **ten years'** experience of teaching / industry / research /professional out of which five years must be at the level of Associate Professor or equivalent excluding the period spent for obtaining the research degree.

**OR**

- (iv) In the event the candidate is from industry and the profession, the following shall constitute as essential:

(1) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

**OR**

First Class graduate and professionally qualified Chartered Accountant/Cost and works Accountant /Company Secretary of the concerned statutory body.

- (2) The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry /profession of which at least eight years should be at least at a level comparable to that of Associate Professor/Assistant Professor.
- (v) Without prejudice to the above, the following conditions may be considered desirable:
  - i) Teaching, Research and / or professional experience in a reputed organization;

- ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

## **XVII QUALIFICATIONS PRESCRIBED FOR FACULTY POSITIONS IN THE REGULATIONS OF NCTE**

### **A. QUALIFICATIONS FOR B.Ed. PROGRAMME:**

#### **(i) ASSISTANT PROFESSOR:**

##### **a) Perspectives in Education and Foundation Courses**

- (i) Post graduate degree in Social Sciences with minimum 55% marks; and
- (ii) M.Ed. degree from a recognised university with minimum 55% marks

**OR**

- (i) Postgraduate (MA) degree in Education with minimum 55% marks; and
- (ii) B.Ed./B.El.Ed. degree with minimum 55% marks

##### **b) Curriculum and Pedagogic Courses**

- (i) Post graduate degree in Sciences/Mathematics/Social Sciences/ Languages with minimum 55% marks; and
- (ii) M.Ed. degree with minimum 55% marks

**Desirable:** Ph.D. degree in Education with subject specializations.

Note: In case of a) and b) put together, for two faculty positions, a postgraduate degree in Sociology/Psychology/Philosophy with 55% marks, and B.Ed./B.El.Ed with 55% marks and three years of teaching experience in a secondary school shall be considered

**B. QUALIFICATIONS FOR M. Ed. COURSE:**

**(I) HEAD:**

- (i) Postgraduate degree in a related discipline
- (ii) M.Ed. with minimum 55% marks
- (iii) Ph.D. in Education
- (iv) Ten years of professional experience in teacher education

**(II) PROFESSOR / ASSOCIATE PROFESSOR:**

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization
- (ii) Postgraduate degree in Education (M.Ed./M.A. Education) with minimum 55% marks
- (iii) Ph.D. degree in Education or in the discipline relevant to the area of specialization
- (iv) Any other qualifications prescribed by UGC like NET qualification or length of professional teaching experience as per UGC or state government norms for the positions of Professor and Associate Professor.
- (v) Minimum eight years of teaching experience in higher secondary teaching education institution.

**(III) ASSISTANT PROFESSOR:**

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization
- (ii) Postgraduate degree in Education (M.Ed./M.A. Education) with minimum 55% marks
- (iii) Any other qualifications prescribed by UGC like NET qualification

Note: Faculty can be utilized for teaching in a flexible manner so as to optimize academic expertise available.



---

**XVIII MINIMUM QUALIFICATIONS FOR DIRECT  
RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY  
LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN /  
COLLEGE LIBRARIAN**

**(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 point's 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. M.Phil./Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping.

**(2) DEPUTY LIBRARIAN**

- i) A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii) **Five years** of 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/Documentation/Archives and manuscript keeping/computerization of library.

**(3) UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE 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.

## **XIX MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS**

### **1) UNIVERSITY 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 camps 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.,

### **2) UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS /COLLEGE 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 camps of at least two weeks duration.

- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.
- (vi) Consistently good appraisal reports.

**3) UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION /  
COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS**

- (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 /intercollegiate 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.

**4) PHYSICAL FITNESS TEST NORMS**

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>NORMS FOR MEN</b>			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

<b>NORMS FOR WOMEN</b>			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 metres	800 metres	600 metres	400 metres

## **XX DIRECTOR**

- (1) Sri Sathya Sai Institute of Higher Learning has one main Campus viz., Prasanthi Nilayam Campus, and three off-campuses viz., Anantapur off-campus, Brindavan off-campus and Muddenahalli off-campus. They are not colleges in strict sense but work under the direct administration of the Institute. The person who will be coordinating the day to day activities of the campus/off-campus and acts as a link with the head office is designated as Director. The power of appointing the Director from amongst the faculty (preferably Professor) of the Institute shall be vested with the Board of Management.
- (2) The following shall be the powers and duties of the Director of the Campus/off-Campus:

The Campus/off-Campus Director will be in-charge of the general discipline of the campus. He/She will have the power:

- to grant leave for all the staff members except Professors and Associate Professors, upto a maximum of 5 (five) days at a time. The leave for Professors and Associate Professors will be sanctioned by the Vice-Chancellor;
- to recommend cases of earned leave, half-pay leave, commuted leave, maternity leave, medical leave, etc., to the Vice-Chancellor;
- to forward to the Vice-Chancellor all cases regarding sanction of increments;

- to maintain service records of all the staff members and annual confidential reports except Professors and Associate Professors;
- to conduct CIE tests of each semester and forward internal assessment marks to the office of the Controller of Examinations;
- to prepare the Budget estimates and Revised estimates and forward the same to the Vice-Chancellor for approval;
- to be responsible for maintenance of the accounts pertaining to the Campus in full and complete shape;
- to maintain Stock Registers of the Campus including the Library and all other Registers which may be prescribed to be maintained, from time to time;
- to convene meeting of all the faculty members every month to get the feedback on various aspects of the academic programmes; and
- to carry out all such instructions which may be given from time to time by the Vice-Chancellor.
- upkeep and Maintenance of the Campus;
- safety and Security of the Assets.

## **XXI DESIRABLE SPECIAL REQUIREMENTS FOR VARIOUS FACULTY POSITIONS**

Notwithstanding the qualifications prescribed above for various faculty positions, it is hereby **desirable** to have the following special requirements:

- i) good exposure to the culture and history of our country,
- ii) spiritual awareness, and
- iii) ability to participate in the student activities in hostel, prayer meetings, awareness programme and cultural activities as role models.
- iv) knowledge of Values-based integral education.

Sri Sathya Sai Institute of Higher Learning is the only one of its kind in the higher education scenario where values and character building are an integral part of academic programmes. Co-curricular activities and spiritual orientation are also integrated into the system. The faculty has to be involved in all these activities and be

inspirational role models. (See pp.2-4 *ante* regarding 'Educare' system adopted by Sri Sathya Sai Institute of Higher Learning (SSSIHL)).

## **XXII TEACHING ASSISTANT**

- (a) Sri Sathya Sai Institute of Higher Learning is known for its value-based integral education which is aimed at the holistic development of an individual. This requires teachers with specialised orientation as they have to inculcate values in addition to actively participating in extra and co-curricular activities with the students. Many a times it is difficult to find such teachers passed out from traditional universities. Then it becomes necessary to have faculty at junior level brought up in this environment. In view of this, a cadre of Teaching Assistant has been created. The selected candidate shall be encouraged to obtain NET/SLET/Ph.D. qualification. [See pp.2-4 *ante* regarding 'Educare' system adopted by Sri Sathya Sai Institute of Higher Learning (SSSIHL)].

## **XXIII SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES**

### **(1) Selection Committee Specifications:**

#### **(a) Assistant Professor in the University:**

The Selection Committee for the post of Assistant Professor in the University shall have the following composition:

1. The Vice-Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject nominated by the Chancellor out of the panel of names submitted by the Vice-Chancellor in consultation with the Board of Studies.
3. Dean of the concerned Faculty, wherever applicable
4. Head of the Department/School.
5. An academician nominated by the Chancellor.
6. (a) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Chancellor if any of the candidates representing these categories is the

applicant and if any of the above members of the selection committee do not belong to that category.

- (b) At least four members, including two outside subject experts shall constitute the quorum.

(b) **Associate Professor in the University**

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
- 1) Vice-Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
  - 2) An academician who is the nominee of the Chancellor.
  - 3) Three experts in the concerned subject/field nominated by the Chancellor out of the panel of names submitted by the Vice-Chancellor in consultation with Board of Studies.
  - 4) Dean of the faculty, wherever applicable.
  - 5) Head/Chairperson of the Department/School.
  - 6) An academician representing SC/ST/OBC/Minority/Women /Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

(c) **Professor in the University**

The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Clause (b) above.

- (d) Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

## **XXIV SELECTION PROCEDURES:**

- (a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system.

The ability for teaching and/or research aptitude may be assessed through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions.

- (b) In all the Selection Committees of direct recruitment of teachers and other academic staff in the Institute, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Chancellor of the Institute. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- (c) The selection committees should assess the quality of publications based on the impact factor, citation index, h-index, refereed/non-refereed journals and decide the marks based on overall quality and quantity of the work.

## **XXV CAREER ADVANCEMENT SCHEME**

- (a) The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal proforma based on the API criteria. Without prejudice to the requirements of the above, the promotion to Associate Professor from the post of Assistant Professor on the graded scale be governed by the following:
- (a) For those who possess a Ph.D. Degree, 1 (one) publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis;
- (b) For those with a M.Phil./ M.Tech. Degree, 2 (two) publications made during the period of service as Assistant Professor, in addition to the M.Phil. thesis; and



- (c) For those without Ph.D. or M.Phil. Qualification, at least 3 (three) publications during the period of service as Assistant Professor.

*Provided* that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

*Provided* further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

- (b) The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal proforma based on the API criteria set out in this Regulation and reprints of five major publications of the candidates.

*Provided* that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

*Provided* further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

- (c) In the case of selection of Professors who are from outside the academic stream and are considered under Clause XIV(1)(B)), the Institute shall lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements.
- (d) **PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.**

**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.

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
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 and 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
	<b>Total Score</b>	<b>125</b>
	<b>Minimum API Score Required</b>	<b>75</b>

Note: 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.

#### **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, Grama Seva, Sports Meet, subject related events, advisement and counselling)	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
<b>Minimum API Score Required</b>		<b>15</b>

### 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. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/ Agriculture/ Veterinary Science/Sciences/ Medical Sciences	Faculties of Languages Arts/Humanities/ Social Sciences/Library/ Physical education/ Management	Max. points for University and college teacher position
<b>III A</b>	Research Papers Published in:  Single or Joint Author(s)	Refereed Journals*	Refereed Journals*	15/Publication@
		Non-refereed but recognised And reputable journals and Periodicals, having ISBN/ISSN numbers	Non-refereed but recognised And reputable journals and Periodicals, having ISBN/ISSN Numbers	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
<b>III(B)</b>	Research Publications (books, chapters in	Text or Reference Books Published by International Publishers with an established	Text or Reference Books Published by International Publishers with an established	50 /sole author; 10 /chapter in an edited book

	books, other than refereed journal articles)	peer review system	peer review system	
		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 / sole author, 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 in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
<b>III(C) RESEARCH PROJECTS</b>				
<b>III (C) (i)</b>	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	(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 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

<b>III (C) (ii)</b>	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
<b>III (C) (iii)</b>	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
<b>III (C)(iv)</b>	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 nternational level,
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>			
<b>III(D)(i)</b>	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
<b>III (D) (ii)</b>	Ph.D.	Degree awarded	Degree awarded	10/each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>			
<b>III(E) (i)</b>	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
<b>III(E) (ii)</b>	Papers in Conferences/ Seminars/	Participation and Presentation	Participation and Presentation of research papers	

	workshops etc.**	of research papers (oral/poster) in	(oral/poster) in	
		a) International conference	a) International conference	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local – University/College level	d) Local – University/College level	3 / each
<b>III(E)(iv)</b>	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5

\* 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)).

@ Proportionate points for Multi Author papers

**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.
- (o) In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables of the posts.

- 
- (f) The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for the Institute including assistance in the development of the API criteria based PBAS proforma using the indicative template laid down in the UGC guidelines. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers.
- (g) The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar.
- (h) A teacher who wishes to be considered for promotion under CAS shall submit in writing to the university, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university the Performance Based Appraisal System proforma duly supported by all credentials as per the API guidelines.
- (i) Candidates who do not fulfil the minimum score requirement under the API Scoring System proposed in the Regulations or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
- (j) The Selection Committee specifications as delineated above are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Lecturer/Assistant Professor to Reader/Associate Professor and to that of Reader/Associate Professor to Professor.
- (k) CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee".
- (l) (i) The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:
- a. The Vice Chancellor or Acting Vice Chancellor, as the Chairperson of the Selection Committee;
  - b. The Dean of the concerned Faculty;
  - c. The Head of the Department/Chairperson of the School; and
  - d. One subject expert in the concerned subject nominated by the Chancellor from the University panel of experts.
- (ii) The quorum for these committees in both categories mentioned above shall be three including the one subject expert/ university nominee need to be present.
- (m) The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate and based on the Regulations and as per the minimum

---

requirement specified shall recommend to the Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

- (n) All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with the scores and recommendation made on the basis of merit and duly signed by all members of the Selection Committee in the minutes.
- (o) CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- (p) The incumbent teacher must be on the role and active service of the University on the date of consideration by the Selection Committee for Selection/CAS Promotion.
- (q) Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API scores by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- (r) In the final assessment, if the candidates do not either fulfil the minimum API scores in the criteria as per proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- (s)(i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- (ii) If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
- (iii) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.
- (iv) Special criteria required for promotion under Career Advancement Scheme (CAS)

Notwithstanding the qualifications prescribed above for promotion under Career Advancement, promotion is made based on the following criteria in



view of the unique features of the Sri Sathya Sai Institute of Higher Learning which offers values-based integral education that expects active participation of the teachers in the Hostel, Awareness Programmes, Sports, promotion of human values, cultural activities, *Grama seva* activities, throughout the year.

- 1) Good research/teaching
- 2) Knowledge and contribution to the Values-based integral education
- 3) Active participation in the activities of students in Hostel viz., prayer sessions, awareness classes, self-reliance departments (20 days)
- 4) Active participation in cultural / sports day activities (10 days)
- 5) Active participation in Grama seva programmes (10 days)

(See pp.2-4 *ante* regarding 'Educare' system adopted by Sri Sathya Sai Institute of Higher Learning (SSSIHL).

## **XXVI COUNTING OF PAST SERVICE**

Previous service, without any break as a Lecturer/Assistant Professor or equivalent in a University, College, National Laboratory or other scientific organisations, e.g., CSIR, ICAR, DRDO, UGC, ICSSE, ICHR and UGC Research Scientist, should be counted for placement of Assistant Professor in Senior Scale / Selection Grade provided that:

- 1) The post was in an equivalent grade/scale of pay as the post of a Lecturer/Assistant Professor.
- 2) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Assistant Professor.
- 3) The candidates who apply for direct recruitment should apply through proper channels.
- 4) The concerned Lecturers/Assistant Professors possessed the minimum qualifications prescribed by the UGC for appointment as Assistant Professors.
- 5) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations.
- 6) The appointment was not *ad hoc* or in a leave vacancy of less than one year duration. *Ad hoc* service of more than one year duration can be counted provided:

- a) the *ad hoc* service was of more than one year duration
- b) the incumbent was appointed on the recommendation of duly constituted Selection Committee, and
- c) the incumbent was selected to the permanent post in continuation to the to the *ad hoc* service without any break.

In the Institute, weightage for *ad hoc* service is given as under:

For 5 years and above <i>ad hoc</i> service	3 years
For 4 years of <i>ad hoc</i> service	2 years
For 3 years of <i>ad hoc</i> service	1 year

## **XXVII FILLING OF CASUAL VACANCIES**

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the Institute shall be filled as soon as it may be convenient by the such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person whose place he/she fills should have been a member.

## **XXVIII LEAVE RULES**

- 1) These rules shall be called the Leave Rules of “Sri Sathya Sai Institute of Higher Learning” hereinafter referred to as the ‘Institute’.
- 2) **Definitions:**  
Unless the context otherwise requires:
  - i) “Leave” means leave of the following kind:
    - (a) Casual leave
    - (b) Special casual leave
    - (c) Earned leave
    - (d) Half-pay leave
    - (e) Commuted leave
    - (f) Extraordinary leave
    - (g) Maternity leave
    - (h) Study leave
  - ii) “Casual Leave” and “Special Casual Leave” mean leave, as per the conditions given in these rules, but treated as leave on duty.
  - iii) “Earned Leave” means leave earned in respect of periods spent on duty.

- iv) "Half-pay Leave" means leave earned in respect of completed period of service.
  - v) "Commutated Leave" means half-pay leave converted into full pay leave as per conditions in these rules.
  - vi) "Extraordinary leave" means leave without salary.
  - vii) "Maternity Leave" means leave granted to married women employee with salary subject to the conditions in these rules.
  - viii) "Study Leave" means leave granted to an employee to enable him/her to undertake higher studies or specialised training, in professional or technical subjects, having a direct and close bearing with the sphere of his/her duty, subject to the conditions in these rules.
  - ix) Wherever the word "He" appears, it shall include "she".
  - x) "The period of service" shall exclude extraordinary leave/Study leave, if any for the purpose of calculation of Earned leave/Half-pay leave/Commutated leave due to an employee.
3. Leave shall be earned by period spent on duty, unless specified otherwise in these rules.
  4. Leave cannot be claimed as a matter of right. The authority empowered to grant it, can also when the exigencies of the University viz., Examination, Board of Studies, and any other academic work so require, refuse, revoke or modify duration of sanctioned leave of any description.
  5.
    - (a) The sanctioning authority shall grant leave only of the nature applied for.
    - (b) Formal rejoining of duty at the end of leave with intention of taking leave again within a few days is not permissible.
    - (c)
      - i) Leave begins on the day relief is effected, if the relief takes place in the forenoon of the day; otherwise on the following day.
      - ii) Leave ends on the day in which duty is resumed, if the resumption takes place in the afternoon; otherwise on the preceding day.

(d) An employee is permitted to prefix and suffix Sundays and other declared holidays of the Institute, which will be excluded from the total days of absence on leave at either or both ends as the case may be and, the balance treated as on leave account.

6. An employee on leave shall not take up any service or accept any employment unless permitted by the Institute.

**Note:** When an employee on leave with leave salary takes up an employment, other than permitted by the Institute, all leave salary will automatically cease and disciplinary action will be taken. However, this does not apply to casual literary work or to service as examiner or similar appointment, which have been permitted.

7. An employee on leave shall be permitted to resume duty before expiry of leave only with the permission of the sanctioning authority.

8. An employee who remains absent after expiry of leave is not entitled to leave salary for the period of such absence and the unauthorized extended period including Sundays/Holidays will be treated as extra-ordinary leave.

9. If the leave taken by an employee ends on a working day and if the employee has overstayed, any Sunday/authorized Holiday occurring before the employee rejoins will also be counted as part of the period overstayed.

10. Before leave is granted to an employee the authority sanctioning the leave should ensure availability of such leave to his credit and to satisfy himself that the leave applied for is admissible and could be granted without materially affecting the work of the Institute.

11. Leave shall not be granted to any employee who is likely to be dismissed or removed from service.

12. No leave shall be granted beyond the date on which an employee must retire.

**Note:** (a) If the earned leave, preparatory to retirement is refused in the interest of the work of the Institute such period of leave refused will be treated as extension of service.

(b) Teaching staff can accumulate earned leave up to 300 days but will not be permitted to en-cash balance of earned leave to his/her credit at the time of his/her retirement

(c) Non-vacation members of the teaching staff will be allowed encashment of earned leave at time of retirement as applicable to the employees of Central/State government. i.e., total number of days of earned leave plus half pay leave put together should not exceed 300 days.

(d) Administrative Staff will be permitted encashment of balance of leave at the time of retirement subject to the condition that the total number of days of earned leave plus half pay leave put together should not exceed 300 days.

(e) For the purpose of encashment of earned leave salary shall exclude HRA and CCA, if any, being given to the employees.

13. Any kind of leave other than Casual leave may be granted in combination with any other kind of leave.

**Note:**

- i) Every month details of various kinds of leave availed during the previous month by all the employees of the campus and the balance available may be given by the 15<sup>th</sup> of the month.
- ii) No member of the staff should leave Headquarters without prior permission of the leave sanctioning authority. While seeking permission to leave Headquarters, he may indicate the number of days that he wish to be away from Headquarters and also indicate the alternate arrangement made by him to look after his work during his absence.

14. **Casual Leave:**

- i) Casual leave permissible is only 10 days in a calendar year for vacation employees and 12 days for non-vacation employees.
- ii) Minimum Casual leave shall be half a day.
- iii) Maximum Casual leave that may be granted is seven days at a time, but including Sundays and Holidays, it shall not exceed 10 at a time.
- iv) Late attendance for three days in a month shall lead to forfeiture of Casual leave for one day.

- v) Sundays & Holidays falling during a period of Casual leave shall not be counted as leave.
- vi) Availing of Casual leave without prior permission shall be treated as unauthorized absence unless got regularized by the competent authority for any special reasons.
- vii) Un-availed Casual leave on 31 December every year shall stand lapsed.
- viii) During the year of joining employees will be entitled to proportionate Casual leave.

During the year when the employees leave the University, in case the casual leave which has been proportionately availed of is more than due for that year, the excess may be either adjusted against half pay/commuted/earned leave due to the employee or, if no leave is due to them, the necessary recovery from the final payment of salary be made.

#### 15. **Special Casual Leave:**

Special Casual leave up to a limit of 8 days for teaching staff and 12 for non-teaching staff in a Calendar year may be granted for presenting a paper in Symposia, Conferences, Seminars and such other purposes as the Institute may deem necessary.

#### 16. **Earned Leave**

- i) Earned leave admissible to the non-vacation employees of the University (both regular & temporary) shall be two and half days for each completed month of service & credited on 1 January and 1 July every year; fraction of leave shall be rounded off to the nearest number of day(s).
- ii) Maximum period of Earned leave that can be accumulated is 300 days. However, the maximum that can be availed of at any one time is 60 days.

##### **Note:**

- 1) For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- 2) Earned leave at the credit of an employee 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.

- 3) When an employee combines vacation with earned leave, a period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay, which may be included in the particular period of leave.
- 4) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

iii) Earned leave admissible to a teacher shall be

- 1) 1/30th of the actual service including vacation plus
- 2) 1/3rd of the period, if any, during which he/she required to perform duty during vacation, other than duties assigned during admission test and for examination purposes. The admission test period will be excluded while calculating the proportionate earned leave.

and

- 3) In view of the curtailment of vacation by 2 weeks, the University teachers may be credited with 1/3rd of the period of 2 weeks as earned leave.

*Provided* that an employee, who by general or special order issued by the Institute is to remain on duty during the vacation other than duties assigned during admission test and summer course may be allowed earned leave to the following extent:

- a) If he is on duty for the entire vacation, 30 days of Earned leave.
- b) If he is on duty for part of the vacation, then such number of days of vacation not availed of as 30 days bear to the total vacation.

**Note:** 1) Vacation means total vacation during the entire academic year in one or more spells.

- 2) Vacation employees are Professors, Associate Professors Assistant Professors, Instructors other than Directors of the campuses and any others, so categorized.

**17) Half-pay Leave & Commuted Leave:**

- i) Half-pay leave admissible to an employee in respect of each completed month of service is 5/3 days, and may be accumulated up to a maximum of 180 days and shall be credited on 1 January & 1 July every year.
- ii) Half-pay leave may be granted to an employee with or without medical certificate.
- iii) Commuted leave may be granted with medical certificate subject to the following conditions:
  - a) Commuted leave can be accumulated up to a maximum of 90 days.
  - b) Maximum Commuted leave that may be granted at a time is 60 days.
  - c) Combination of Earned leave with Commuted leave is permissible only up to the limit of 120 days.
  - d) Whenever Commuted leave is granted twice the number of days availed shall be debited against the Half-pay leave due.
  - e) Maximum Commuted leave permitted with medical certificate is 90 days during entire service.
  - f) Application for sanction of commuted leave on medical grounds must be accompanied by a medical certificate from a Registered Medical Practitioner not below the rank of a Civil Surgeon. An employee who is on commuted leave with medical certificate will be permitted to return to duty only on production of a medical certificate of fitness from a Registered Medical Practitioner not below rank of a Civil Surgeon.

**18. Leave Salary for Earned/Half-pay/Commuted Leave:**

- i) An employee on Earned leave/Commuted leave is entitled to full salary applicable to the period of such leave.



- ii) An employee on Half-pay leave is entitled to half the salary applicable to period of such leave.

#### 19. Extraordinary Leave:

Extraordinary leave may be granted in special circumstances:

- i) When no other leave is admissible or
- ii) When, other leave being admissible, the employee in writing requests such leave.

**Note:** 1) The authority competent to grant leave may commute retrospectively period of absence without leave, into extraordinary leave for valid reasons.

- 2) Maximum Extraordinary leave is restricted to 180 days at any one time. The aggregate of such leave shall not exceed one year during the entire period of service.

#### 20. Maternity Leave:

Maternity leave may be granted to a woman employee, who has put at least one year of service, for a period not exceeding twenty six weeks of which not more than eight weeks shall precede the date of her expected delivery subject to the following conditions:

- i) The maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.
- ii) It may be combined with leave of any other kind, other than casual leave, provided the same is supported by a medical certificate.
- iii) It may be granted in case of miscarriage.

#### 21. Study Leave:

Study leave, not exceeding one year, may be granted subject to the following conditions:

- i) It shall be generally admissible in case of teaching staff in the Post-graduate Department.
- ii) It shall be ordinarily admissible only to employees who have put in 5 years of service.

- iii) It shall be granted only if the Institute is satisfied that:
- a) The object is of benefit to the employees as well as the Institute, and
  - b) The absence can be met by adequate arrangements without detriment to the interest of the Institute.

It shall be granted only if the employee executes a bond on stamped paper agreeing to serve the Institute for at least five years after his return to duty from such leave. In case of failure to so serve, the employee shall refund within a month of the date of default, the whole of the salary that he may draw during the period of study leave, or such part thereof as the Institute may determine, with interest at 11% per annum. However, this provision will not apply where such default is caused by medical unfitness or death before the expiry of the period in the bond.

**Note:** No permission shall be granted to an employee to apply for appointment elsewhere before the period, prescribed in the bond, of five years, expires.

- v) It shall not be ordinarily admissible to employees over 45 years of age.
- vi) It shall count as service for promotion but not for earning any leave.
- vii) It shall be with salary as per last salary drawn. Any stipend, scholarship or remuneration earned during study leave shall be deducted from salary due.
- viii) It shall not be claimed as a matter of right and the Institute may in its discretion refuse to grant it.
- ix) The employee on his return should submit a complete report on work done during study leave.

## 22. Leave Sanctioning Authority:

### I. Casual Leave:

- i) Casual leave may be granted to Registrar & Controller of Examinations by the Vice- Chancellor.
- ii) Casual leave to Professors, Directors and Associate Professors (Readers) may be granted by the Vice-Chancellor.

- iii) Casual leave to Lecturers, Lecturer–senior, Lecturer– selection grade and other Departmental Staff may be granted by the Director of the campus.
- iv) Casual leave may be granted:
  - a) In the Institute, by the Vice-Chancellor to his staff, by the Finance Officer to his staff, by the Registrar to his staff and by the Controller of Examinations to his staff.
  - b) In the Campus, by the Director of the Campus to the staff working in his/her office.

## II. Special Casual Leave:

Special Casual leave may be granted to any employee by the Vice-Chancellor or by any authority delegated by him to sanction such leave.

**Note:** Application regarding Special Casual Leave will be merely routed through the Director who will be only a recommending authority.

- 23. a) Apart from Casual leave and Special Casual leave, Earned leave. Half-pay leave/Commutated leave/Maternity leave shall be sanctioned by:
  - i) The Vice-Chancellor in respect of all staff working in his Office.
  - ii) The Finance Officer in respect of all staff working in his office.
  - iii) The Registrar in respect of all staff working in his office.
  - iv) The Controller of Examinations in respect of all staff working in his office.
  - v) The Director of the Campus in respect of all staff working in his/her office.
- b) i) Half-pay leave, Commuted leave, Maternity leave and Earned leave, if eligible shall be sanctioned by the Director of the Campus in respect of Lecturers, Lecturer –Senior, Lecturer–Selection grade and other Departmental staff in the Campus concerned.
- ii) Half-pay leave, Commuted leave, Maternity leave and Earned leave, if eligible shall be sanctioned by the Vice-Chancellor or such authority as is authorized by him by a specific order, in respect of Professors, Directors and Readers in any Campus.

**Note:** Whenever the Director of the campus applies for leave of any kind, he should invariably recommend, for the approval of Vice-

Chancellor, the faculty member who will be in charge of the campus during his absence.

24. (i) Extraordinary leave & (ii) Study leave may be granted to employees, by the Vice-Chancellor, who if he so chooses, may delegate to a suitable authority to sanction such leave.

**Note:**

#### **Honorary and Superannuated staff**

- i) Honorary members of non-teaching staff would be eligible for 30 days leave in a year and of teaching staff for 10 days. They will also be eligible for casual leave as in the case of regular employees.
- ii) Visiting fellows may be granted casual leave on proportionate basis depending on the length of their service. When casual leave is not due to such staff and it is proposed to grant them E.O.L it is necessary to get the prior approval of the Vice Chancellor, but in really emergency cases, where it is difficult to get the prior approval of the Vice Chancellor it time, it is suggested that such cases may invariably be sent for ratification.
- iii) Superannuated teaching staff re-employed by the Institute can avail casual leave of ten days for calendar year and ten days of leave (with medical certificate) for the academic year with full honorarium. In addition, they can avail 20 days of leave with full honorarium. This leave cannot be carried forward after the expiry of his/her one term of appointment even if superannuated staff members are re-employed for another term.
- iv) Superannuated non-teaching staff can avail casual leave of 8 days for calendar year, 10 days full pay leave with medical certificate and 30 days paid leave without medical certificate per year. This leave cannot be carried forward after the expiry of his/her one term of appointment even if superannuated staff members are re-employed for another term.

### **XXIX SERVICE CONDITIONS**

1. The service conditions of Sri Sathya Sai Institute of Higher Learning (Deemed to be University) are laid down hereunder and referred hereinafter as 'conditions'.

**Note:** These conditions will not be applicable to those who are appointed as Contingent staff and those on deputation, who will be governed on the basis of approved conditions of deputation.

2. The 'Institute' reserves the right of interpretation and modification of these conditions from time to time.
3. Definitions:
  - a. Employee: means persons appointed by the Institute under the following categories:
    - i) Teaching staff: means Professor, Associate Professor, Assistant Professor, Instructor, Teaching Assistant, and any others so categorized.
    - i) Non-Teaching staff: means administrative, ministerial and any other staff.
  - b. Appointing Authority: means the Institute or the one to whom the Institute has delegated such authority to appoint.
  - c. Salary: in the case of persons appointed in the prescribed scale of pay, shall mean basic pay and other allowances, if any, approved by the Institute from time to time and in other cases the consolidated amount.
4. The Institute may appoint persons
  - i) In the prescribed scale of pay
  - ii) On consolidated salary
  - iii) On honorarium, and
  - iv) Without honorarium
5. Any employee appointed in the prescribed scale of pay of the Institute as per the regulations above shall be on probation for a period of two years, unless specified otherwise, and after satisfactory completion of such period, he/she may be confirmed. The Institute may extend the probation period as it deems fit.
6. a) Any employee on probation who wants to resign shall be required to give one month's notice or pay one month's salary in lieu thereof.

b) The Institute may terminate the services of any employee during probation by giving one month's notice or on payment of one month's salary in lieu thereof.

7 a) Any member of the teaching staff after confirmation may resign by giving six months notice or on payment of six months salary in lieu thereof.

The Institute may terminate the services of any member of the teaching staff, if confirmed, by giving six months notice or on payment of six months salary in lieu thereof.

b) Any member of the non-teaching staff after confirmation may resign by giving three months notice or on payment of three months salary in lieu thereof.

The Institute may terminate the services of any member of the non-teaching staff, if confirmed, by giving three months notice or on payment of three months salary in lieu thereof.

**Explanation:**

- (i) Salary for purposes of conditions 6 & 7 above shall mean Basic pay plus D.A. only.
- (ii) The notice period of resignation/termination may include vacation period in the case of vacation employees.
- (iii) An employee cannot resign while on leave
- (iv) During notice period of resignation/termination, ordinarily no leave will be permissible, except casual and medical leave proportionately.

c) Any member of the teaching/non-teaching staff of the Institute shall have the option to retire from service voluntarily after he/she has put in not less than twenty years of qualifying service.

*Provided* that he/she gives a notice in writing of his/her intention to retire voluntarily of at least three months to the Institute.

**Note:** A staff member of the Institute, who has elected to retire under this Rule and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his/her election subsequently except with the specific approval of such authority. Provided that the request for withdrawal shall be within the intended date of his/her retirement.

- (ii) A staff member of the Institute retiring under sub-rule (i) shall not retire unless the notice given by him/her is accepted by the Institute.
8. Notwithstanding anything contained in conditions 6 (b) & 7 (a) & (b) above, the Institute shall have the right to terminate the services of any employee, without such notice period as mentioned therein, for reasons of willful neglect of duty, serious misconduct and insubordination.
- 9.(a) On the termination of the services of any employee for whatever reasons, he/she is bound to return or pay to the Institute the assessed cost of all books, apparatus, records and such other articles and properties belonging to the Institute as may be in his / her possession.
- (b) Such employee shall not absent from duties until he/she is relieved.
10. Employees shall be governed by the contributory provident fund-cum-gratuity scheme of the Institute as per its rules.
11. An employee appointed in the Institute shall furnish a medical certificate of fitness from a Medical Officer approved by the Institute before joining duty or within such time as specified by the Institute.
12. The grant of leave to an employee of the Institute shall be governed by its leave rules.
- 13.(a) Teaching staff shall be entitled to vacation salary
- (b) Teaching staff members must be present either on the first or the last working day of both the summer and winter semesters of the Academic year. Any teaching staff member being absent on any of these days will be treated as on Extra Ordinary Leave (Leave without salary).
- 14 (a) Any employee appointed on the time scale of pay shall be eligible for the Increment after completing twelve months of continuous service (excluding extra ordinary leave) except where the competent authority withholds it for valid reasons.
- (b) Increment falling due to an employee on any day during the month will be given effect to from first of that month.
15. An employee when sent on official assignment to any place in India shall be entitled to travelling allowance and daily allowance as per its rules.

16. An employee is ordinarily entitled to serve till he / she completes the age of 60 years (for employees drawing UGC scales of pay) and 58 years (for employees drawing A.P. State pay scales). He / she may be re-appointed where considered necessary. However, when a member of the teaching staff is due to retire during the course of an academic year, he / she may be continued in service upto the end of that academic year if such an extension is in the interest of the Institute.

**Note:** Notwithstanding the above, the Institute may appoint suitable persons beyond the age of 60 years (for employees drawing UGC scales of pay) and beyond the age of 58 years (for employees drawing A.P. State pay scales), for such periods as deemed necessary.

17. No employee shall normally be absent from duties without prior permission of his /her superior who is authorized to give such permission.
18. Every employee shall at all times uphold the honour and dignity of the Institute.
19. No employee, on his own account, or otherwise directly or indirectly carry on any trade, business or canvassing work, examiner-ship, private tuition or the like of a remunerative nature without specific permission from the Institute.
20. No employee during the period of service shall apply for any post outside the Institute or forward any application for study or training in India/abroad except through or with written permission of the Institute.
21. (a) The Disciplinary Action Rules will apply to both teaching and non-teaching staff and will not be applicable to those who are appointed as contingent staff and those on deputation.
- (b) The disciplinary action may comprise one of the following depending on the gravity of the issue involved and the findings of the competent authority, namely:
- (i) Censure,
  - (ii) Fine,
  - (iii) Withholding of increment or promotion,
  - (iv) Reduction to a lower rank in seniority, or to a lower post, or to a lower stage in the time-scale,
  - (v) Suspension,
  - (vi) Compulsory retirement,
  - (vii) Removal
  - (viii) Dismissal



- (c) The authority which may give the finding for the appropriate disciplinary action shall be the Vice-Chancellor or such authorities as are specified by him in general order or in a particular case.
- (d) Before the appropriate authority records the findings, the employee concerned shall be given a reasonable opportunity to defend himself, and natural principles of justice shall be followed.
- (e) The Vice-Chancellor may constitute a Disciplinary Committee depending upon the gravity for the purpose of determining the appropriate disciplinary action
- (b) Suspension, followed by honourable acquittal and reinstatement shall not amount to a penalty within the meaning of these Rules.

### **XXX EXAMINATION SYSTEM**

- (1) The Sri Sathya Sai Institute of Higher Learning (SSSIHL) follows the semester system of education for all its programmes at the Under Graduate and Post Graduate levels including the professional programmes. The Institute believes that teaching, learning and evaluation constitute integrated and indissoluble components of education. The examination system is so designed as to help in the learning process of the students by providing feedback to the students and the teachers regarding what the students have learnt as against as what they are expected to learn. This is done through the minimum examination programme of the UGC constituting the continuous internal evaluation (CIE) which spreads across the entire semester and the end semester examination (ESE) which is conducted at the conclusion of a semester. The Institute has adopted a Grading System on a ten point scale based CGPA.

#### **Continuous Internal Evaluation (CIE)**

- (2) The CIE Programme includes components such as quizzes, tests, assignments, seminars, lab exercises, workshops and practicals. For each programme the relevant components are included in their CIE. The CIE marks are shown to students along with their answer scripts by the teacher concerned, enabling them to have access to the evaluated answer scripts before the marks are forwarded to the examination section. This exercise ensures:
  - Providing a feedback to the students on the mistakes committed and an opportunity to learn the subject more accurately and adequately

- Providing a feedback to the faculty on where each student stands with respect to his/her subject which provides him/her an opportunity to take remedial action
- Transparency in the evaluation system

### **End Semester Examinations (ESE)**

- (3) There are ESE at the end of each semester, the question papers for which are set by internal or external faculty. External faculty members include experts in the respective field of study from other reputed Universities. The idea of having external paper setters and examiners is to establish credibility to the evaluation process. A double evaluation scheme is followed for the Post Graduate courses. A double evaluation system involves evaluation of the answer scripts twice – once by the internal Institute faculty member handling the course and the second by an external expert from a reputed University in the respective area.

### **Holistic Evaluation**

- (4) Keeping in line with the philosophy of holistic personality development of the students, the evaluation system incorporates both the academic and the non-academic/integral item components in the students' evaluation system. These integral items include:
- (i) Participation in Yogasanas/jogging, games and sports
  - (ii) Attendance at the morning prayer sessions in the Hostel
  - (iii) Attendance at the prayer sessions in the College
  - (iv) Attendance at the classes
  - (v) Participation in self-reliance activities

The grades are also awarded for the integral items stated above on a ten point scale system. These grades appear on the grade cards along with the academic grades.

## **XXXI TRAVELLING AND DAILY ALLOWANCE RULES**

1. These rules may be called Travelling & Daily Allowance Rules of "Sri Sathya Sai Institute of Higher Learning (Deemed to be University)" hereinafter referred to as the Institute.
2. **Definitions:**
  - i) "Headquarters" means place of appointment or posting on a regular basis.

- ii) The words “**He/His**” shall include “**She/Her**”.
- iii) “**Day**” means Calendar day.
- iv) “**T.A.**” means Travelling Allowance and “**D.A.**” means Daily Allowance.

3. These rules are applicable to all the full-time employees of the University categorized below:

**Grade-I:** are those who are drawing basic pay of Rs 16,400/- and above

**Grade-II:** are those who are drawing basic pay of Rs 8,000/- and above but less than the basic pay of Rs 16,400/-

**Grade-III:** are those who are drawing basic pay of Rs 6,500/- and above but less than the basic pay of Rs 8,000/-

**Grade-IV:** are those who are drawing basic pay of Rs 4,100/- and above but less than the basic pay of Rs 6,500/-

**Grade-V:** are those who are drawing basic pay less than Rs 4,100/-

**Note:** Any member of the Teaching Staff of the University who is a member of University Authority/Committee when attending meetings of such bodies will be paid T.A & D.A. as per rules framed by the University for the members of such bodies.

4. T.A. is an allowance granted to an employee of the University to meet his travelling expenses from his headquarters to the place of an official meeting convened by the designated authority or to any other place on official work in the interest of the University. The rates at which T.A is payable to different categories of employees mentioned in rule (3) are given below:

**(a) Grade I**

- (a) AC 2 tier sleeper fare + daily allowance at ordinary rate as mentioned in column 5 of Table A of Rule 7 for the time spent in journey.

**(b) Grade II**

- (a) AC 3 tier sleeper fare + daily allowance at ordinary rate as mentioned in column 5 of Table A of Rule 7 for the time spent in journey.
- (b) Bus fare + daily allowance at ordinary rate as mentioned in column 5 of Table A of Rule 7 for the time spent in journey.

**(c) Grades III, IV & V**

- (a) Second class train fare + daily allowance at ordinary rate as mentioned in column (5) of Table A of Rule 7 for the time spent in journey.
- (b) Bus fare + daily allowance at ordinary rate as mentioned in column (5) of Table A of Rule 7 for the time spent in journey.
5. T.A. for a journey between two stations shall be calculated normally with reference to the shortest ordinary route
6. When an employee who is on leave/vacation is recalled to duty with the specific prior approval of Vice-Chancellor well in time, before the expiry of his leave/vacation, he is entitled to draw TA as for a journey on University work, from the place he is called to the place of duty. However, no DA will be admissible in case he is called for work at headquarters.
7. D.A. is an allowance for each day, admissible to a University employee while on duty to any other place than his headquarters. The rates at which DA is payable to various categories of employees mentioned in rule (3) are given below:

(a) When an employee makes his own arrangements for stay:

**TABLE – "A"**

Sl.No.	Pay Range	A Class cities Rs.	B Class cities Rs.	Localities other than those mentioned in columns (3) and (4) Rs.
(1)	(2)	(3)	(4)	(5)
1	Rs.16400 and above	81	70	55
2	Rs.8000 and above but less than 16400	80	65	50
3.	Rs.6500 and above but less than Rs.8000	73	60	45
4.	Rs.4100 and above but less than Rs.6500	68	55	40
5.	Below Rs.4100	60	50	35

- (b) When an employee stays in a hotel or other establishment providing boarding and/or lodging at scheduled tariffs.

**TABLE – “B”**

Sl.No.	Pay Range	A Class cities Rs.	B Class cities Rs.	Localities other than those mentioned in columns 3 & 4 Rs.
(1)	(2)	(3)	(4)	(5)
1	Rs.16400 and above	240	200	180
2	Rs.8000 and above but less than Rs.16400	200	155	135
3	Rs.6500 and above but less than Rs. 8000	150	95	75
4	Rs.4100 and above but less than Rs. 6500	100	80	55
5	Below Rs. 4100	80	55	40

(c) The following is the list of “A” & “B” Class cities, which include urban Agglomeration:

“A” Class		“B” Class		
Ahmedabad	Kanpur	Agra	Jaipur	Patna
Bangalore	Lucknow	Allahabad	Jamshedpur	Surat
Kolkata	Nagpur	Bhopal	Kochi	Thiruvananthapuram
Chennai	Pune	Coimbatore	Kozhikode	Vadodara
Delhi		Dhanbad	Ludhiana	Varanasi
Greater Bombay		Indore	Madurai	Vijayawada
Hyderabad		Jabalpur	Meerut	Visakhapatnam

8. D.A. is payable for each calendar day ending at midnight including journey days and Sundays/Holidays occurring from time of leaving headquarters and returning after work.
9. When an employee returns to headquarters on the same day he left, he shall be entitled to D.A. at the following rates:
  - i) If the absence does not exceed 6 hours - Nil
  - ii) If the absence exceeds 6 hours but does not exceed 12 hours - 60%
  - iii) If the absence exceeds 12 hours - Full D.A.
10. When an employee performs a journey by conveyance provided by the University free of cost, he shall be entitled to DA as if he has travelled in a public bus.
11. When an employee on official work of the University is sent to a station where he has to go from the place of stay to other place/places locally in connection with his work, he shall be paid local conveyance charges on the basis of

conveyance used as allowed on the following basis to various categories of employees mentioned in rule (3).

<b>Grade I &amp; II</b>	Auto charges <b>Note:</b> Taxi charges in unavoidable circumstances only.
<b>Grade III &amp; IV</b>	Bus charges <b>Note:</b> Auto charges in unavoidable circumstances only.
<b>Grade V</b>	Bus/Rickshaw charges.

12. The authorities empowered, to allow staff to go on official duty away from their headquarters as designated by the Vice-Chancellor are competent to sign the respective travelling allowance bills.
13. The TA & DA bills submitted by the employees should be supported by the bills/receipts wherever possible and also indicate the time of departure/return from/to headquarters.
14. Members of Boards of Studies, Academic Council, Selection Committees, Board of Management, outside experts invited by the University, etc. may be paid TA and DA as indicated below:

**(a) Travelling Allowance**

- |                |   |  |
|----------------|---|--|
| i) By Rail     | - | 2 tier A.C. sleeper fare                           |
| ii) By Bus     | - | one bus fare                                       |
| iii) Own car   | - | Case by case to be approved by the Vice-Chancellor |
| iv) Air travel | - | Air fare   |

(Air travel is permitted only if travel is beyond 500 kms and the travel cannot be performed overnight by rail)

**Incidental expenses:**

- i) Rs.50/- for journeys upto 12 hours
- ii) Rs.100/- for journeys beyond 12 hours

**(b) Daily Allowance:**

Rs.55/- for every day of stay.

## **XXXII PENSION RULES & OTHER RETIREMENT BENEFITS**

### **A - PENSION RULES, 1993 OF SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING:**

Pension Rules, 1993 of Sri Sathya Sai Institute of Higher Learning which came into effect from 1.1.1993 are applicable to the staff appointed by the Institute on regular basis and who opted for Pension Scheme of the Institute prior to 1.6.1986 including those appointed by erstwhile Sri Sathya Sai Grant-in-aid colleges at Anantapur and Whitefield and whose services were taken over by this Institute. The salient features of the said pension scheme are detailed below:-

1. **Commencement of qualifying service:**  
Subject to the provisions of these rules, qualifying service of a staff member of the Institute shall commence from the date of regular appointment in the scale of pay.
2. **Counting of periods spent on leave:**  
All leave during service for which leave salary is payable shall count as qualifying service.
3. **Effect of interruption in service:**  
An interruption in the service of a staff member of the Institute entails forfeiture of his past service, except in the following cases:
  - a) Authorized leave of absence
  - b) Unauthorized absence in continuation of authorized leave of absence so long as the post of absentee is not filled.
  - c) Joining time while on transfer from one place to another
4. **Retirement on attaining the age of superannuation:**  
Every staff member of the Institute to whom these rules apply shall compulsorily retire on attaining the age of superannuation of 60 years (for employees drawing UGC scales of pay) and 58 years (for employees drawing A.P. State pay scales) as mentioned in service conditions of the Institute.
5. **Addition to qualifying service:**  
Every staff member of the Institute, who at the time of retirement on superannuation, has put in a qualifying service of less than 33 years, shall be entitled to add to the qualifying service, for the purpose of pensionary benefits, the difference between 33 years and the qualifying service before the relevant date such difference not exceeding three years.

6. Eligible emoluments:

The expression “emoluments” means basic pay, a staff member of the Institute was receiving immediately prior to the date on which he/she attains the age of 60 years (for employees drawing UGC scales of pay) and 58 years (for employees drawing A.P. State pay scales) or the date of his/her retirement or date of his/her death if such date is before his/her attaining the age of 60 years (for employees drawing UGC scales of pay) and 58 years (for employees drawing A.P. State pay scales).

7. Retirement on completion of 20 years of qualifying service:

- (i) A staff member of the Institute shall have the option to retire from the service voluntarily after he/she has put in not less than 20 years of qualifying service provided that he/she gives a notice in writing of his intention to retire voluntarily of at least 3 months to the Institute.

**Note:** A staff member of the Institute who has elected to retire under this rule and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority provided that the request for withdrawal shall be within the intended date of his retirement.

- (ii) A staff member of the Institute retiring under this rule shall be entitled to a retiring pension.
- (iii) A staff member of the Institute opting for retirement under this rule shall be entitled to addition of service, for purpose of pension, a service equal to the difference between the date of retirement and date of reaching 60 years of age (for employees drawing UGC scales of pay) and 58 years of age (for employees drawing A.P. State pay scales), had he continued in service or the difference between such qualifying service and 33 years whichever is less subject to the condition that such difference shall be limited to a maximum of 5 years.

8. Retirement on completion of 33 years of qualifying service

At any time after a staff member of the Institute has completed 33 years of qualifying service

- a) he may retire from service, or



- b) he may be required by the appointing authority to retire and in the case of such retirement, the staff member of the Institute shall be entitled to a retiring pension provided that :
- i) The staff member of the Institute gives notice in writing to the appointing authority at least three months before the date on which he wishes to retire or
  - ii) The appointing authority gives notice in writing to the staff member of the Institute at least three months before the date on which he is required to retire or three months pay and allowances in lieu of such notice, as the case may be.

9. Amount of pension

- a) In the case of a staff member of the Institute retiring in accordance with the provisions of these rules after completing qualifying service of not less than 20 years, the amount of pension shall be the appropriate amount ranging from 20/66 to 33/66 of the basic pay he was receiving immediately prior to his/her retirement.
- b) In calculating the length of service, a fraction of a year equal to six months or more shall be treated as a completed one half year.
- c) The amount of pension shall be fixed at monthly rates and be expressed in whole rupees and when the pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee.
- d) Where the amount of pension is less than Rs.370/- per mensem as per the above calculations, the pension shall be raised to Rs.370/- per mensem.

10. Family Pension

- a) The provisions of Family Pension shall apply to a staff member of the Institute who was in service on 1<sup>st</sup> January, 1993 and came to be governed by the Institute pension rules, 1993.
- b) The family of the deceased shall be entitled to a monthly family pension at 30% of basic pay last drawn on the relevant date.
- c) The amount of family pension shall be fixed at monthly rates and be expressed in whole rupees and where the family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

- d) When a staff member of the Institute dies while in service after having rendered not less than seven years of continuous service, the rate of family pension payable to the family shall be equal to 50% of the pay following the date of death of the staff member of the Institute for a period of seven years or till the date on which the staff member of the Institute would have reached the age of sixty five years had he remained alive.
- e) In the event of death of a staff member of the Institute, after retirement, the family pension as determined under sub clause (d) above shall be payable for a period of five years or for a period upto the date on which the retired deceased staff member of the Institute would have attained the age of 65 years had he survived whichever is less.
- f) The definition of family in relation to a staff member of the Institute, the period for which the family pension is payable, etc. are as contained in the Institute's pension rules, 1993.

11. Commutation of pension

- a) Every pensioner is eligible to commute a portion of his monthly fixed pension amount for a lump sum payment i.e. commuted value of pension on retirement on superannuation.
- b) The maximum amount admissible for commutation is one third of monthly fixed amount subject to a monetary ceiling of Rs.1217/- per mensem.
- c) Employees can commute pension up to the limit specified above without undergoing medical examination if they apply for commutation before the expiry of one year from the date of retirement on superannuation.
- d) In case, the pensioner applies for commutation after one year from the date of retirement on superannuation, he will be eligible to commute a portion of his pension only after he has been medically examined and declared fit by the medical authority prescribed by the Institute.
- e) The lump sum amount payable will be calculated as under:

Lump sum amount = commutation factor × 12 × Amount of pension offered for payable Commutation

The product should be rounded to the next higher rupee. The commutation factor will be taken from the commutation table for Govt. of Andhra Pradesh as relevant to the age next birthday.

f) The family pension cannot be commuted.

11. Restoration of commuted value of pension

The commuted portion of pension may be ordered to be restored to the pensioners on completion of 15 years from the date of retirement if the commutation was simultaneous with retirement.

If there is any gap between the date of retirement and date of commutation, the commuted portion of pension shall be restored after the expiry of 15 years from the date on which the reduction in pension on account of commutation became/becomes effective.

12. Other topics of interest:

At present there are only 13 staff members (teaching : 3 and non-teaching : 10) who are covered by the Pension Rules, 1993 of Sri Sathya Sai Institute of Higher Learning.

All other serving employees of Sri Sathya Sai Institute of Higher Learning, both teaching and non-teaching are governed by Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended by Act No. 10 of 1998 for Monthly Pension, Family Pension and Provident Fund.

**B – OTHER RETIREMENT BENEFITS**

Gratuity:

- a. All employees of Sri Sathya Sai Institute of Higher Learning are eligible for gratuity as per Sri Sathya Sai Institute of Higher Learning Employees Gratuity Fund Rules. According to these rules, gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years:
- i) on his superannuation OR
  - ii) on his retirement or resignation OR
  - iii) on his death or disablement due to accident or disease.

b. Amount of Gratuity:

For every completed year of service or part thereof in excess of six months, the Institute shall pay gratuity to an employee at the rate of 15 days' wages based on the rate of wages last drawn by the employee concerned.

The amount of gratuity payable to an employee shall not exceed Rs.10.00 lakhs.

## **XXXIII FINANCIAL RULES**

### **1. Short Title:**

These rules may be called the 'Financial Rules of Sri Sathya Sai Institute of Higher Learning'.

### **2. Definitions:**

- i) "Authority" means the Board of Management or any Officer to whom the authority has been delegated under the rules.
- ii) "Board of Management" means the Board of Management of the Sri Sathya Sai Institute of Higher Learning as constituted under the rules of the Institute.
- iii) "Controlling Officer" means an Officer designated / appointed according to the rules of the Institute, and includes the Controller of Examinations and the Director/Head of the Department to whom the responsibility of controlling/incurred expenditure has been delegated.
- iv) "Financial Year" means the year beginning with 1<sup>st</sup> April of a calendar year and ending with 31<sup>st</sup> March of the following calendar year.
- v) "Head of Department" means Professor or Associate Professor designated as such by the Institute.
- vi) "Institute" means the Sri Sathya Sai Institute of Higher Learning.

### **3. Crediting of monies received:**

All monies received by the Institute shall be deposited into the account of the Institute without any delay.

All grant-in-aid received from the University Grants Commission or any Government Institution shall be deposited into the account of the Institute without any delay. Separate bank accounts shall be maintained for crediting UGC grants and for each Government Institutional grant.

#### **4. Operation of Bank Accounts:**

The Bank accounts of the Institute Administrative Office shall be operated jointly by any two of the following officers of the Institute, i.e., Vice-Chancellor, Registrar, Finance Officer as authorized by the Board of Management.

The Bank accounts of the Campus will be operated jointly by any two members i.e., the Director and by any one of the two staff members authorized by the Vice-Chancellor.

#### **5. Authority to incur expenditure:**

No Officer of the Institute shall incur expenditure or enter into any liability unless such expenditure has been sanctioned by the Board of Management of the Institute or by an Officer to whom such power has been delegated.

#### **6. Standards of Financial Propriety:**

Every Officer incurring or authorizing expenditure from monies released by Sri Sathya Sai Institute of Higher Learning/ Sri Sathya Sai Central Trust shall be guided by high standards of financial propriety. He/She should ensure strict economy in incurring expenditure and see that all the relevant financial guidelines and procedures are observed.

The responsibility and accountability of every Officer delegated with the financial powers to procure any item or incur expenditure on Institute account is total and this responsibility should conform to the principles of financial propriety such as:

1. The officer must invite proper quotations after following a fair and reasonable procedure in the prevailing circumstances.
2. The Officer must be satisfied that the recommended offer will adequately meet the requirement in respect of the items being procured.
3. The Officer must be satisfied that the price quoted is reasonable and consistent with the quality requirement.

4. The Officer concerned must place on record the considerations based on which his/her decision to procure certain items is taken.
5. The Officer shall ensure that not only is the expenditure kept within the sanctioned amount, but also that the expenditure is in the best interests of the Institute, and for the purpose for which sanction has been given.

**7. Budget:**

1. The Budget of the Institute for each financial year shall be presented to the Board of Management through the Finance Committee for consideration and approval. The Budget estimates shall show the estimated receipts and expenditure of the Institute in respect of a financial year.
2. The Campuses and the Administrative Sections of the Institute shall prepare budget estimates for each financial year in respect of the recurring and non-recurring expenditure in the prescribed proforma before the end of the financial year. These estimates are to be compiled by the Finance Officer of the Institute after due scrutiny, for submission to the Finance Committee through the Registrar.
3. The Heads of the Departments/Directors of each of the Campuses, while preparing Budget for each financial year will ensure that the actual expenditure incurred during the preceding financial year is taken into consideration for estimating the expenditure for the financial year for which the Budget estimates are prepared. Wherever there are substantial changes in the amounts estimated in the Budget *vis a vis* that provided in the Budget of a previous financial year, detailed justification should be given. No expenditure should be estimated on any arbitrary basis.
4. The Budget estimates should be prepared under approved Heads of Accounts, separately for recurring and non-recurring expenditure.
5. In preparing the Budget, the Head of Department/Director shall take into account the likely stock position of various consumable items at the beginning of the financial year for which the Budget is prepared.
6. No expenditure should be incurred in excess of the sanctioned Budget, without prior approval of the authorities of the Institute. In case it is very essential to incur expenditure beyond the sanctioned amount, the

detailed proposal should be submitted by the Campuses/Section Heads giving full justification for the required increase. These proposals are to be scrutinised by the Finance Officer before submission to the Vice-Chancellor through the Registrar.

7. Re-appropriation of funds from one Head of Account to another Head of Account will not be normally permitted. If such re-appropriation is necessary, detailed proposals for the same have to be sent to the Registrar for scrutiny and submission to the Vice-Chancellor for approval.

8. **Purchase of consumable items:**

By consumable item is meant one which has a finite life, requires replacement from time to time, and is held in stock. Items coming in this category include, for example, glassware, chemicals, stationery, electrical items, computer consumables, teaching aids, etc.

For purchase of consumable items Directors/HoDs should ensure that the relevant guidelines and procedures are complied with in relation to management and control of inventory, obtaining three quotations from standard suppliers, negotiating discounts, etc., ensuring quality and quantity in accordance with the purchase order, making entries in stock registers, etc.

No advance payment against the order should normally be made and if the supplier insists on advance payment, maximum of 25% advance may be given.

While placing an order, all the terms and conditions mentioned in the quotation should be looked into and mentioned in the Purchase Order.

Physical verification of consumable items should be done at least once in every year and statement prepared in respect of items on hand at the end of the financial year. The items which have become dead stock and cannot be used should be listed separately and proposals for write off should be submitted to the Vice Chancellor after the proposals are scrutinized by the Registrar.

9. **Cash Purchase – General:**

For cash purchases of maintenance items up to the value of Rs.1000/- expenditure can be incurred without obtaining quotations.

**10. Purchase of Books:**

The Librarian/Deputy Librarian/Asst. Librarian should ensure that the procedure prescribed by the Institute for procurement of books for various departments are strictly complied with. After obtaining the recommended list from HoD of required books within the sanctioned amount allocated to each department, the Librarian/Deputy Librarian/Asst. Librarian of the Campus should obtain quotations from approved suppliers. The prices of the books and exchange rates should be verified before placing orders for the books. Efforts should be made to procure the books only from the approved suppliers and in case it is not available with them, orders can be placed with any other supplier who can supply the books at the usual discount. On receipt of the books and the bills, the same should be entered in the Library Acquisition Register and after certification of the concerned Head of the Department/Director to that effect, bills should be forwarded to the Finance Section for payment. The usual discount of 15% should be obtained in respect of books costing less than Rs.2000/-. In case of books costing Rs.2,000/- and above, a discount of 20% or more should be asked for. In case the supplier/publisher is unable to supply the required books at the approved discount rate of 15% or, fails to supply the books for any other reason, the Librarian of the respective campus should inform the Registrar and obtain prior permission of the Vice-Chancellor for considering as a special case to order the necessary books at the rate of discount lower than 15% and/or to purchase the books from other than the approved suppliers.

**11. Purchase of Equipment and other Fixed Assets:**

- (i) For the purchase of such items, an indent should first be raised in the prescribed application form.
- (ii) The indenter must be of the grade of Lecturer/Asst. Professor or above.
- (iii) The indent shall be scrutinized and forwarded by the Head of the Dept./Director to the Registrar. The forwarding authority shall ensure:
  - a) that the item indented is actually required
  - b) that the budget provision has been made and funds for procurement are available



- c) that due care has been exercised in drawing up the specifications.
- (iv) On receipt of the indent, the Registrar shall, in consultation with the Finance Officer examine the application and seek approval of the Vice-Chancellor.
- (v) If sanction is accorded for the purchase of the item, the same shall be conveyed to the indenter.
- (vi) After sanction has been conveyed to the Campuses for purchase of equipment or any other asset, minimum (three) quotations/ estimates should be obtained and submitted to the Registrar of the Institute with comparative statement for consideration and approval. On receipt of the proposals, they are to be scrutinized by the Finance Officer and submitted to the Vice-Chancellor for approval through the Registrar. After receiving the approval, orders for purchase of equipment or any other asset may be placed by the Head of the Department/Director. In the case of campuses where no staff member has been designated as Head of the Department for any Department, order may be placed by the Director of that campus sending a copy to the Registrar of the Institute.
- (vii) Advance payment for purchase of equipment or any other asset should be avoided as far as possible unless the supplier insists for an advance payment. On receipt of the equipment, the campuses should ensure that warranty for the items supplied has been obtained as per the terms and conditions of the supply. Each Department should maintain a separate asset register for equipment and other fixed assets purchased under the grants received from different agencies such as UGC, DST, etc. and, a separate Asset Register may be maintained for equipment/ assets/ furniture etc., purchased against Institute funds. Each asset should be given an asset code number which should be noted on the asset. On receipt of items, the Department/Campus should ensure that the quality, quantity, price and other terms and conditions as mentioned in the purchase order have been adhered to. The item supplied must be promptly inspected. In case of any defect or discrepancy, the item should be immediately got replaced before the bills are forwarded to the Finance Section for payment duly recording on the bill a certificate to the effect that the items have

been received in *good condition* and have been entered in the relevant asset register.

**12. Physical Verification:**

Physical verification of fixed assets should be done at the end of every financial year. If there are any missing items, the details of lost items should be reported by the Office to the Registrar of the Institute through the Director.

**13. Safety and upkeep of the equipment and other assets:**

The Head of the each Section/Department is responsible for the safety and upkeep of the equipment and other assets under his/her charge. If any equipment or other assets become unserviceable/obsolete or gets damaged due to negligence or otherwise or lost due to theft or requires repair, a detailed report should be sent to the Vice-Chancellor by the Director through a Committee as per the prescribed guidelines for disposal of such unserviceable/obsolete stores for his approval.

After receipt of Vice-Chancellor's approval, suitable entries should be made against the respective items in the concerned asset registers regarding their declaration as unserviceable/obsolete.

Each order declaring the asset as obsolete or unserviceable shall specify the full reasons for declaring them as such and proper records of such items shall be maintained for watching the disposal.

The guidelines for unserviceable/obsolete items are applicable for assets purchased by the Institute out of its own funds or from donations. These guidelines are not automatically applicable to equipment, etc. purchased out of UGC or any other Government Agency grant.

**14. Investment:**

All surplus monies received by way of donation and forming part of the Institute funds shall be invested in fixed deposits in Public Sector Bank/GOI interest bearing bonds, etc., as prescribed by the Income Tax Act.

**15. Accounts and Audit:**

- i) The accounts and annual financial statements shall be audited by the Chartered Accountant who would be appointed annually or for a two year period by the Institute.
- ii) The books of account shall be maintained by the Campus accountants and shall be presented to the auditors twice a year for interim and final audit.
- iii) Prior to audit, the books of account shall be examined by the Finance Office for any rectification or adjustment entries.
- iv) A copy of the annual financial statement and audit report shall be submitted to the Commission by the Institute soon after it is finalised but not later than nine months of the closure of the financial year.

**XXXIV REVIEW OF THE ACADEMIC ACTIVITIES OF THE INSTITUTE**

The functioning of the Institute may be reviewed after a period of every 5 year or earlier if necessary, by a Committee appointed by the University Grants Commission.

**XXXV INSPECTION OF THE INSTITUTE BY THE COMMISSION**

- (i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute.
- (ii) The Commission shall, in every case, give notice to the Institute of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the Institute shall have the right to make such representations to the Commission as it may consider necessary.
- (iii) Where an inspection or inquiry has been caused to be made by the Commission, the Institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

- (iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute to the Vice-Chancellor who shall communicate the same to the Board of Management.
- (v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Commission the action, if any, which it proposes to, take or has taken upon the result of such inspection or inquiry.
- (vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

### **XXXVI INCOME AND PROPERTY OF THE INSTITUTE TO BE UTILIZED FOR ITS OBJECTIVES ONLY**

The income and property of the Institute shall be utilized solely for promoting the objectives of the Institute.

### **XXXVII BAN ON PAYMENT OR TRANSFERRING OF THE INCOME AND PROPERTY OF THE INSTITUTE BY WAY OF PROFIT**

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.

### **XXXVIII FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT**

- (i) The accounts of the Institute shall be maintained in the name of the Institute and not in the name of the Trust, whether financing or sponsoring the Institute

or not. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the University Grants Commission. The accounts of the Institute shall be open for examination by the Comptroller and Auditor General of India.

- (ii) The annual financial statements and accounts shall be audited by the Chartered Accountant of the Institute.
- (iii) Annual Reports and the Audit Reports shall be submitted to the Commission within nine months of the closure of the accounting year.

### **XXXIX RULES OF INSTITUTE**

Subject to the provisions of the Regulations and Rules of the Commission, the Board of Management will, in addition to all other powers vested in it, have the power to frame the Rules of the Institute that may provide for all or any of the following matters: -

- (i) establishment of Departments of teaching ;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the Institute;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the Institute and their enrolment as such;
- (v) no fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Institute.
- (vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees;
- (x) establishment of halls of residence and conditions of residence and health of the students;

- (xi) classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and functions of the Planning & Monitoring Board
- (xiv) Powers and functions of the Board of Studies;
- (xv) composition, powers and functions of the Grievance Redressal Mechanism;
- (xvi) prescribing persons as such other officers of the Institute;
- (xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Register;
- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund, insurance etc., for the benefit of the officers, teachers, and the other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the Institute;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the Institute;
- (xxvii) delegation of powers to any authority or officer;
- (xxviii) all other matters which by this Regulations or the Rules may be provided but no Rule shall be made affecting the condition of residence, health, discipline,

admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

#### **XXXX INTERPRETATION CLAUSE**

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission will be final.

#### **XXXI ADJUSTMENT OF INCOME AND PROPERTY ON DISSOLUTION OF THE INSTITUTE**

If on the winding up or dissolution of the Institute there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them, but shall be transferred to the Commission, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

*Provided* such transfer shall be in favour of the Central Government or the State Government, as the case may be.

#### **XXXII LEGAL PROCEEDINGS**

- i) For the purpose of Section 6 of the Societies Registration Act, 1860, or **The Indian Trust Act**, the person in whose name the Institute may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Central Government or the UGC or the Institute or an Officer of the Institute or a member of the authority of the Institute in respect of anything done or purported or intended to be done in pursuance of any article of these Regulations.

**XXXXIII ALTERATION, AMENDMENTS AND ADDITIONS TO THE RULES OF THE INSTITUTE**

No Rules governing the functioning of the Institute may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and, no alteration, amendment or addition to the Rules shall be given effect to without the prior approval of the Commission in accordance with the provisions of the Societies Registration Act, 1860, or [The Indian Trust Act](#), as in force for the time being.

\*\*\*\*





**SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING**  
(Deemed to be University)

SSSIHL/20-21/75

12316

December 15, 2020

**CIRCULAR**

Enclosed are guidelines regarding safety measures to be followed by all staff members with regard to Covid 19.

We request all staff members to kindly go through the guidelines and ensure that you strictly follow the same.

We also request all staff members to disclose their movements in and out of their current area of residence to the Administration so that we do not put our staff, especially senior staff working in the Institution at risk.

  
Registrar

Circulation

Cc Controller of Examinations

## CIRCULAR

15<sup>th</sup> December 2020

### TO ALL HEADS OF INSTITUTION

#### The following is placed for your immediate attention regarding Covid-19.

In case any of the employees develop symptoms of Covid-19, please send him/ her to Covid-19 test [RT-PCR] at the earliest.

In case the person is tested positive, please take the following precautions:

1. The person who is tested positive [infected] must be isolated immediately. If she/he is residing in Ashram /Staff quarters/accommodation provided by the trust, she/he must be sent to Covid19 Ward located in Prasanthi Gram immediately.
2. If she/he is staying elsewhere, then the person can be sent to Covid-19 Ward or Home quarantined. The infected person can return to work only after testing **negative**.
3. All Primary Contacts of the infected person shall be identified, isolated and be sent for Covid-19 test RT-PCR at the earliest.
- 3 **PRIMARY CONTACTS** be identified objectively and isolated immediately.

All persons in contact with the infected person for the last six days shall be included.

Any contact for more than 15 [fifteen] minutes in 24 hours, any time during the past six days is considered to be a contact.

4. The work station/ area of the infected person shall be sanitized as per the procedure.

### **IMPORTANT**

5. The need of service of all persons aged 65 years and above shall be reviewed. If it is really essential their services may be continued, subject to their medical fitness. A report of the same may be send to the administration for approval.

### **WITH RESPECT TO EMPLOYEES IN THE DEPARTMENT**

- 6 Employees attending social functions [like marriages, funerals etc.], such employees shall necessarily get an RT- PCR test done after six days of the function.
- 7 They shall isolate outside the Ashram resident/Staff quarters/accommodation provided by the trust during the period and return to the Ashram resident/Staff quarters/accommodation provided by the trust with the **Negative Report**.

With regarding to marriages in Puttaparthi town: If the direct family relations [numbering to about 50) agree to abide by the Covid 19 precautions, then the testing requirement/ isolation may be waived for those relations, only with the prior intimation of the concerned Head of the Institution.

With regards to funeral in Puttaparthi [for non-covid deaths onlv], about 10 persons from the direct family relations may be permitted to travel to cremation/ burial site, provided

they agree to abide by the Covid — 19 precautions, then the testing requirement/ isolation may be waived for those relations, with the prior intimation of the concerned Head of the Institution.

5. Employees who proceed on leave for more **than five days**, they shall necessarily bring with them an RT — PCR **Negative Report** with them on their joining duty.

Employees who proceed on leave for five days or less, **they shall isolate themselves** for **three days** after they return to Prasanthi Nilayam/ Puttaparthi, or the respective campuses.

With regard to employees availing leave for five days or less and confirming to stay in Campuses and further agreeing to abide by the Covid — 19 precautions, then the isolation requirement/ isolation may be waived, only with the prior intimation of the concerned Head of the Institution.

Your kind co-operation is requested for implementation of all the measures.

Encl: Enclosures 'A' and 'B'

**Encloser -A**

**SAFETY MEASURES**

We are all concerned about the Well Being during the times of the Pandemic Covid-19. The following SAFETY MEASURES are mandatorily prescribed and your co-operation is required at all times. [Please also instruct the Attenders, maids, personal drivers etc. who visit your residence]:

- [A] Wear the face mask, covering the nose, mouth and chin, when you step-out of the residence.
- [B] Maintain physical distance of a minimum of six feet between each other at all times.
- [C] Wash hands at regular intervals thoroughly with water and soap for a minimum of 30 seconds. Alternatively, sanitize your hands whenever you touch anything external [surfaces, objects, fixtures, fittings, and person].
- [D] Avoid touching the face [eyes, nose and mouth]
- [E] Stay away from large groups
- [F] Avoid unnecessary travel, exposure to outside places. If travel is absolutely necessary, please inform.
  1. The Chief Security Officer of the Ashram if you are staying in asharam
  2. Head of the institution if you are staying elsewhere about your travel details and also abide the rules of testing [RT-PCR Negative Report, of test done 72 hours before they return to the Ashram].
- [G] Avoid Spaces that are Closed, Crowded or with Close Contacts
- [H] Please take care of the diet, water and the life style, including the immunity levels; have sufficient rest and sleep, be relaxed
- [I] In case you are Unwell or Sick, please visit the Medical Officer, SSSGH — PSN or nearby hospital as Soon As Possible

**sSs**

**Encloser -B**

**SYMPTOMS OF COVID-19**

We would like to apprise you of the Symptoms of Covid-19. In case you or anyone in the vicinity has the symptoms, please report to the Medical Officer, SSSGH — PSN or nearby doctor at the earliest.

- A. Difficulty in breathing OR Shortness of breath
- B. Persistent pain in the chest area or pressure in the chest C. Loss of speech or movement

**PLEASE REPORT IN THESE CASES.**

Also, report if the following symptoms occur:

Fever or Chill, Aches and pains, Muscle and body aches, Tiredness and Fatigue, Dry cough, Sore throat, Congestion and running nose, Nausea or vomiting, Diarrhea, Headache, Conjunctivitis, Red — Swollen eyes, Loss of taste or smell, rash on skin or discolouration of fingers or toes, Red fingers or toes, bluish lips or face, Dry — cracked lips, Flushed cheeks, Very Red — enlarged [strawberry] tongue, Inability to wake or stay awake, Sleep Issues, Memory Issues, Mental Fatigue, Confusion.

In case of older adults, also people having underlying medical conditions like Heart Disease or Diabetes should necessarily be on the alert. In case they develop symptoms, they are at higher risk and therefore must consult Medical Officer at SSSGH — PSN or doctor nearby immediately.

sSs