

COMPENDIUM

VOLUME - I



DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF WEST BENGAL

COMPENDIUM

VOLUME - I

Important Govt. Orders, Notifications, Circulars
and Allied Matters of Universities.



**DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF WEST BENGAL**

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Dr. Partha Chatterjee



Minister-in-charge
Departments of Higher Education,
School Education, Parliamentary Affairs
Government of West Bengal

Message

It is a pleasure to see that Higher Education Department has complied the Government Orders, Circulars and Notifications in three Volumes viz. Volume I, Volume II and Volume III.

It is a fact that different orders, Notification & Circulars have been issued at different time for academic activities which was necessary for compilation.

Since 2011 numbers of new colleges and universities have been established and opened a new arena for pursuing the higher studies of our new generation. New set up Universities and colleges also get such orders, Notification & Circulars in a compiled way.

Hope, each Volume of Compendium will be great help to all concerned.

(Dr. Partha Chatterjee)

PREFACE

It is pleasure to say that Higher Education Department has compiled with different Government orders, Circulars, Notifications issued by this Department, UGC & other Govt. Departments. The Compendium is published in three volumes (Volume I, II &III) making it handy and useful to the Universities, Colleges, Technical Institutions and all Directorates.

Volume I contains the relevant orders, Circulars & Notifications issued in connection with Universities by Higher Education Department, UGC and Ministry of Human Resource Department.

Volume II contains the relevant orders, Circulars & Notifications issued in connection with Govt. Colleges and State aided colleges and Technical Institutions by Higher Education Department.

Volume III contains the relevant orders, Circulars & Notifications issued in connection with Social Education, Budget by Higher Education Department and also relevant order in connection with reservation issued by Backward Classes Welfare Department. Beside this, Miscellaneous order issued time to time as per requirement for maintaining academic standard and congenial atmosphere in the Universities, Colleges and other Educational Institutions have also been incorporated in this Volume.

I am confident that the compilation will be great useful to the Universities, Colleges, Technical Institutions and all Directorates during implementing the academic activities.

This is to place on record the wholehearted appreciation and gratitude to Dr. Partha Chatterjee, Hon'ble Minister-in-Charge, Higher Education Department for his advice and guidance on enrichment of this compendium. Special appreciation is recorded towards all colleagues of this Department especially Sri Siladitya Basuray, Special Secretary, Sri Arup Sengupta, Special Secretary, Sri Jaydip Mukhopadhyay, Special Secretary, Smt. Chandani Tudu, Special Secretary, Dr. Jayasri Ray Chaudhuri, DPI, Sri Pranabesh Das, DTE, Sri Sukanta Acharjee, PS to Hon'ble MIC, Sri Jayanta Dhali, Sr. Law Officer, Sunit Mondal, OSD, Sisir Datta, Aditya Santra and all those involved in preparing this document.

We will appreciate any constructive suggestion and comments to further enrich this work.



(Manish Jain)
Principal Secretary

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ANNEXURE - 1
No. F.1-22/97-U.I.
GOVERNMENT OF INDIA
Ministry of Human Resource Development
(Department of Education)

New Delhi, the 27th July, 1998.

To,

The Education Secretaries of all States/Union Territories.

Subject : Revision of pay scales of teachers in Universities and Colleges following the revision of pay scales of Central Government employees on the recommendations of Fifth Central Pay Commission.

Madam/Sir,

I am directed to say that in fulfillment of the constitutional responsibility for coordination, determination and maintenance of standards in higher education, the Central Government and the University Grants Commission (UGC) have taken, from time to time, several measures. As a part of these efforts, the Central Government has revised the pay scales of teachers in Central Universities and Colleges thereunder in order to attract and retain talent in the teaching profession. A copy of the letter addressed to the UGC giving details of the revised scales of pay and other provisions of the Scheme of revision of pay scales is enclosed.

2. In discharging its constitutional responsibility, the Central Government has decided to continue to provide financial assistance to the State Government who wish to adopt and implement the Scheme of revision of pay scales subject to the following terms and conditions :-
 - (a) The Central Government will provide financial assistance to the State Governments which have opted for these revised pay scales to the extent of 80% of the additional expenditure involved in the implementation of the revision.
 - (b) The State Government will meet the remaining 20% of the expenditure from their own sources.
 - (c) The financial assistance, indicated above, would be provided for the period from 1.1.1996 to 31.3.2000.
 - (d) The entire liability on account of revision of pay scales, etc., of university and college teachers would be taken over by the State Government w.e.f. 1.4.2000.
 - (e) The Central assistance would be restricted to revision of pay scales in respect of only those posts which were in existence and filled up on 1.1.1996.
3. The State Governments, after taking local conditions into consideration, may also decide in their discretion, to introduce scales of pay different from those mentioned in the Scheme, and may give effect to the revised scales of pay from January 1, 1996, or a later date. In such cases, the details of the modifications proposed either to the scales of pay or the date from which the Scheme is to be implemented, should be furnished to the Government of India for its approval and, subject to the approval being accorded to the modifications, Central assistance on the

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same terms and conditions as indicated above will be available to the State Governments for implementation of the Scheme with such modifications, provided that the modified scales of pay are not higher than those approved under the Scheme.

4. The payment of Central assistance for implementation of the Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down in this regard by the UGC by way of Regulations, is implemented by the State Governments as a composite scheme without any modification except to the date of implementation and scales of pay as indicated above.
5. It shall be necessary for the Universities and Managements of Colleges to make necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate the provisions of this Scheme.
6. The detailed proposal for implementation of the Scheme on the lines indicated above, may kindly be formulated immediately and sent to the Department of Education in the Ministry of Human Resource Development for examination so that Central assistance to the extent indicated above can be sanctioned for the implementation of revised scales of pay.
7. Anomalies, if any, in the implementation of the Scheme may be brought to the notice of the Department of Education in the Ministry of Human Resource Development for clarification.
8. The Scheme applies to teachers in all Universities (including Agricultural Universities) and colleges (excluding Agricultural, Medical and Veterinary Science Colleges) admitted to the privileges of the Universities.

Yours faithfully,

Sd/-
(LALMALSAWMA)
Director.

Copy to :-

1. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
2. Registrars of all Universities.
3. Secretary, Indian Council for Agricultural Research, Krishi Bhawan, New Delhi.

Sd/-
(LALMALSAWMA)
Director.

No. F.1-/22/97-U.I.

GOVERNMENT OF INDIA

Ministry of Human Resource Development

(Department of Education)

New Delhi, the 27th July, 1998.

To,

The Secretary
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi.

Subject : Revision of pay scales of teachers in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of Fifth Central Pay Commission.

Sir,

I am directed to say that the Government of India have, after taking into consideration the recommendations made by the University Grants Commission, decided to revise the pay scales of teachers in the Central Universities. The revision of pay scales of teachers will be subject to various provisions of the Scheme of revision of pay scales as contained in this letter, and the Regulations to be framed by the UGC in this behalf. The revised pay scale and other provisions of the Scheme are as under :—

1. (i) **Pay Scales**

A statement showing the existing and revised scales of pay is attached as Annexure.

The revised scales of Demonstrators/Tutors is for the existing incumbents only. No fresh recruitment shall be made to the cadre of Demonstrators/Tutors.

(ii) **Incentives for Ph.D./M.Phil.**

(a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. degrees, respectively, at the time of recruitment as Lecturers.

(b) One increment will be admissible to those teachers with M.Phil. who acquire Ph.D. within two years of recruitment.

(c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection grade as Reader.

(d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

(iii) **Career Advancement**

(a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

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- (b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go up to the level of Lecturer (Selection Grade).
 - (c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
 - (d) For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the UGC in consultation with the Government.
- (iv) **Rewarding the Merit**
- (a) A supertime scale of Rs. 22000-500-24500 will be given to such Professors of Eminence who are directly recruited and have completed 28 years of service. The eligibility criteria and the selection process will be determined by the UGC.
 - (b) University Grants Commission would prepare a specific scheme in consultation with Government to reward and recognise meritorious teachers who may not have M.Phil. or Ph.D. but who have made outstanding contributions in teaching and research.
- (v) **Allowances, effective date and fitment formula**
- (a) The revised scale of pay as contained in the Annexure-I will be given prospective effect from the date of issue of this letter.
 - (b) For the period from 1.1.1996 to the day on which these decisions take effect, pay will be fixed in the replacement scales recommended by the UGC appointed Pay Review Committee as per Annexure-II (withdrawn later vide letter dated 6th November, 1998 of Ministry of Human Resource Development).
 - (c) Pay with effect from 1.1.1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997, and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules, 1997 as applicable.
 - (d) Pay in the revised scales of pay as at Annexure-I of this letter shall be fixed at the same stage with reference to the stage admissible vide para (c) above. In cases where the same stage is not available, the pay may be fixed at the stage next above the pay admissible vide para (c) above.
 - (e) The payment of arrears will be made in one instalment.
 - (f) Teachers in Central Universities will be entitled to Dearness Allowance, House Rent Allowance, Transport Allowance, City Compensatory Allowance and other allowances at the same rates and dates as applicable to the Central Government.
- (vi) **Age of Superannuation**
- The age of superannuation of university and college teachers would be 62 years and thereafter no extension in service should be given. However, it will be open to a university or college to re-employ a superannuated teacher according to the existing guidelines framed by the UGC up to the age of 65 years.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

(vii) Professors for colleges

Posts of Professor will be created in UGC recognized Autonomous Colleges in the ratio of 1 : 4 : 12 for Professors, Readers and Lecturers. The procedure of selection of Professor will be the same as that in the university. Other colleges of similar standard will be subsequently identified by the UGC as per the norms developed by the Commission in consultation with the Government.

(viii) Other terms & conditions of service of teachers

Other terms and conditions of service of teachers shall be notified by the UGC by way of Regulations incorporating the approved pay scales and other related conditions on the line of existing scheme(s) with the approval of Government.

2. In the meantime, the revised scales of pay including arrears of salary may be given to teachers pending issue of the Regulations by the UGC.
3. The above scheme will be applicable to the teachers in all the Central Universities and Colleges thereunder and the Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales will be subject to the acceptance of all the conditions mentioned in this letter as well as the Regulations to be framed by the UGC in this behalf. The Universities may be advised to amend their statutes and ordinances in line with the Regulations within three months from the date of issue of this letter.
4. These orders are subject to the conditions as contained in para 4 of Ministry of Finance O.M. No. 7(34)/E III-A/97 dated 2.12.1997 on pay revision of employees of quasi-Government/autonomous organisations, statutory bodies, etc., set up and funded by the Central Government.
5. It is requested that necessary action may please be taken to revise the pay scale of teachers in the Central Universities and other institutions as per the conditions laid down in the instant letter and the Regulations to be framed by the UGC.
6. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education, Ministry of Human Resource Development for clarification.
2. The receipt of this letter may kindly acknowledged.

Sd/-
(LALMALSAWMA)
Director.

Copy to :

1. Vice-Chancellors of all Central Universities.
2. Member-Secretary, AICTE.
3. Secretary, Indian Council for Agricultural Research, Krishi Bhawan, New Delhi.

Sd/-
(LALMALSAWMA)
Director.

Compendium

**SCALE OF PAY OF TEACHERS AND OTHER ACADEMIC STAFF IN
UNIVERSITIES AND COLLEGES**

Sl. No.	Category		Existing scales of pay		Revised scales of pay
1.	University and College Teachers Lecturer Lecturer (Sr. Scale) Lecturer (Sl. Grade)/Reader Professor Principals of colleges Pro-Vice-Chancellor Vice Chancellor	(i)	2200-75-2800-100-4000	(i)	8000-275-13500
2.			3000-100-3500-125-5000	(ii)	10000-325-15200
3.			3700-125-4950-150-5700		12000-420-18300
4.			4500-150-5700-200-7300		16400-450-20900-500-22400
5.			3700-125-4950-150-5700		12000-420-18300
6.		(ii)	4500-150-5700-200-7300		(Minimum to be fixed at 12840)
7.			5900-200-7300 7600 (fixed)		16400-450-20900-500-22400 (Minimum to be fixed at 17300)
					18400-500-22400 25000 (Fixed)
	For Universities				
8.	Registrar/Librarian/Director of Physical Education/ Controller of Examinations/ Finance Officer		4500-150-5700-200-7300		16400-450-20900-500-22400
9.	Dy. Registrar/Dy. Librarian/ Dy. Director of Physical Education/ Dy. Controller of Examination/ Dy. Finance Officer		3700-125-4950-150-5700		12000-420-18300
10.	Asstt. Librarian/Asstt. Documentation Officer (Sr. Scale)/Asstt. Director of Physical Education (Sr. Scale)		3000-100-3500-125-5000		10000-325-15200
11.	Asstt. Registrar//Asstt.. Librarian/Asstt Documentation Officer/Asstt. Director of Physical Education/Asstt. Controller of Examination/ Asstt. Finance Officer		2200-75-2800-100-4000		8000-275-13500
	For Colleges				
12.	College Librarian (Sl. Grade)/ Director of Physical Education (Sl. Grade)		3700-125-4950-150-5700		12000-420-18300
13.	College Librarian (Sr. Scale)/ Director of physical Education (Senior Scale)		3000-100-3500-125-5000		10000-325-15200
14.	College Librarian/Director of Physical Education		2200-75-2800-100-4000		8000-275-13500
15.	Demonstrator/Tutors		1740-60-2700-EB-75-3000		5500-175-9000

ANNEXURE - II

No. F.1-22/97-U.I.

GOVERNMENT OF INDIA

Ministry of Human Resource Development

(Department of Education)

New Delhi, the 22nd September, 1998.

To

The Secretary,
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi - 110 002

Subject : Revision of pay scales of teachers in Central Universities following the revision of pay Scales of Central Government employees on the recommendation of the Fifth Central Pay Commission.

Sir,

I am directed to invite attention to our letter of even number dated 27th July, 1998, on the above subject and to state that certain clarification in connection with the fixation of pay of certain categories of teachers have been sought from some quarters. It is hereby clarified that fixation of pay of such categories of teachers may be done in the following manner :—

1. **Vice-Chancellor**

The revised pay scale of Vice-Chancellor will be Rs. 25,000 (fixed) w.e.f. 1.1.1996.

2. **Pro-Vice-Chancellor**

The replacement scale for the pay scale of Pro-Vice-Chancellor will be Rs. 18400-500-22400 with effect from 1.1.1996.

3. **Principal**

Those Principals in the pre-revised scale of Rs. 4500-7300 will be given the replacement scale of Rs. 14300-450-22400, w.e.f. 1.1.1996 and the minimum basic pay will be fixed at Rs. 15200 from that date. With effect from 27.7.98, the pay will be fixed in the pay scale of Rs. 16400-450-20900-500-22400 starting with a basic pay of Rs. 17300. In the case of other Principals, the revised scale of Rs. 12000-375-18000 will be given w.e.f. 1.1.1996 and the minimum basic pay will be fixed at Rs. 12750 from the date. With effect from 27.7.98, the pay will be fixed in the scale of Rs. 12000-420-18300 starting with the basic pay of Rs. 12840.

4. **Readers and Professors under Merit Promotion Scheme**

The pay of a Professor under the Merit Promotion Scheme in the existing scale of Rs. 4500-150-5700 will be fixed in the revised scale of Rs. 14300-400-18300 w.e.f. 1.1.1996. The Commission may take a decision whether the Merit Promotion Scheme as it exists should continue or not after 27.7.1998.

5. **Controller of Examinations/Finance Officer**

The Controllers of Examinations and Finance Officers in the Universities will be given the same pay scale as applicable to the Registrars.

Compendium

6. Payment of arrears in respect of allowances other than Dearness Allowance contemplated under Paragraph I(v) (f) of the letter under reference will be admissible w.e.f. 1.8.1997. Payment of Dearness Allowance from 1.1.1996 will be from the dates and at the rates as applicable to Central Government employees.

The receipt of this letter may kindly be acknowledged.

Yours faithfully

Sd/-
(LALMALSAWMA)
Director.

Copy to :-

1. The Education Secretaries of all States.
2. Vice-Chancellor of all Central Universities.
3. Member-Secretary, AICTE.
4. Secretary, Indian Council for Agricultural Research, Krishi Bhawan, New Delhi.

Sd/-
(LALMALSAWMA)
Director.

ANNEXURE - III

No. F.1-22/97-U.I

GOVERNMENT OF INDIA

**Ministry of Human Resource Development
(Department of Education)**

New Delhi, the 6th November, 1998.

To

The Secretary,
University Grants Commission
Bahadur Shah Zafar Marg,
New Delhi - 110 002

Subject : Revision of pay scales of teachers in Central Universities following the revision of pay scales of Central Government employees on the recommendation of the Fifth Central Pay Commission.

Sir,

In continuation of this Ministry's letter of even number dated 27.7.1998 and in supersession of the letter dated 22.9.1998 on the subject mentioned above, I am directed to say that the matter relating to revision of pay scales of University and College teachers was further considered by the Government and it has been decided to make certain modifications in the Scheme already notified by the Government vide our letter dated 27.7.1998. The modifications made in the existing Scheme are as under :-

1. Pay Scales

- (i) The revised scales mentioned in Annexure-I of our letter dated 27.7.1998 shall be effective from 1.1.1996. Accordingly, the Annexure-II enclosed with the letter referred to may be treated as withdrawn.
- (ii) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs. 3700-125-4950-150-5700 who were selected strictly in accordance with the rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade)/Readers as on 1.1.1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940 in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.

2. Readers & Professors

The pay of Readers and Professors who were in the pre-revised scales of Rs. 3000-5000 and Rs. 4500-5700 will be fixed at the appropriate stage of the revised scales of Rs. 10000-325-15200 and Rs. 16400-450-20900-500-22400 respectively as on 1.1.1996.

3. Pay scales of Controllers of Examinations and Finance Officers

The Controllers of Examinations and the Finance Officers in the Universities will be given the same pay scale as applicable to the Registrars.

Compendium

4. Age of Superannuation

The age of superannuation of 62 years indicated in para 1 (vi) of our letter under reference shall also be applicable to Registrars, Librarians, Physical Education Personnel, Controllers of Examinations, Finance Officers and such other university employees who are being treated at par with the teachers and whose age of superannuation was 60 years.

5. Scheme for professional development incentives to Lecturers

The UGC will formulate a Scheme, in consultation with the Government, for giving professional development incentives in the form of cash allowances or assistance in kind or both to those Lecturers who register for M.Phil./Ph.D. and whose pursuit of research is considered satisfactory by their guides.

6. Other terms & conditions

The other terms and conditions mentioned in our letter dated 27.7.1998, except as modified above, will remain the same.

7. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(LALMALSAWMA)
Director.

Copy to :-

1. Education Secretary of all State Governments.
2. Vice-Chancellors of all Central Universities.
3. Member-Secretary, AICTE, IP Estate, New Delhi.
4. Secretary, ICAR, Krishi Bhavan, New Delhi.

Sd/-
(LALMALSAWMA)
Director.

**MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS
OF LIBRARIAN, DY. LIBRARIAN AND ASST. LIBRARIAN**

(i) Librarian (University)

- (i) 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 consistently good academic record.
- (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 organisation of published work.
Desirable :
M.Phil./Ph.D. degree in library science/information science/documentation/archives and manuscript-keeping.

(ii) Deputy Librarian :

- (i) 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' experience as an Assistant University Librarian/College Librarian.
- (iii) Evidence of innovative library services, published work and professional commitment, computerisation of library.
Desirable :
M.Phil./Ph.D. degree in library science/information science/documentation/archives and manuscript-keeping, computerisation of library.

(iii) For the posts of Assistant University Librarian/College Librarian/Documentation Officer.

Minimum Qualifications :

- (i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (ii) Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade B in the UGC seven point scale plus a consistently good academic record, computerisation of library.

**MINIMUM QUALIFICATIONS FOR THE DIRECT RECRUITMENT TO THE
POSTS OF REGISTRAR, DY. REGISTRAR AND ASSISTANT REGISTRAR**

(i) Registrar and equivalent posts

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. At least 15 years of experience as Lecturer (Sr. Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

(ii) Deputy Registrar and equivalent posts

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. Five years of experience as a Lecturer in a college or a university with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

(iii) Assistant Registrar and equivalent posts

1. Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR-PHYSICAL EDUCATION, DY. DIRECTOR-PHYSICAL EDUCATION AND ASSISTANT DIRECTOR-PHYSICAL EDUCATION

- (a) University : Assistant Director of Physical Education and Sports/College DPEs (Lecturer-scale)**
- (i) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.
 - (ii) Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State in national championships.
 - (iii) Passed the physical fitness test.
 - (iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (b) University : Assistant DPEs/College DPEs (Senior-scale)**
- (i) Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D. and one year for M.Phil. Degree holders.
 - (ii) Passed the physical fitness test.
 - (iii) Consistently good appraisal reports.
 - (iv) Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders).
- (c) University : Assistant DPEs/College DPEs (Selection-grade)**
- (i) Completed five years of service as University Assistant DPEs/College DPEs in the senior-scale.
 - (ii) Has attended at least two refresher courses of about three-four weeks' duration with proper and well-defined evaluation procedure after placement in the scale of Rs. 3000-5000.
 - (iii) Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps of at least two weeks' duration.
 - (iv) Passed the physical fitness test.
 - (v) Consistently good appraisal reports.
- (d) University Deputy DPEs/College DPEs (Reader's scale)**
- (i) Ph.D. in physical education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.
 - (ii) Five 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.

Compendium

- (iii) Evidence of organising 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.
- (vi) Consistently good appraisal reports.

(e) University DPEs

- (i) Ph.D. in physical education.
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College DPEs (selection grade)
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organising 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.

SELECTION COMMITTEES RECOMMENDED BY THE UGC

Lecturer in a Private College

1. Chairperson of the Governing Body of the college or his/her nominee to be the Chairperson of the Selection Committee.
2. The Principal of the concerned College.
3. One senior Teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.
4. Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.

For Government colleges, the State Public Service Commissions must invite three subject experts for which the State PSC will involve the University in the selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.

The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

For the Post of University Lecturer

At the University level all selections must be done within the system with the VC as the Head of the Selection Committee.

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
3. Dean of the concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Visitor/Chancellor.

The quorum should be four out of which at least two outside subject-experts must be present.

For the Post of Reader

The process of selection should involve inviting the biodata and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition :

1. Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
4. Dean of the Faculty.
5. Head/Chairperson of the Department.

Compendium

At least four members, including two outside experts, must constitute the quorum.

For the Post of Professor

The process of selection should involve inviting the biodata and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The Composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of a Reader.

It may be ensured that the process of selection in every case is transparent and credible.

In the case of posts of Readers and Professors in Colleges, besides the Chairperson, Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of whom will be the Dean of College or equivalent position in the University, who will substitute the visitor's Nominee and the VC should be substituted by the VC's Nominee.

Selection Committee for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Registrars, Deputy Registrars, Assistant Registrars, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Reader and Lecturer respectively except that the concerned expert in Physical Education or Administration or Library Science, as the case may be, shall be associated with the Selection Committee.

For the Post of Principal

1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Board to be nominated by the Chairperson..
3. Two Vice-Chancellor's nominees, out of whom one should be an expert.
4. Three experts consisting of the Principal of a college a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including experts, should constitute the quorum.

The process of selection should involve the following :

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyse and discuss.
- d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a classroom situation/lecture, wherever it is possible.

**LEAVE RULES RECOMMENDED BY THE UGC FOR TEACHERS OF
THE UNIVERSITIES/COLLEGES**

1. Leave admissible to permanent teachers

The following kinds of leave would be admissible to permanent teachers —

- (i) Leave treated as duty, viz. ; Casual leave ;
Special casual leave ; and Duty leave.
- (ii) Leave earned by duty, viz. ; Earned leave ;
Half pay leave ; and Commuted leave.
- (iii) Leave not earned by duty, viz. ; Extraordinary leave ; and Leave not due.
- (iv) Leave not debited to leave account -
 - (a) Leave for academic pursuits, viz.; Study leave; and
Sabbatical leave/Academic leave.
 - (b) Leave on grounds of health, viz.; Maternity leave.

Quarantine Leave

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave

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

3. Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher :
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or other similar bodies/Institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.

NOTE :

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, Special casual leave to the extent mentioned below may also be granted ;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

Compendium

- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

4. Duty Leave

- (i) Duty leave may be granted for :
- (a) attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university ;
 - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor ;
 - (c) working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university ;
 - (d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and
 - (e) for performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion ;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

5. Earned Leave

- (i) Earned leave admissible to a teacher shall be :
- (a) 1/3rd of actual service including vacation ; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

NOTE :

- (i) For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1 :

When a teacher combines vacation with earned leave, the 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.

Note 2:

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.

Note 3 :

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

6. Half-Pay Leave

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

NOTE :

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

7. Commuted Leave

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

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

8. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when :
 - (a) No other leave is admissible ; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases :
 - (a) Leave taken on the basis of medical certificates ;
 - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and

Compendium

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

9. Leave not due

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

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organisation and methods of education. The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.

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

- (a) the person is a teacher on the date of the application; and
- (b) there is no break in service.

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- (ii) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increments(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

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Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer (Selection Grade)/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/

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contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note 1 : The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

Note 2 : On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

12. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Adoption Leave

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

Duty Leave

Duty leave should be given also for attending meetings in the UGC, DST etc. where a teacher invited to share expertise with academic bodies, Government or NGO.

Compendium

डॉ. जी. डी. शर्मा
Dr. G. D. SHARMA
SECRETARY

विश्वविद्यालय अनुदान आयोग
बाहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

No.F 3-1/94(PS)

24 December, 1998.

To,

The Vice-Chancellors of all the Universities
Education Secretaries of all the States/Union Territories.

Sub : Minimum qualifications for the appointment of teachers in universities and colleges, and measures for the maintenance of standards.

Sir/Madam,

Kindly find enclosed a copy of the **UGC Notification, 1998**, on the revision of pay scales, minimum qualifications for the appointment of teachers in the universities and colleges, and other measures for the maintenance of standards. **These will be notified as Regulations shortly.**

1.0 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a constituent or an affiliated college recognized by the Commission, in consultation with the concerned University under Clause (f) of Section 2 of the University Grants Commission Act, 1956, and every Institution deemed to be a University under Section 3 of the said Act.

2.0 These shall come into force with immediate effect.

3.0 Qualifications and other service conditions :

3.1 No person shall be appointed to a teaching post in the University or in any Institution including constituent or affiliated college recognized under Clause(f) of Section 2 of the University Grants Commission Act, 1956, or in an Institution deemed to be a University under Section 3 of the said Act, in a subject if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in the notification.

3.2 Provided that any relaxation in the prescribed qualifications can only be made by a University in regard to the posts under it, or any of the Institutions including constituent or affiliated colleges recognized under Clause (f) of Section 2 of the aforesaid Act, or by an Institution deemed to be a University under Section 3 of the said Act, with the prior approval of the University Grants Commission.

4.0 **Consequences of failure of the Universities to comply with the recommendations of the Commission, as per provision of Section 14 of the University Grants Commission Act, 1956 :**

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If any University grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of that subsection, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) or clause (g) of sub-section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University the grants proposed to be made out of the fund of the Commission.

- 5.0 The University Grants Commissions expects that the entire scheme of revision of pay scales together with all the conditions attached to it, would be implemented by the State Governments as a composite scheme without any modifications, except the date of implementation and the scales of pay as indicated in Government of India notification No. F 1-22/97-UI dated 27.7.98, 22.9.98 and 6.11.98. It shall be necessary for the Universities and the management of Colleges to make the necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate the provisions of this scheme.
- 6.0 The UGC has sent the following schemes to the Ministry of Human Resource Development for consideration.
- 1) Scheme for providing incentives to Lecturers for professional development.
 - 2) Creation of posts of Professors in colleges.
 - 3) Scheme for rewarding meritorious teachers;
 - a) Super Time Scale to Professors.
 - b) Meritorious teachers who do not have M.Phil./Ph.D.

As soon as the required approval is received the schemes would be formally notified.

- 7.0 The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(G.D. SHARMA)

UGC NOTIFICATION ON REVISION OF PAY SCALES, MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS IN UNIVERSITIES & COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS, 1998.

The scheme of revision of pay scales, minimum qualifications for appointment, other service conditions of University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities as a measure for the maintenance of standards in higher education.

1.0.0 COVERAGE

1.1.0 The scheme applies to University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities (excluding Agricultural Universities), and Colleges (excluding Agricultural, Medical, and Veterinary Science Colleges) admitted to the privileges of the Universities unless they specifically exercise an option in writing to remain out of this scheme. However, the scheme will apply to the Teachers in the Faculty of Agriculture, Medicine and Veterinary Science in the Central Universities.

2.0.0 PAY SCALES

2.1.0 The revised scales of pay, as decided by the Government of India, Ministry of Human Resource Development (Deptt. of Education) may be seen at Appendix-I.

2.2.0 Pay scales for academic staff of the Departments of Adult and Continuing Education, Women's Studies, Academic Staff Colleges and University Science Instrumentation Centre should be equivalent to those of the Teachers of the corresponding levels and they should have same designation and channel of promotion provided that they have equivalent qualifications.

3.0.0 RECRUITMENT AND QUALIFICATIONS

3.1.0 The direct recruitment to the post of Lecturers, Readers and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees to be set up under the Statutes/ordinances of the concerned University. Such Committees should have a minimum of three experts, the head of the concerned Department and the Principal of the concerned college (in case of selection of college teachers).

3.2.0 The minimum qualifications required for the post of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Deputy/Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians, Assistant Registrars, Deputy Registrars and Registrars, will be those as prescribed by the University Grants Commission from time to time.

3.3.0 The minimum requirements of a good academic record, 55% of the marks at the Master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the University to exempt Ph.D. holders from NET or to require NET, in their case, either as a desirable or essential qualification for appointment as Lecturers in the University Departments and Colleges. The minimum requirement marks of 55% should not be insisted upon for Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Directors of Physical Education, Deputy

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Directors of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.

- 3.4.0 A relaxation of 5% may be provided, from 55% to 50% of the Marks, at the Master's level for the SC/ST category.
- 3.5.0 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept., 1991.
- 3.6.0 B in 7 point scale with letter grades 0,A,B,C,D,E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- 3.7.0 The Ph.D. should continue to be a compulsory requirement for the designation of Reader. However, for other categories, like those of Registrars, Librarians and Physical Education Directors, the Ph.D. should be a desirable and not an essential qualification.

4.0.0 **DIRECT RECRUITMENT**

4.1.0 **PROFESSOR**

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National level institution, including experience of guiding research at doctoral level.

OR

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

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

4.2.1 **PRINCIPAL (Professor's Grade)**

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades 0,A,B,C,D,E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 15 years of teaching/research in Universities/Colleges and other institutions of higher education.

4.2.2 **PRINCIPAL (Reader's Grade)**

1. A Master's Degree with a least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades 0,A,B,C,D,E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 10 years of teaching/research in Universities/Colleges and other institutions of higher education.

4.3.0 **READER**

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at

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least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades 0,A,B,C,D,E & F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

4.4.0 LECTURER

4.4.1 *Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law*

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grades 0,A,B,C,D,E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

4.4.2 *Journalism and Mass Communication*

Good academic record with at least 55% of the marks, or, an equivalent grade of B in the 7 point scale with letter grades 0,A,B,C,D,E & F at the Master's degree level in communication/mass communication, journalism, from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

At least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades 0,A,B,C,D,E & F at the Master's degree level in the Humanities, Social Sciences/Sciences with at least a second class Bachelor's Degree, or Post-graduate Diploma in communication/mass communication or journalism, from a recognized Indian University/National Institute.

Besides, fulfilling the above qualification, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.

4.4.3 *Music*

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades, 0,A,B,C,D,E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

For professional subjects like education, social work and performing arts etc., a separate detailed regulation on qualifications would be issued. Till then, the Regulations, hitherto in force for direct recruitment to the post of Lecturer, Reader and Professor, will continue.

The minimum qualifications for the post of Librarians, Deputy Librarians, Assistant Librarians may be seen at Appendix-II.

The minimum qualifications for the post of Registrar, Deputy Registrar, Assistant Registrar may be seen at Appendix-III.

The minimum qualifications for the post of Director, Physical Education, Deputy Director, Physical Education and Assistant Director, Physical Education may be seen at Appendix - IV.

5.0.0 SELECTION COMMITTEES

University Grants Commission has separate guidelines on constitution of Selection Committees which may be referred to by Universities/Colleges (copy enclosed as Appendix-V). A representative of the SC/ST, women and physically handicapped persons, should be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

It is optional for the University or College to utilise the Seminar or colloquium as a method for the selection of Lecturer, Reader or Professor.

6.0.0 INCENTIVES FOR Ph.D./M.Phil.

6.1.0 Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. degrees, respectively, at the time of recruitment as Lecturers. Candidates with D. Litt./D. Sc. should be given benefit on par with Ph.D. and M.Litt. on par with M.Phil.

6.2.0 One increment will be admissible to those teachers with M.Phil. who acquire Ph.D. within two years of recruitment.

6.3.0 A Lecturer with Ph.D. will be eligible for two advance increments when she/he moves into Selection Grade/Reader.

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6.4.0 A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

7.0.0 **CAREER ADVANCEMENT**

7.1.1 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

7.1.2 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

7.1.3 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

7.1.4 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

7.1.5 The existing scheme of Career Advancement for non-academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

7.2.0 **LECTURER (Senior Scale)**

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher courses).
- (iii) Consistently satisfactory performance appraisal reports.

7.3.0 **LECTURER (Selection Grade)**

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the Institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

7.4.0 **READER (Promotion)**

7.4.1 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :

- (i) Completed 5 years of service in the Senior Scale;

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- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g., by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities;
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commissions; and
- (v) Possesses consistently good performance appraisal reports.

7.4.2 Promotion to the Post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/ordinances of the concerned University or other similar Committees set up by the appointing authorities.

7.5.0 **PROFESSOR (Promotion)**

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisement, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

7.6.0 The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

- a) Self-appraisal reports (required).
- b) Research contribution/books/articles published.
- c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- d) Seminars/Conferences attended.
- e) Contribution to teaching/academic environment/institutional corporate life.
- f) Extension and field outreach activities.

7.7.0 The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 or 4 weeks duration, and consistently satisfactory, performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade).

Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows :

- i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one

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refresher course in addition.

- ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).
- iii) The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

7.8.0 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as, in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

8.0.0 **COUNTING OF PAST SERVICE**

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisations, e.g., CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Lecturer in Senior Scale/ Selection Grade provided that :

- 8.1.0 The post was in an equivalent grade/scale of pay as the post of a Lecturer.
- 8.2.0 The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.
- 8.3.0 The candidates who apply for direct recruitment should apply through proper channels.
- 8.4.0 The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers.
- 8.5.0 The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations.
- 8.6.0 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 ad-hoc service, without any break.

9.0.0 **MERIT PROMOTION**

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 01.01.1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

10.0.0 REWARDING MERIT

- 10.1.0 A supertime scale of Rs. 22000-500-24500 will be given to such Professors of Eminence who will be directly recruited and have completed 28 years of service in accordance with the scheme to be approved by the Government of India.
- 10.2.0 Meritorious teachers, who may not have M.Phil. or Ph.D. but who have made outstanding contributions, would be rewarded and recognized as per the scheme to be approved by the Government of India.

11.0.0 PERIOD OF PROBATION AND CONFIRMATION

- 11.1.0 Keeping in view the practice in some of the Universities, the minimum period of probation may continue to be 1 year, extendable by a maximum period of 1 more year in case of unsatisfactory performance. However, the Universities which are already having probation period of 2 years may continue to do so.
- 11.2.0 It is optional for the universities to introduce the provision that a teacher may offer herself/himself for assessment at any point of time for confirmation, within the period of two years, but the University may consider a minimum period after which such cases would be considered. At senior positions it is optional for the university to decide on confirmation at any time from the time of appointment to the end of the statutory period of probation.
- 11.3.0 The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but, in any case, the orientation course should be completed within a period of the first two years.
- 11.4.0 Since the time required for Career Advancement has now been reduced, an extension may be provided till 31.12.2000 to all candidates for completing refresher courses.
- 11.5.0 The University may devise a mechanism for ensuring that the Head of the University Department/College Principal sponsors the teacher for the required orientation and refresher course, and such opportunity is not denied to the teacher, except on sufficient grounds to be specified in writing to the university. The university should also bring to the attention of the UGC any complaints received from university or college teachers that they did not get admission to the courses for which they applied with details (name of teacher, name of institution where employed, course applied for, ASC or Department where applied, dates of course and reasons given for refusal).

12.0.0 PART-TIME TEACHERS

The minimum qualifications for appointment of part-time teachers should be the same as that of regular teachers and selected by regularly constituted Selection Committees. The part-time teachers should be appointed only in exceptional circumstances when it is appropriate to the requirements of the institution in terms of subjects to be taught or workload. They can be appointed on a contract appointment if only for a short period or as permanent half-time/ proportionate time employees against half/proportionate salary of the scale (and should include proportionate increments, dearness allowance and any other permissible benefits). Such permanent part-time teachers will also be entitled to the scheme of Career Advancement from Lecturer to Senior Scale Lecturer, Selection Grade Lecturer/Reader, and Professor. However, they will be entitled to half/proportionate amount of

Compendium

the basic of the scale and proportionate increments, dearness allowance and any other permissible benefits.

13.0.0 CREATION OF POST

13.1.0 UGC-recognized autonomus colleges may create posts of Professor on the basis of felt needs. In general, 1 post of Professor may be created if there are already at least 4 Readers and 12 Lecturers and it is felt that creation of a post of Professor is academically necessary. The procedure of selection of Professor will be through direct recruitment as in the university. Other colleges of similar standard will be identified by the UGC as per the scheme to be approved by the Government of India.

14.0.0 TEACHING DAYS

The Universities/Colleges must observe at least 180 actual teaching days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days(e.g., for sports, college day, etc.), 8 weeks for vacation and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks with a 6-day week. The above is summarised as follows :

	No. of weeks	
	University	College
Teaching	30 (180 days)	30 (180 days)
Admissions/Examination/ Preparation for Examination	12	10
Vacation	8	10
Public Holidays (to increase & adjust teaching days accordingly)	2	2
Total	52	52

In lieu of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of Earned Leave. However, the colleges may have an option of a total vacation of 10 weeks in a year and no Earned Leave except when asked to work during the vacations for which, as in the case of University teachers, 1/3rd of the period will be credited as Earned Leave.

15.0.0 WORK LOAD

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College.

The direct teaching hours should be as follows :

Lecturer/Sr. Lecturer/Lecturer(Selection Grade)	16 hours
Reader & Professors	14 hours

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

16.0.0 SUPERANNUATION AND RE-EMPLOYMENT OF TEACHERS

16.1.0 Teachers will retire at the age of 62. However, it is open to a University or a college to reemploy a superannuated teacher according to the existing guidelines framed by the UGC up to the age of 65 years.

16.2.0 Age of retirement of Registrars, Librarians, Physical Education personnel, Controllers of Examinations, Finance Officers and such other university employees who are being treated at par with the teachers and whose age of superannuation was 60 years, would be 62 years. No reemployment facility is recommended for the Registrars, Librarians and Directors of Physical Education.

17.0.0 SUPERANNUATION BENEFITS

17.1.0 The benefit in service, up to a maximum of 3 years, should be provided for the teachers who have acquired Ph.D. degree at the time of entry, so that, almost all teachers get full retirement benefits which are available after 33 years of service subject to the overall age of superannuation.

17.2.0 Other conditions with respect to Superannuation Benefits may be given as per Central/ State Government Rules.

18.0.0 LEAVE RULES

The leave rules, as laid down by the University Grants Commission, may be followed for the University and College teachers (See Appendix-VI)

19.0.0 SERVICE AGREEMENT

At the time of recruitment in Universities and Colleges, service agreement should be signed between the University/College and the Teacher which should be lodged with the Registrar/ Principal with a copy to the concerned teacher. The self-appraisal of performance should be a part of the service agreement.

20.0.0 CODE OF PROFESSIONAL ETHICS

Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and should incorporate it in its Acts, Statutes and Ordinances and it should be applicable to all teaching and non-teaching staff including administrators.

21.0.0 ACCOUNTABILITY

The self-appraisal of performance should be adopted as a mandatory part of the Career Advancement scheme and should be implemented with the new pay scales within the timeframe of 1 year, if not already implemented. It would be optional for the Institution to consider introducing student evaluation as a method of assessment of the teacher, particularly in small Institutions, post-graduate departments, professional colleges and autonomous colleges.

22.0.0 ANOMALIES

Anomalies, if any, may be brought to the notice of the UGC who would consider them with the help of a Committee constituted by University Grants Commission.

Compendium
No. F.1-22/97-U.I.
Government of India Ministry
of Human Resource Development (Department of Education)

New Delhi, the 24th March, 1999.

To

The Secretary,
University Grants Commission,
Bahadurshah Zafar Marg,
New Delhi - 110 002

Sub : Revision of pay scales of teachers in Universities and colleges—clarifications on various points of doubt-Regarding.

Sir,

A reference is invited to this Department's communication of even number dated the 27th July, 1990 and 6th November, 1998 about the revision of pay scales of teachers in universities and colleges. A number of enquiries have been received from various quarters seeking clarifications on points of doubt in the implementation of these orders. The various point raised have been examined in this Department and also in consultation with the Ministry of Finance (Department of Expenditure). The points of doubt raised with reference to the orders contained in this Department's communications of even number dated the 27th July, 1998 and 6th November, 1998 are clarified below :

Sl. No.	Points of doubt	Clarification
1.	How the pay of Readers/Lecturers (Selection Grade) is to be fixed in the revised scale of pay.	In the case of Readers/Lecturers (Selection Grade) having five years of service in the grade as on 1.1.96 the pay may be fixed initially in terms of CCS(RP) Rules, 1997. If the pay so fixed as on 1.1.96 is less than the stage of Rs. 14940 it may be stepped up to the stage of Rs. 14950.
2.	How the pay of Readers/Lecturers (Selection Grade) who were in position as on 1.1.96 but did not have five years of service in the grade as on 1.1.96 is to be regulated.	In case of Readers/Lecturers (Selection Grade) who were in position as on 1.1.96 but did not have five years of service in the grade as on 1.1.96 their pay may be stepped up to the stage of 14940 on completion of five years of service in the grade if the pay otherwise admissible in terms of CCS(RP) Rules, 1997 is less than the stage of Rs. 14940.
3.	How the pay of Principals of Colleges/ Heads of Engineering Colleges etc. is to be regulated in the revised scale of pay of Rs. 16400-22400.	In the case of Principals of Colleges/Head of Engineering Colleges may be initially fixed in terms of CCS(RP) Rules as on 1.1.96. However, if the pay so fixed is less than Rs. 17300 it may be stepped up to the stage of Rs. 17300.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Sl. No.	Points of doubt	Clarification
4.	Whether fixation of pay at Rs. 14940 in the case of Readers/Lecturers (Selection Grade) with service ranging from 5 to 12 years as on 1.1.96 constitutes an anomaly.	In the process of fixation of pay as clarified against point 1, the pay of Readers/Lecturers (Selection Grade) with service ranging from 5-12 years will get fixed at the same stage of Rs. 14940 but it cannot be termed as an anomaly. Anomalous situation will arise only if the pay is fixed at a stage lower than Rs. 14940.
5.	Whether the benefit of fixation of pay on completion of five years in the case of Readers/Lecturers (Selection Grade) at the minimum of Rs. 14940 in the revised scale of pay of Rs. 12000-420-18300 is available to other categories of employees who are in the same scale of pay.	The benefit of fixation of pay at the minimum of Rs. 14940 is available only to Readers/ Lecturer/ Lecturers (Selection Grade) on completion of five years in the grade. The benefit is NOT available to any other category of Employee.
6.	Whether the benefit of career advancements and provision of increments including exemption from NET allowed in the case of teachers is available to other category of employees like Assistant Librarians, Deputy Librarian, Assistant Registrar, Deputy Director of Physical Education, etc.	No. This benefit is available only to Lecturars.
7.	Whether the benefit of enhancement in the age of superannuation allowed in the case of Readers/Professors is available to non-teaching employees with comparable designations such as System Analyst, Scientific Officer, Engineering, etc.	The benefit of enhancement in the age of retirement is available only to Teachers and Registrars/Librarians/Physical Education Personnel/Controllers of Examinations/ Finance Officers only. In the case of other non-teacheing employees the age of retirement will be 60.
8.	Whether the promotion on completion of requisite number of years which has been reduced now will be from a retrospective date or from a prospective date.	Only the revised pay are effective from a retrospective date i.e.1st January, 1996. Other benefits are allowed from the dates of issue of the respective notifications by the Govt, of India i.e. 27th July, 1998 or 6th Nov. 1998, as the case may be.
2.	It is requested that the pay fixation and other conditions of service of teachers in universities/ colleges be decided in accordance with the clarifications furnished above.	

Yours faithfully,

(LALMALSAWMA)

Director (U)

Compendium

Copy to :-

- (i) Education Secretaries of all States/UTs.
- (ii) Registrars of all universities.
- (iii) The Secretary, ICAR, Krishi Bhawan, New Delhi.
- (iv) The Member-Secretary, AICTE, IP Estate, New Delhi-110 002.
- (v) JEA(T).

No. F.1-12/99-U.I

**Government of India Ministry of Human Resource Development
(Department of Education)**

New Delhi, dated 16.8.1999.

To,

The Secretary,
University Grants Commission,
Bahadurshah Zafar Marg,
New Delhi-110002.

Subject : Revision of pay scales of University and College teachers w.e.f. 1.1.1996-advance increments for Ph.D./M.Phil-regarding.

Sir,

I am directed to refer to the para 6.0.0. of the UGC Notification dated 24.12.1998 on the above subject and to say that the Government had received a reference from Dr. S. S. Rathi, Chairman, Academics for Action and Development, 42/4, Chhatra Marg, University of Delhi, about extension of advance increments to those Ad-hoc appointees who possess Ph.D./M.Phil. degree at the time of initial appointment. The matter has been examined in consultation with the Ministry of Finance, Department of Expenditure and it has been decided that the question as to whether the advance increments are admissible to ad-hoc appointees or not would depend upon the conditions subject to which ad-hoc appointments have been made. If it has been mentioned in the Appointment letter that the advancement increment(s) for possessing qualification of Ph.D./M.Phil. shall be allowed, these have to be allowed. If no such mention has been made, it may not be desirable to allow the benefit of these increment(s). It is further stated that ad-hoc appointments should not wrongly be resorted to and the appointment should be made only after regular selection of the candidates. If in any case it becomes absolutely necessary to appoint Lecturer on ad-hoc basis, the appointment may be made on contract basis for a specific period and the contract may provide only payment of salary only at the minimum of the scale plus usual allowances. The contract may also provide that the appointment does not bestow any right for the candidate for regularisation of the service later on.

Yours faithfully,

Sd/-

(Pawan Agarwal)

Dy. Secy, to the Govt, of India.

Compendium

No. F.1-22/97-U.I

**Government of India Ministry of Human Resource
Development (Department of Education)**

New Delhi, the 20th August, 1999.

To

The Secretary,
University Grants Commission,
BSZ Marg,
New Delhi - 110 002

Sub : Revision of pay scales of teachers in Universities and Colleges - Clarifications of various points of doubt - Regarding.

Sir,

I am directed to refer to this Department's letter of even number dated 24.3.1999 on the above subject and to say that the clarification given at SI. No. 4 regarding fixation of pay of Readers/Lecturers (Selection Grade) who have rendered 5 years or more service as on 1.1.1996, may be read as under :-

Point of doubt	Clarification
Whether fixation of pay at Rs. 14940 in the case of Readers/Lecturers (Selection Grade) with service ranging from 5 to 12 years as on 1.1.96 constitutes an anomaly.	Lecturers (Selection Grade)/Readers with 5 years service drawing pay at 6th Stage viz. Rs. 4325 in the pre-revised scale of Rs. 3700-5700 will be fixed at the stage of Rs. 14940 in the revised scale of Rs. 12000-420-18300. The teachers drawing pay at 6th, 7th, 8th and 9th stage (viz. first four stages of bunching) will not be eligible for the benefit of bunching. Accordingly, in their case, the date of next increment in the revised scale will be the date on which they would have drawn increment had they continued in the pre-revised scale. The teachers drawing pay at 10th, 11th, 12th and 13th stage in the pre-revised scale will become entitled to one increment in the revised scale w.e.f. 1.1.96, and the teachers drawing pay at 14th and 15th stage of the pre-revised scale will become entitled to two increments in the revised scale on 1.1.96. As the teachers drawing pay from 10th to 15th stage will get the benefit of bunching, they will become entitled to next increment in the revised scale on completion of 12 months from the date of stepping up of their pay viz. 12 months from 1.1.96.

Yours faithfully,

Sd/-

JAWAHAR SRIVASTAVA
Deputy Secretary to the Govt, of India.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Copy to:

- 1) Education Secretaries of all States/UTs.
- 2) Registrars of all Universities.
- 3) The Secretary, ICAR, Krishi Bhawan, New Delhi.
- 4) The Member-Secretary, AICTE, IP Estate, New Delhi-110002
- 5) JEA(T).

Compendium

डा रमेश पी गांगुडे

DR. RAMESH P. GANGURDE

सचवि **SECRETARY**

विश्वविद्यालय अनुदान आयोग **University Grants Commission**

टेलिक्स **TELEX: 31-65913**

तार GRAMS :यूनियान्दस **UNIGRANTS**

दूरभाष **PHONE** : दफ्तर OFF : 3239659

घर **RES.** : 4670485 फैक्स **FAX** :

3239659

विश्वविद्यालय अनुदान आयोग

UNIVERSITY GRANTS
COMMISSION BAHADUR
SHAH ZAFAR MARG NEW
DELHI-110002

D.O.No. F. 3-1/94(PS)

October, 1999

Dear Sir/Madam,

In continuation to this office letter of even number dated 5th July, 1999 regarding the scheme of promotion from Readers to Professors, I am to inform you that it has been decided to re-open the scheme with immediate effect. The scheme would be applicable to all the Readers (directly recruited as well as promoted) in universities and colleges provided they comply with the eligibility requirements. The promotion to the post of Professor shall be the personal promotion to the person concerned and as and when the post of Professor is vacated the post of Lecturer/Reader would fall vacant. Rest of the provisions shall be the same as indicated in Para 7.5.0 of the UGC notification No. F.3-1/94 (PS) dated 24th December, 1998. The university/college should ensure that the selection to the post of Professor is made after following a rigorous selection procedure through a Selection Committee constituted for the purpose with the following composition :-

University

- 1) Vice-Chancellor to be the Chairperson of the Selection Committee.
- 2) An academician who is the nominee of the Visitor/Chancellor.
- 3) Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
- 4) Dean of the Faculty.
- 5) Head/Chairperson of the Department.

At least four members including two outside experts must constitute the quorum.

College

- 1) Chairperson, Governing Body.
- 2) Vice-Chancellor's nominee.
- 3) Principal of the College.
- 4) Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
- 5) Dean of Colleges or equivalent.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

6) Head/Chairperson of the Department of the University.

At least four members including two outside experts must constitute the quorum.

The procedure of promotion as indicated in Para 7.6.0 of the UGC notification No. F.3-1/94(PS) dated 24th December, 1998 shall be strictly followed. The process of selection should involve inviting the biodata and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. It may be ensured that the process of selection in every case is transparent and credible.

The UGC would monitor the observance of the selection procedure and the promotion to the post of Professor may be withdrawn if the selection is not as per UGC's stipulation.

With regards,

Yours Sincerely

R. P. GANGURDE

Secy. Education (Hr.)
Govt, of West Bengal
8th Floor,
Bikash Bhawan,
Salt Lake, Calcutta.

Compendium

डा रमेश पी गांगुडे

DR. RAMESH P. GANGURDE

सचिव **SECRETARY**

विश्वविद्यालय अनुदान आयोग **University Grants Commission**

टेलेक्स **TELEX : 31-65913** तार

GRAMS : :यूनियान्ड्स UNIGRANTS

दूरभाष **PHONE : दफतर OFF : 3239659**

घर **RES. : 4670485** फैक्स **FAX:**

3239659

UNIVERSITY GRANTS
COMMISSION BAHADUR
SHAH ZAFAR MARG NEW
DELHI-110002

D.O. No. : 5-2/99(PS)

February 15, 2000

Dear Sir/Madam,

A number of queries are being received in the UGC seeking clarification about grant of advance increments. This is to inform that as per the clarification received from Ministry of Human Resource Development vide its letter No. F. 1-43/98-U.I dated 27.8.99, advance increments are a part of revised pay scales and the same shall be applicable w.e.f. 1.1.96.

The benefit of two advance increments, in lieu of Ph.D. degree is available to teachers who have acquired/will acquire Ph.D. on or after 1.1.96. However, the increments would be admissible from the date of award of Ph.D. degree.

You are requested to bring this to the notice of all colleges affiliated to your University.

With regards,

Yours Sincerely

R. P. GANGURDE

Secy. Education (Hr.)
Govt, of West Bengal
8th Floor,
Bikash Bhavan,
Salt Lake, Calcutta.

University Gramts Commission
Bahadur Shah Zafar Marg
New Delhi -110 002

No. F2-9/97(PS)

27th March, 2001.

Shri Hirak Ghosh
Education Secretary
Government of West Bengal,
8th Floor
Bikash Bhavan
Salt Lake Calcutta-700 091

Sub : Appointment of Guest Faculty in place of Part-time Teachers - payment on per lecture basis.

Sir/Madam,

In continuation to the UGC's circular of even number dated 17.4.99, 3.6.99 and 21.3.2000 on the subject cited above, I am to inform you that the Commission considered the draft guidelines in its meeting held on 27th January, 2000 and resolved that it was not in favour of a separate cadre of part time teachers. The Commission decided that no new part time teachers be appointed and wherever required Guest Faculty could be appointed on per lecture basis. The Commission further decided to enhance the amount of honorarium from Rs. 150/- to Rs. 250/- per lecture for Guest Lecturer with a ceiling of Rs. 3000/- per month.

Yours faithfully

Sd/-
(Dr. (Mrs) Pankaj Mittal)
Deputy Secretary

**THE WEST BENGAL UNIVERSITY OF TEACHERS' TRAINING, EDUCATION
PLANNING AND ADMINISTRATION**

Ref No. WBUTTEPA/23/2015

Dated: 02.06.2015

NOTIFICATION

In order to implement NCTE Regulations, 2014, Higher Education Department, Govt, of West Bengal constituted a Curriculum Committee to frame a uniform curriculum which will be followed in all the B.Ed, B.P.Ed, M.Ed and M.P.Ed Institutions in West Bengal (vide Memo No.329-Edn(CS)/EE/10M-16/15 dated 6th April, 2015).

The draft curriculum is now being placed on the Higher Education Department, Govt, of West Bengal website inviting necessary comments .

Teacher Educators of different Institutions are requested to submit their views or suggestions within seven days from the date of notification for improvement and finalization of the draft curriculum. The views may be sent directly to the e-mail Id: **wbuttepa@gmail.com**.

After finalization, all the Universities are requested to follow this uniform curriculum. However Universities /Autonomous Colleges may incorporate local/relevant issues/items as per their need in addition to this basic structure.

[Dr. Mita Banerjee]

Vice Chancellor

The West Bengal University of Teachers' Training,
Education Planning and Administration

&

Chairperson, Curriculum Committee

**UNIFORM CURRICULUM STRUCTURE
AND EXAMINATION PATTERN FOR
2 YEARS TEACHER EDUCATION
PROGRAMMES (B.ED., M.ED., B.P.ED.,
M.P.ED.) IN WEST BENGAL**

2015



सत्यमेव जयते

**Higher Education Department Government
of West Bengal**

Bikash Bhavan, Kolkata - 700091



CONSTITUTION OF INDIA

Preamble

*WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens:*

***JUSTICE**, social, economic and political; **LIBERTY** of thought, expression, belief, faith and worship **EQUALITY** of status and of opportunity and to promote among them all.*

***FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation;*

IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949 do **HEREBY ADOPT, ENACT AND GIVE OURSELVES THIS CONSTITUTION.

REGULATIONS FOR 2 YEARS B.Ed. COURSE IN WEST BENGAL FOLLOWING NCTE REGULATIONS, 2014

In exercise of the powers conferred by the Government of West Bengal (Memo No.329-Edn(CS)/EE/10M-16/15 dated 6th April, 2015), the Curriculum Committee hereby makes the following Regulations:

These regulations shall be called the Regulations (for the B.Ed. Programmes), with effect from 2015. They shall apply to every candidate applying for admission, registration, conduct and conferment of the B.Ed, degree within the jurisdiction of this State i.e. West Bengal.

Admissions, registrations, and conferment of B.Ed. Degree shall be guided by these regulations.

1. Course Structure:

The duration of this program is two academic years consisting of four semesters. The academic year shall commence from July 1st of every year. Each semester is roughly of 6 months duration including regular classes, assignments, practice teaching, and examinations. The program structure is as follows:

B.ED ACADEMIC CALENDAR

Semester	Duration (Tentative)	Activities
I	1st July to 31st December (1st Year)	
	❖ 1st July to 15th December	Theory Class, Assignments and EPC 1
	❖ 16th December to 31st December	Examination: Theory, Assignments and EPC 1 Practical
II	1st January to 30th June (1st Year)	
	❖ 1st January to 15m April	Theory Class, Assignments and EPC 2
	❖ 16th April to 15th May	Teaching Internship (No External Evaluation)
	❖ 16th May to 16th June	Discussion with the Teacher Educators and other Co-curricular activities
	❖ 16th June to 30th June	Examination: Theory, Assignments and EPC 2 Practical
III	1st July to 31st December (2nd Year)	
	❖ 1st July to 15th August	Orientation in College for Pedagogy files of School subjects and Internship Teaching Skills.
	❖ 16th August to 15th December	Four months school Internship
	❖ 16th December to 31st December	Evaluation of School Internship
IV	1st January to 30th June (2nd Year)	
	❖ 1st January to 15th April	Theory Class
	❖ 16th April to 15th June	Field work including optional course- EPC 3 and EPC 4
	❖ 16th June to 30th June	Examination: Theory, Assignments and EPC 3 and EPC 4 Practical

2. Admission criteria for B.Ed. Programme:

Any candidate who has obtained **50% marks** in Bachelor Degree /Master’s Degree in Science/Social Science /Humanities or Bachelor’s in Engineering or Technology with specialization in Science and Mathematics with **55% marks are eligible for admission in B.Ed Programme.** For admission the institution follows the prevalent rules as prescribed by

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

The NCTE Regulations, 2014 (published in The Gazette of India: Extraordinary, Part -III, Sec-4, dated 01.12.2014). Mode of admission is based on the total score obtained from his/her Secondary, H.S, Graduation and Post-Graduation.

Relaxation of the percentage of marks for reserved category candidate will be as per State Govt, rules. Intake capacity is as per NCTE, State Govt. & other statutory bodies.

3. Registration:

As per University guidelines.

UNIFORM CURRICULUM STRUCTURE AND EXAMINATION PATTERN FOR 2 YEARS B.Ed. COURSE IN WEST BENGAL FOLLOWING NCTE REGULATIONS, 2014

COURSE & CODE	COURSE NAME	FULL MARKS		Periods per week (Exam Hours for Theory : Marks)
		Theory	Internal Assignment/ Practicum/ Sessionals	
SEMESTER-I				
Course-I (I.I.I)	Child and Growing Up (1 st & 2 nd half)	40+40	10+10	8 (3Hrs:80)
Course-II (1.1.2)	Contemporary India and Education (1 st & 2 nd half)	40+40	10+10	8 (3Hrs:80)
Course-IV (1.1.4)	Language across the Curriculum (1/2)	40	10	4 (1.30Hrs:40)
Course-V (1.1.5)	Understanding Discipline and Subjects (1/2)	40	10	4 (1.30Hrs:40)
CourseEPC-1 (1.1 EPC 1)	Reading and Reflecting on Texts (1/2)		50	4(1.30Hrs:40)
		Full Marks: 350		
Engagements with the Field: Tasks and Assignments for Courses-I.II.IV &V				
SEMESTER-II				
Course-III (1.2.3)	Learning and Teaching (1 st & 2 nd half)	40+40	10+10	8 (3Hrs:80)
Course-VII-(A) (1.2.7A)	Pedagogy of a School Subject Part-I(1/2)	40	10	4 (1.30Hrs:40)
Course-VIII-(A) (1.2.8A)	Knowledge and Curriculum- Part-1 (1/2)	40	10	4 (1.30Hrs:40)
Course-IX (1.2.9)	Assessment for Learning (1 st & 2 nd half)	40+40	10+10	8 (3Hrs:80)
Course EPC-2 (1.2EPC2)	Drama and Arts in Education (1/2)		50	4 (1.30Hrs:40)
		Full Marks: 350		
Engagements with the Field: Tasks and Assignments for Courses III,VII (A).VIII (A) & IX				
SEMESTER-III				
Course-VII-(B) (1.3.7B)	Pedagogy of a School Subject- Part-II (1/2)	40	10	4 (1.30Hrs:40)
School Internship 20 weeks (04 Weeks at Semester-II and 16 Weeks at Semester-III) 250				
		Full Marks:300		
SEMESTER-IV				
Course-VI (1.4.6)	Gender, School and Society (1/2)	40	10	4 (1.30Hrs:40)
Course-VIII(B) (1.4.7B)	Knowledge and Curriculum- Part-II (1/2)	40	10	4 (1.30Hrs:40)
Course-X (1.4.10)	Creating an Inclusive School (1/2)	40	10	4 (1.30Hrs:40)
Course-XI (1.4.11) Optional	Vocational/Work Education (1/2)	40	10	4 (1.30Hrs:40)
Course-XI (1.4.11) Optional	Health and Physical Education (1/2)	40	10	4 (1.30Hrs:40)

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COURSE & CODE	COURSE NAME	FULL MARKS		Periods per week (Exam Hours for Theory : Marks)
		Theory	Internal Assignment/ Practicum/ Sessionals	
Course-XI (1.4.11) Optional	Peace Education (1/2)	40	10	4 (1.30Hrs:40)
Course-XI (1.4.11) Optional	Guidance and Counselling (1/2)	40	10	4 (1.30Hrs:50)
Course-XI (1.4.11) Optional	Environmental and Population Education (1/2)	40	10	4 (1.30Hrs:40)
CourseEPC-3 (1.4EPC3)	Critical Understanding of ICT (1/2)		50	4 (1.30Hrs:40)
CourseEPC-4 (1.4EPC4)	Understanding the Self (1/2)		50	4 (1.30Hrs:40)
		Full Marks: 300		
Engagements with the Field: Tasks and Assignments for Courses- VI.VIII(B).X&XI				
		Total Marks: 1300		

Note:

- a) 1/2 indicates a half paper which is allocated both half the time of effectiveness hours as per week and also half the marks assigned to a full paper.
- b) Optional Courses can be from among the following-Vocational/Work Education, Health and Physical Education, Peace Education, Guidance and Counselling, and Environmental and Population Education.
- c) Course codes are abbreviated in the following manner:
 1st Digit -Course
 2nd Digit - Semester
 3rd Digit/ Digits - Course No.

Example: 1.4.11 - I(B.Ed).4 (4th Semester). 11 (Course No. XI).

4. Examination policy:

a. Pattern of questions for Theoretical examination: (For 40 marks)

2 marks X 5 Objective type questions (Out of 7) = 10 marks

5 marks X 4 Short type/Short note questions (Out of 6) = 20 marks

10 marks X 1 Essay type question (Out of 3) = 10 marks

b. The Semester examination will be conducted in the combination of Semester I/III along with Semester II/TV (Supplementary) in December and Semester II/IV along with Semester I/III (Supplementary) in June of the year.

c. Spot evaluation procedures are to be followed for examining the theory course in respective semester and the result for each semester is to be published before commencement of following semester.

d. A candidate shall have to clear his B.Ed course of studies within the Six (6) consecutive chances (i.e within three year from his/her date of admission).

e. A candidate shall have to secure 40% marks separately in each course of each Semester to be declared as successful in B.Ed. Examination.

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- f. A Candidate shall have to secure the requisite pass marks (40%) in the theory paper / practicum/ viva (in each module) separately.
- g. A candidate who fails to secure 40% marks in one or two courses in a semester shall be declared as supplementary candidate in that semester.
- h. A candidate who fails to secure 40% marks in more than two courses in a semester shall be declared as failed in that semester.
- i. A candidate if failed in a particular semester shall have to appear the whole semester. In case the candidate passes in practicum and viva-voce in any Semester examination then his /her practicum/ viva-voce marks may be carried forward.
- j. A candidate who has duly filled in his examination form and paid the fees, but remain absent in any course(s) of any of the semester examinations will be deemed to have failed in that/those course(s).
- k. If any candidate does not enrol himself for appearing at any Semester examination he/she shall be deemed to have lost one chance.
- l. A supplementary candidate shall have to clear his/her back course(s) within two more consecutive chances such that his/her total number of appearance in all the semester never be more than six(as stated in 4 b).
- m. In any stage it is found that the candidate cannot complete all the semesters within stipulated six chances, immediately the candidate will be declared as Disqualified (DSQ) candidate and the candidate shall have to leave or discontinue the course.
- n. After appearing at any Semester examination, a candidate may opt for cancellation of his/her enrolment at the said examination for which he has to write to the Controller of Examinations through the Head of the Institution to which he is attached within 15 (fifteen) days of completion of theory examination as well as before the publication of the result.
- o. Each candidate appearing in the B.Ed. examination shall submit the examination form duly filled in together with prescribed fees within stipulated time period before each semester.
- p. A candidate should get enrolled /registered for the first semester examination. If enrolment/ registration is not possible owing to shortage of attendance beyond condonation limit / rules prescribed OR belated joining OR on medical grounds, such candidates are not permitted to proceed to the next semester. Such candidates shall redo the semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully kept the term in first semester,
- q. The proposed curriculum of B. Ed. programme as per NCTE Regulations, 2014 shall replace the existing content and structure of B. Ed. course,
- r. Notwithstanding anything covered in the above regulations, Hon'ble Vice Chancellor shall have the authority to exercise his/her decretory power from time to time.

5. School Internship:

- No external evaluation during the Internship of one month (2nd semester)
- In 3rd Semester 50 marks to be awarded by University appointed External Examiner in consultation with the internal examiner.

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- Internal Evaluation 50 marks (Method teacher-25, Principal/ Head of the Institution -25)
- Files/report submitted-50 (Out of 10 activities 5 are to be submitted.) both external and internal examiners shall sign the files.

Seven point grading system for evaluation be adopted, which is as follows:

Performance	%	Letter Grade	Grade Points
Outstanding	90-100	0	10
Excellent	80-89.99	A	9
Very Good	70-79.99	B	8
Good	60-69.99	C	7
Average	50-59.99	D	6
Fair	40-49.99	E	5
Failed	Below 40	F	0

6. Duration of Examination:

In written examination for B.Ed., all 80 marks paper will be of three hours and all 40 marks paper will be of One and half hours duration.

7. Medium of instructions & writing in examination:

In all examinations, all question papers except Language method (B.Ed.) shall be framed in English only and answers should be written in English or Bengali (except Language) only.

8. Eligibility for appearing semester exams:

To be eligible for filling up forms of a semester the candidates shall be required to attend at least 75% of lecture classes/seminars and practical classes.

Condonation: Student must have 75% of attendance in each course for appearing the examination. Students who have 74% to 65% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 64% to 50% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate/ any other certificate with reasonable ground. Students who have below 50% of attendance are not eligible to appear for the examination.

- In addition to the above clause, for B.Ed., to be eligible for filling up forms of 4th semester examination candidate should complete 16 weeks of internship programme.
- Submission of all the components of internal assessment (assignments, projects etc.) is the essential precondition for appearing semester end examinations under normal circumstances.

9. Promotion to the next semester:

The student will automatically be promoted to the next and subsequent semester immediately after completion of one semester course irrespective of the performance at the examination concerned provided he/She has appeared in the preceding semester examinations or filled up the form for that particular semester examination.

10. Rules for Review:

Candidates seeking review may apply to the Institution in a prescribed form along with requisite fees within 7 working days from the date of issue of mark-sheet subject to the following conditions:

- a. Application for review shall be restricted to theoretical papers only, and no application for re-examination in any practical / oral / internal assessment / dissertation / project / seminar/ field work, etc., shall be entertained.
- b. A candidate will have the option of getting his answer scripts reviewed in not more than one full paper or not more than two half papers of a semester if he secures at least 40% of the total marks in remaining papers/half papers of that semester.
- c. In case marks awarded in a paper on review exceeds the original marks obtained by more than 15% of the total marks in the paper or falls more than 15% of the original marks in the paper, the script will be referred to a third examiner and the candidate will be awarded based on the average of the best two of the marks awarded by the two examiners.

11. Rules and procedure for providing the Photocopy(ies) of assessed answer book/s:

- a. The facility of showing Photo copy/ies of assessed answer-book/s to the examinee is extended with a view to bring transparency in the examination system and ensure its credibility.
- b. This facility shall be applicable for theory papers only.
- c. The prescribed application form for showing Photocopy/ies of answer books shall have to be filled and signed by the applicant examinee only.
- d. Collection & submission of application form along with requisite fees should be within seven working days from the declaration of results

12. Supplementary Examination:

12.1. If a candidate is unsuccessful at the examination on account of failure to secure pass marks or unfit for appearing the examination for unforeseen situation, there will be a provision of supplementary examination. If the candidate obtains pass marks in the subject(s) at the supplementary examination he shall be declared to have passed the examination as a whole. For seeking supplementary examination candidate should apply to the Controller of Examinations, in a prescribed form along with requisite fees.

12.2. If a candidate is unsuccessful at the 1st semester examination he/she can apply for supplementary examination held during 3rd semester examination provided he has obtained at least 40% marks in the aggregate of other theoretical papers (Passed) excluding the marks of failed subjects. If the candidate is unsuccessful at the 2nd semester examination then he/she can apply for appearing in the 4th semester examination. If he/she passed in it he shall be declared to have passed the examination as a whole without losing his year but he shall lose his/her rank of merit.

12.3. If a candidate is again unsuccessful in 1st semester supplementary examination then he/she can apply for appearing next semester examination and if he/she passes in it he/she

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shall be declared to pass the examination as a whole and his/her rank of merit shall be lost.

- 12.4.** If a candidate is again unsuccessful in the first supplementary examination he/she will apply for appearing supplementary examination which will be held along with: 1st sem. Examination in next session for 1st semester Course/papers and 2nd semester Examination in next session for 2nd sem. Course/papers.
- 12.5.** The candidate shall be required to clear all back papers within three academic years from the year of the admission into the programme. If however, those who fail to clear within the above period, they shall be required to appear all the papers in subsequent years as per the rules and regulation prevalent during that period but their internal assessment marks shall be carried over.
- 12.6.** If a candidate is unsuccessful in any practical papers in first semester examination he/she can apply for supplementary examination held along with next semester end examination. His / Her previous semester end examination marks (Theory) shall be carried over.

❖ **Rules for the Tabulation of Results** (One mark deficiency rule):

If a candidate fails in any course (Theory/ practicum/ viva voice) by 1 mark only then he/she shall be awarded that deficient mark to pass the examination and that shall not be shown in the mark-sheet but shall be shown in the Tabulation Rolls by adding (+) 1 mark to the Course/ Practicum / Viva-voce score.

The candidates who have failed in one or more subjects for deficiency of one mark only or missed to obtain 60% (1st class) or 55% in aggregate (in all the semesters) by one mark only, be given one mark and allowed to pass in the subject/s or be placed in the aforesaid status. One mark should be added by plus sign in the subject/s or in the aggregate in the tabulation sheet but in the mark-sheet only totalized marks should be shown. The same shall be applicable for SC/ST candidates only, who have missed to obtain 50% marks in aggregate by one mark only.

13. Issuance of Degree:

After declaration of final result of the B.Ed, program each successful candidate shall receive a Degree/Certificate in prescribed format with the seal and signature of the Vice-Chancellor of the University.

14. Revision of regulation and Curriculum:

The competent authority may from time to time revise, amend and change the regulations and the curriculum, if found necessary.

15. Discipline:

- All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the institution.
- Unsocial activities like ragging in any form shall not be permitted within or outside the precincts of the institution and the students found indulging in them shall be dealt with severely and dismissed from the institution.

COURSE DETAILS:

SEMESTER-I

Course-I (1.1.1)	Child and Growing Up	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40+40	10+10	100
1st Half	Development and its Characteristics			
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Understand the concept of growth and development and stages of development with special reference to the stage of adolescence. 2. Know about the developmental characteristics 3. Be aware of influence of heredity, environment including socio cultural factors on developmental process 4. Develop the skills of applying the principles of development in improving the teaching learning process. 			
Unit I	Growth and developmental pattern of learners: <ul style="list-style-type: none"> ● Concept of growth and development ● General characteristics of Growth and Development ● Stages and sequence of Growth and Development ● Social factors that affect growth and development-poverty, lack of opportunities, deprivation, disrupted family, poor neighborhood, poor housing 			
Unit II	Stages of development: <ul style="list-style-type: none"> ● Different stages of development- infancy, childhood, adolescence, Adulthood. ● Adolescence- Physical development, Emotional development, Cognitive development. ● Needs and problems of adolescents, their guidance and counseling 			
Unit III	Different types of Development: <ul style="list-style-type: none"> ● Cognitive development- Piaget's theory and its educational implications. ● Psycho-sexual development - Freud's Theory. ● Psycho social development - Erikson's theory of psychosocial development. ● Moral and pro social development- Kohlberg's theory ● Development of self-concept and personal identity ● Communication and speech development- paralinguistic and linguistic stages of development. 			
Unit IV	Individual differences: <ul style="list-style-type: none"> ● Role of heredity, environment including physical and socio cultural factors, ● Nutrition, ● Child rearing practices and Family. 			
UnitV	Development of personality: <ul style="list-style-type: none"> ● Concept of Personality, types and traits of personality, ● Trait theories (Eysenck and Cattell's 16 factor. Five factor) ● Measurement of personality (Self-report and projective techniques). 			
Suggested Readings	<ol style="list-style-type: none"> 1. Berk, L. E. (2005). Development through life span. 6th ed. Pearson. 2. Berk, L. E (2006) Child development. Pearson and Allyn. 3. Ray, Sushil. (2012). Shiksha manovidya. Kolkata : Soma Book Agency. 			

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	<ol style="list-style-type: none"> 4. Ghosh, Arun: Shiksha-shrai Monobigyan. 5. Sengupta, Pramodbandhu & Sharma, Prasanta: Shiksha manobigyan. 6. Rogoff, B., et. al. (1995). Development through participation in socio- cultural activity. <i>New Directions for Child and Adolescence Development</i>. Vol. 67; 45-65. 7. Saraswati, T. S. (1999). Adult child continuity in India: Is adolescence a myth or an emerging reality? In T. S. Saraswati, (Ed). <i>Culture, socialization and human development: Theory, research and applications in India</i>. New Delhi: Sage. 8. Chakraborty, U (2014) Bises Chahida Sampanna Shisu 0 Antarbhuktimulak Shiksha. Aahcli Publishers. 9. Sharma, N. (2003). Understanding adolescence. NBT. India. 10. Sternberg, R. J. (2013). Intelligence, competence, and expertise. In A. J. Elliot & C. S. Dweck, (Eds). <i>Handbok of competence and motivation</i>. Guildford Publications.
2nd Half	Aspects of Development
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Know about various aspects related to development. 2. Acquainted with theories, types and factors of motivation, attention and interest. 3. Understand the nature of intelligence and know various theories related to it. 4. Develop skills for identifying and nurturing creativity.
Unit I	<p>Various aspects related to development:</p> <ul style="list-style-type: none"> ● Instincts and Emotions ● Emotional Intelligence ● Attitude and attachment
Unit II	<p>Motivation:</p> <ul style="list-style-type: none"> ● Extrinsic and Intrinsic Motivation ● Theories of Motivation- Maslow, Weiner and McClelland. ● Factors affecting Motivation -Self Efficacy, Locus of Control, Anxiety, Curiosity and their classroom implications.
Unit III	<p>Attention and Interest:</p> <ul style="list-style-type: none"> ● Concept of attention, determinants of attention and their class room application ● Attention span and its fluctuation, distraction Interest and its relation with attention
Unit IV	<p>Intelligence:</p> <ul style="list-style-type: none"> ● Concept and nature, its distribution across population ● Factor theories of intelligence (Guilford, Thurston and Gardner's theory of Multiple Intelligence,) ● Measurement of intelligence (Verbal and non-verbal tests of intelligence) ● Intelligence quotient and education
Unit V	<p>Creativity:</p> <ul style="list-style-type: none"> ● Concept of creativity ● The components of creativity ● Its identification and nurturance.
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Testing Personality Traits (Cattle's 16 PF) 20 Marks ● Measuring creativity by any standard activity scale. ● Measuring Motivation by any standard motivation scale. ● Measurement of Intelligence (Verbal WAIS Scale and Nonverbal Block Design, Cube Construction).

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Suggested Readings	<ol style="list-style-type: none"> 1. Chauhan S. S. (2004). Advanced educational psychology. New Delhi :Vikas Publishing House. 2. Mangal, S. K. (2008). Advanced educational psychology. New Delhi: Prentice Hall of India. 3. Snowman, J. and Biehler, R. (2002). Psychology applied to teaching. New York : Houghton Mifflin. 4. Woolfolk A. R. (1995). Educational psychology. 6^h ed. Boston: Allyn & Bacon. 			
Course-II (1.1.2)	Contemporary India and Education	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40+40	10+10	100
1st Half	Education in Post-Independent India			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Understand the various constitutional provisions 2. Develop the knowledge about the recommendations of various commissions and National Policies of Education. 3. Examine the problems and solutions of elementary and secondary education and find out probable solution. 4. Acquire the skill to eradicate inequality, discrimination and marginalization in education. 5. Develop an idea about National Values. 			
Unit I	Educational provision in the Constitution of India: <ul style="list-style-type: none"> ● Fundamental Rights ● Directive Principles of State Policy ● Fundamental Duties ● Centre-State Relationship ● Language 			
Unit II	Recommendations of various commissions after independence: <ul style="list-style-type: none"> ● Indian University Commission (1948-49) ● Secondary Education Commission (1952-53) ● Indian Education Commission (1964-66) ● National Policy of Education (1986,1992) 			
Unit III	Equalization and universalization of Elementary and Secondary Education: <ul style="list-style-type: none"> ● Concept ● Problems ● Probable solutions 			
Unit IV	Inequality, Discrimination and Marginalization in education: <ul style="list-style-type: none"> ● Concept ● Causes ● Probable solutions 			
Unit V	National Values: <ul style="list-style-type: none"> ● Concept ● Characteristics ● Relevance in education ● Relation with international understanding. 			

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Suggested Readings	<ol style="list-style-type: none"> 1. Banerjee, J.P (2010) History of Education in India.Kolkata 2. Chaube, S.P (2008) History and Problems of Indian Education, Agrawal Publications, Agra 3. Chaudhry, N.K (2012) Indian Constitution and education,SHIPRA Publications,New Delhi 4. Chakraborty, A&Islam, N (2014) SiksharItihas 0 Sampratik Ghatanaprabaha, Classique Books, Kolkata 5. Ghosh,R(2014) YugeYugeBharaterSiksha,Soma Book Agency, Kolkata 6. Sharma,R.N(2010) History of Education in India,Atlantic,New Delhi 7. Thakur, D.K.& Haque S.H(2010) Adhunik Bharatersikshar Dhara.Rita Book Agency. Kolkata 8. Mukhopadhyay, D ,Sarkar, B and Haider, T(2014) Bharoter chalaman Ghatanabali, Aahcli Publishers, Kolkata. 9. Halder.K. & Nath.I (2014)Bharotyter shikshar Samprotik Bisoy.K.Chakraborti Publications, Kolkata.
2nd Half	Policy Framework for Education in India
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Understand the policy framework for Education in India 2. Understand the contemporary issues in education 3. Develop the knowledge about various policies on education 3.Examine the role and functions of different monitoring agencies of education 4. Understand community participation and development in education 5. Acquire skill to develop educational planning and management.
Unit I	<p>Contemporary issues of education:</p> <ul style="list-style-type: none"> ● Unemployment ● Poverty ● Population explosions ● Student unrest
Unit II	<p>Policies on education:</p> <ul style="list-style-type: none"> ● SSA ● RTE (2009) ● NCF (2005) ● NKC(2009) ● RMSA ● NCF-TE (2009)
Unit III	<p>Monitoring agencies:</p> <ul style="list-style-type: none"> ● UGC ● NAAC ● NCTE ● NUEPA ● NCERT ● IASE ● CTE ● SCERT ● DIET

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Unit IV	Community participation and development: <ul style="list-style-type: none"> ● Women education ● Dalit education ● Tribal education ● Adult Education and continuing in education ● Distance and Open Education ● Government initiatives towards educational policies
Unit V	Educational Planning and Management: <ul style="list-style-type: none"> ● Educational Planning ● Institutional Planning ● Leadership ● Administrative structure of Secondary Education ● Quality Management ● Supervision
Internal/Assignment/Practicum/Sessional	1 Term Paper 20 Marks 1 Seminar presentation
Suggested Readings	<ol style="list-style-type: none"> 1. Aggrawal, J. C. (2010). Educational administration and management. New Delhi : Vikas Pub. House. 2. Ahuja, R. (2013) Social problems in India. New Delhi: Rawat Publications. 3. Chakraborty, D. K. (2010). Sikshay byabsthapana o parikalpana. Kolkata : K. Chakraborty Publications. 4. Dash, B. N. (2013). School organisation, administration and management. New Delhi: Neelkamal Publications. 5. Mohanty, J. (2012). Educational administration, management and school organization. New Delhi: Deep & Deep Publications. 6. Pal, D. <i>et al.</i> (2014) Siksha byabsthapana. Kolkata : Rita Book Agency. 7. Sing, R. P. (2007). Educational finance and the planning challenge. New Delhi: Kanishka Publishers.

Course-IV (1.1.4)	Language across the Curriculum (1/2)	Theory	Internal/Assignment/Practicum/Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Understand the language background of students - 1st & 2nd language. 2. Understand the nature of classroom and develop appropriate strategies. 3. Facilitate the development of reading and writing skills for optimal understanding of the content. 4. Develop tools for assessing the development of reading and writing skills. 			
Unit I	Theoretical Background of Language Usage: <ul style="list-style-type: none"> ● A brief historical background of language development - 1st language and 2nd language. ● Theories of language development - Bloomfield, Chomsky, Saussure, NavyaNaya. ● Theoretical understanding of Multilingualism. 			

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Unit II	Understanding the Language Background: <ul style="list-style-type: none"> ● Understanding home language and school language. ● Power dynamics of ‘standard’ language vs. ‘home language’. ● Dialects.
Unit III	Different Strategies for Language Development: <ul style="list-style-type: none"> ● Nature of classroom discourse. ● Develop strategies for using language in the classroom - oral and written ● Discussion as a tool for learning.
Unit IV	Language Interaction in the classroom: <ul style="list-style-type: none"> ● Nature of questioning in the classroom. ● Types of questions - Teachers’ role. ● Multicultural classroom - Teachers’ role.
Unit V	Nature of Reading Comprehension in the Content Areas: <ul style="list-style-type: none"> ● Reading proficiency in the content areas - Social Sciences, Sciences, Mathematics. ● Schema Theory. ● Different Texts - Expository, Narrative, Transactional. Reflexive.
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● A small project on Transactional Mode 10 Marks
Suggested Readings	<ol style="list-style-type: none"> 1. Bennett, W. A. (1969). Aspects of language and language teaching. London : Cambridge University Press 2. Braden, K. (2006). Task based language education: From theory to practice. London: Cambridge University Press. 3. Britton, James. (1973). Language and learning. London : Penguin Books. 4. Byrnes, Heidi (2006). Advanced language learning: The contribution of Halliday and Vygotsky. Continuum International Publishing Group.

Course-V (1.1.5)	Understanding Discipline and Subjects(I/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Reflect on the nature and role of disciplinary knowledge 2. Understand the paradigm-shift in the nature of disciplines 3. Understand the role of such disciplinary knowledge in the overall schema of the school curriculum 4. Understand the re-definition of the school subjects in reference to social justice. 			
Unit I	Nature and role of disciplinary knowledge in the school curriculum: <ul style="list-style-type: none"> ● Paradigm shift in the nature of disciplines ● History of the teaching of subject areas in schools ● Role of disciplinary knowledge in the schema of the school curriculum 			
Unit II	Nature of the Discipline and Societal change: <ul style="list-style-type: none"> ● Subjects have been redefined and reformulated over the decades ● The changes in methods of study and validation of knowledge ● Changing nature of knowledge 			

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Unit III	<p>Selection of content:</p> <ul style="list-style-type: none"> Knowing the ‘theory of content’ and framing of syllabus Social history of inclusion and exclusion of a subject area from school curriculum Study of curriculum in pre- and post-independence era
Unit IV	<p>Modern Approaches to Disciplinary Knowledge:</p> <ul style="list-style-type: none"> Modernist thinkers and their contribution in the field of education -e.g. Ram Mohan Roy and his emphasis on Western Science, Maths and Philosophy Need for experience-centric curriculum
Unit V	<p>Understanding ‘disciplinarily doctrine’ in reference to school curricula:</p> <ul style="list-style-type: none"> School subjects designed in a purely discipline-oriented and not learner-oriented manner Kinds of knowledge left out of the academic ambit-practical knowledge, community knowledge, tacit knowledge School subjects should focus on interdisciplinary nature Emphasis should be given on different subject-areas
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> Seminar presentation 10 Marks
Suggested Readings	<ol style="list-style-type: none"> National Curriculum Frame Work. 2005. New Delhi: NCERT. National Curriculum Frame Work Teacher Education. 2009. New Delhi : NCTE. Purkait, B. R. (2010). Milestones of ancient, mediaeval education in India. Kolkata: New Central Book Agency. Purkait, B. R. (2010). Milestones in modern Indian education. Kolkata: New Central Book Agency. Mukhopadhyay, Nrisingha Prasad. Ancient Indian education Mukherjee, R. K. Ancient Indian education. Chakravarti, U. (1998). Rewriting history: The life and times of Pandita Ramabai. Zubaan. Ghosh, S. C. (2007). History of education in India. Rawat Pub.

Course EPC -1 (1.1EPC1)	Reading and Reflecting on Texts (1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		00	50	50
	Practical application of Language across the curriculum where trainees are supposed to sit around in a study circle and participate in group discussion. It involves brainstorming after reading any selected text and discussing and writing the summary of the same with a critical or creative approach.			
Mode of Transaction	<ul style="list-style-type: none"> ➤ Small Group interaction in a round table study circle ➤ Reflective questioning in the same ➤ Combining listening comprehension, reading and writing ➤ Texts to be selected from conceptual, Empirical, Historical, policy documents, studies about schools, teaching, learning autobiographies, ethnographies, field notes, narrative texts etc. ➤ Creative literary activities, journaling, writing diary etc. 			

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Course-III (1.2.3)	Learning and Teaching	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40+40	10+10	100
1st Half	Learning			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Understand the range of cognitive capacities among learners. 2. Reflect on their own implicit understanding of the nature and kinds of learning. 3. Gain an understanding of different theoretical perspectives on learning 4. Demonstrate his/her understanding of different skills at different phases of instruction 			
Unit I	<p>Understanding Learning:</p> <ul style="list-style-type: none"> • Nature of learning: learning as a process and learning as an outcome • Types of learning: factual, associations, conceptual, procedural, generalizations, Principles and rules. • Remembering and Forgetting - Factors of remembering - encoding, storage and retrieval. Information processing approach; Causes of forgetting; Strategies for effective memorization. 			
Unit II	<p>Factors Influencing Learning:</p> <ul style="list-style-type: none"> • Concept, nature and types of motivation - intrinsic, extrinsic and achievement. • Concept and nature of attention, determinants of attention, relationship with interest. • Role of teacher in addressing various factors influencing learning-a few strategies - cooperative learning, peer tutoring, collaborative learning. 			
Unit III	<p>Learning Paradigms:</p> <ul style="list-style-type: none"> • Behavioristic Learning- Concept of connectionism (Thorndike) and conditioning (Pavlov & Skinner) and their educational implications. • Cognitive Learning - Concept of Gestalt and its educational implications; Discovery learning (Bruner), Cognitive Constructivist Learning (Piaget) • Social Cognitive Learning - Concept (Bandura), nature and implications. Teacher as role model. • Social Constructivist Learning - Concept of Vygotsky, nature and implications. • Humanistic Viewpoint of Learning - Carl Rogers (Self Concept Theory) 			
Unit IV	<p>Transfer of learning:</p> <ul style="list-style-type: none"> • Concept, Importance, Nature and Types of Transfer of Learning • Theories of Transfer of Learning • Methods of enhancing Transfer of Learning 			
Unit V	<p>Organization of Learning Experiences: Issues and Concerns:</p> <ul style="list-style-type: none"> • Role of school - Guidance, Mental health, Co-curricular activities. • Strategies for organizing learning for diverse learners- Brainstorming, Within class grouping, Remedial teaching, Enrichment programme 			
Suggested Readings	<ol style="list-style-type: none"> 1. Chatterjee. Kaushik. (2012). Siksha prajuktibidya. Kolkata : Rita publication.. 2. Mangal, S. K. (2002). Essentials of teaching learning and information technology. Ludhiyana: Tandon Publishers. 			

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	<ol style="list-style-type: none"> 3. Mangal, S.K. (2006). Advanced educational psychology. New Delhi: Prentice hall of India. 4. Mohanty. (1992). Educational technology. New Delhi: Deep and Deep Publications. 5. Sen, Molay Kumar. Siksha prajuktibigyan. Kolkata : Soma Book Agency. 6. Roy, Sushil. Siksha manobidya. Kolkata : Soma Book Agency. 7. Vygolsky, L. (1997). Interaction between learning and development. In M. Gauvain & M. Cole, (Eds). <i>Readings on the development of children</i>. New York: W. H. Freeman & Co. 8. Kumar, K. (2004). What is worth teaching? 3rd ed. Orient Black Swan. 9. Holt, J. (19964). How children fail? Rev. ed. Penguin. 10. Hall, C & Hall, E. (2003). Human relations in education. Routledge.
2nd Half	Teaching for Learning
	The objectives of the course are to enable the teacher students to:
Objectives	<ol style="list-style-type: none"> 1. Understand the process of teaching 2. Understand and efficiently used different models of teaching. 3. Engage in teaching with proper approach. 4. Develop skills required for teaching
Unit I	<p>Understanding Teaching:</p> <ul style="list-style-type: none"> ● Teaching: Concepts, definition, nature and characteristics factors affecting teaching. ● Relation between Teaching, Instruction and Training. ● Maxims of teaching. Role of teacher in effective teaching.
Unit II	<p>Models of Teaching:</p> <ul style="list-style-type: none"> ● Concept Attainment Model (CAM) ● Advance Organizer Model (AOM) ● Inquiry Training Model (ITM)
Unit III	<p>Task of Teaching:</p> <ul style="list-style-type: none"> ● Task of teaching: meaning, definition and variables in teaching task. ● Phases of teaching task: pre - active, inter-active and post-active. ● Essentials of effective teaching,
Unit IV	<p>Levels & Approaches of Teaching:</p> <ul style="list-style-type: none"> ● Levels of Teaching: memory, understanding and reflective levels of teaching ● Approaches to Instruction: Constructivist approach to teaching, Cooperative and Group Discussion, Games, Debate, Quiz and Seminar. ● Programmed Instruction (PI) & Computer Assisted Instruction (CAI)
Unit V	<p>Skills of Teaching:</p> <ul style="list-style-type: none"> ● Skills of Teaching: Concepts, definition. ● Micro-teaching: Meaning and Procedure ● Developing Teaching skills: Introducing the lesson, Questioning, Use of teaching aids, Reinforcement and Illustration. ● Modification of Teacher Behavior-Flanders Interaction Analysis of Category System (FIACS).
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Simulated Teaching Practical <p style="text-align: right;">20 Marks</p>

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Suggested Readings	<ol style="list-style-type: none"> 1. Aggarwal, J. C. (2001). Principles, methods and techniques of teaching. Delhi: Vikas Pub House. 2. Bower, G. M. (1986). The Psychology of learning and motivation. Academic Press. 3. Chauhan, S. S. (2000). Advanced educational psychology. New Delhi. : Vikas Publishing House. 4. Pal, Debasish et al. (2012). Sikhner manostatwa. Kolkata : Rita Book Agency. 5. DeCecco, J, P. & Crawford, W. (1977). Psychology of learning and instruction. New Delhi: Prentice hall of India 6. Mete, Jayanta, Deb, Ruma & Ghosh, Birajlakshi: Bikash o shikhaner manostatwa. Kolkata : Rita Book Agency. 7. Joyce, M. & Others. (1992). Models of teaching. New York: Holt Rinehart and Winston. 8. Sarkar,B (2014) Shikharthi O Shikhan.Aaheli Publishrs.kolkata
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Course-VII-(A) (1.2.7A)	Pedagogy of a School Subject Part-I(I/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Language Teaching	Bengali, English, Sanskrit, Hindi, Urdu & Arabic			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Merit effective and constructive acquaintance with the basic foundations of Language teaching in India and West Bengal 2. Acquire practical expertise in pedagogical analysis and develop behavioural competencies in teaching skills 3. Apply principles abstracted from the study of various methods and approaches as regards purpose and procedure of planning lesson 4. Work out and practice strategies for teaching language skills and communication skills 5. Credit working acquaintance with concepts of language learning assessment 6. Turn in to resourceful user of different kinds of Language Test 7. Become efficient in construction of Test and Test Items 8. Explore and experience various resources for target language learning 9. Try out various means of organizing various resources for target Language Learning. 			
Unit I	<p>Foundations of Language Teaching:</p> <ul style="list-style-type: none"> ● Historical background and present status of language teaching in India. ● Origin of different languages (At least two including 1st Language) ● Significance of Mother tongue/ Target Language ● Concept of 1st Language, 2nd Language and 3rd Language in West Bengal ● Relation between language and dialect. ● Language position and importance in Secondary School Curriculum in West Bengal. ● Analysis of the objectives of teaching language at secondary level in West Bengal. ● Aims and objectives of Language Teaching. 			
Unit II	<p>Strategies of Language Teaching:</p> <ul style="list-style-type: none"> ● Theories of Language Teaching ● Concept and importance of pedagogical analysis of language. ● Language Teaching Skills 			

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	<ul style="list-style-type: none"> ● Lesson Plan: definition, characteristics, importance ● Behavioural/Instructional objectives of Language Teaching ● Teaching strategies for Language ● Relevance of Teaching Model for Language Teaching
Unit III	<p>Approaches of Language Teaching (As per subjects concerned):</p> <ul style="list-style-type: none"> ● Methods of Language Teaching: <ul style="list-style-type: none"> ○ Concept, Characteristics, Procedure, Importance and Limitations. ● Approaches to Language Teaching: ● Methodology of Language Teaching according to different content area: <ul style="list-style-type: none"> ○ Prose, ○ Poetry, ○ Drama ○ Grammar, ○ Composition <p>Objectives, importance and procedure</p> ● Spelling mistake - causes and method of correction
Unit IV	<p>Assessment of Language Teaching:</p> <ul style="list-style-type: none"> ● Assessment (elementary concepts of Evaluation and Measurement). ● Achievement Test ● Properties (elements) and Areas (aspects) of a language Test. ● Principles for constructing a Language Test. ● Characteristics of a good Test - usability, reliability, validity. ● Construction of a language question paper including general instruction with nature of options, overall coverage and marking scheme.
Unit V	<p>Learning Resources in Language Teaching:</p> <ul style="list-style-type: none"> ● Meaning, type, functions, preparation and utilization of learning resources in language: Text Books, Models, Charts, Pictures, Reference Books, Computer Assisted Learning. ● Language Laboratory - Component, planning, developing required activities and organizing for use. ● Designing Learning activities: School Magazine, School Debating Society, Dramatization ● Designing Language Games in grammatical context of language. ● Creative writing: composition, short story, poem (on given clues or independently).
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Term Paper <p style="text-align: right;">10 Marks</p>
Suggested Readings	<ol style="list-style-type: none"> 1. Bright, J. A & Mc Gragor, G. P. (1978). Teaching English as a second language. London : ELBS & Longman. 2. Brumfit, C J & Johnson, K. (1978). The Communicative approach to language teaching. Oxford : OUP, 3. Carrol, J B. (1953). The Study of Language. Massachusetts : Harvard University Press. 4. Heaton, J B. (1982). Language testing. London : Modern English Publications Ltd. 5. Heaton, J. B. (1991). Writing English language tests. Hongkong: ELBS. 6. Hornby, A. S. Oxford advanced learner's dictionary of current English, Oxford :OUP. 7. Howatt, A. P. R. (1984). A History of English language teaching Oxford : OUP.

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	<p>8. Johnson, J: The Communicative Approach to Language Teaching, OUP, Oxford, 1979.</p> <p>9. Johnson, K. (1982). Communicative syllabus design and methodology. Oxford : Pergamon Press.</p> <p>10. Ur, P. (1996). Grammar practice activities - A Practical guide for teachers. Cambridge : CUP.</p> <p>11. Ur, P & Wright, A: Five-minute Activities- A Resource Book for Language Teachers. Cambridge : CUP.</p> <p>12. Verma, S. K. (1994). Teaching English as a Second Language in India. In R K Agnihotri & A L Khanna (Eds). <i>Second Language acquisition</i>. New Delhi,</p> <p>13. Weir, C. (1993). Understanding and Developing Language Test. New Delhi : Prentice Hall International Ltd.</p> <p>14. Widdowson, H. (1978). Teaching language as Communication. Oxford : OUP.</p> <p>15. Mangal, S. K & Mangal, U. (2008). Educational Technology. New Delhi : PHI.</p> <p>16. Patel, R N (2004). Educational Evaluation: theory and practice, Mumbai : Himalaya Publishing House.</p> <p>17. Das.G, Choudhury.N (2014) Nabarupe Sanskrit Shikshan Padhati.Aaheli Publishers .Kolkata</p> <p>18. Sharma, R A (1983): Technology of Teaching, International Publishing House, Meerut.</p>
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Course-VII-(A) (1.2.7A)	Pedagogy of a School Subject Part-I(1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Social Science Teaching	History, Geography, Political Science, Economics, Education, Commerce, Sociology, Philosophy			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Appreciate the significance of teaching Social Science. 2. Be acquainted with the approaches & Methods of Teaching Social Science. 3. Be used to the application of knowledge and skills in Social Science. 4. Be acquainted with various practical aspects of Social Science. 			
Unit I	<p>Foundation of Social Science Teaching:</p> <ul style="list-style-type: none"> ● Aims and objectives of Social Science Teaching. ● Social Science Curriculum, Values of Social Science Teaching. ● Inter relationship of various branches of Social Science ● Innovations in Social Science teaching ● Inculcation of National Integrity through language teaching. 			
Unit II	<p>Strategies of Social Science Teaching:</p> <ul style="list-style-type: none"> ● Features, Limitations and comparison of different methods ● Lecture Method, ● Demonstration method, ● Heuristic Method, ● Project Method ● CAI ● Story telling Method 			

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Unit III	<p>Learning Resource in Social Science Teaching:</p> <ul style="list-style-type: none"> ● Meaning, type and importance of Learning Resources. ● Quality of good social science text book. ● Teaching aids in Social Science. ● Improvisation of Teaching Aids.
Unit IV	<p>Social Science Teacher:</p> <ul style="list-style-type: none"> ● Qualifications and qualities of social science Teachers. ● Professional growth of Social Science Teacher.
Unit V	<p>Evaluation in Social Science Education:</p> <ul style="list-style-type: none"> ● Evaluation devices, evaluation programme in social studies ● Competency based evaluation, continuous and comprehensive evaluation; formative and summative evaluation, diagnose and remediation; construction of assessment tools like achievement test.
Internal/ Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Term Paper 10 Marks
Suggested Reading	<ol style="list-style-type: none"> 1. Arora, G. L (1988), Curriculum and Quality in Education, NCERT, New Delhi. 2. Binning and Binning. (1952). Teaching Social Studies in Secondary Schools. New York : McGraw Hills. 3. David Lambert and David Balderstonc (2000). Learning to Teach Geography in Secondary School: A Companion to School Experience. Falmer, London : Routledge. 4. Kent, Ashley. (2001). Reflective Practice in Geography Teaching. Paul Chapman Educational Publishing, Ltd. 5. Pathak, Avijit. (2002). Social Implications of Schooling : Knowledge, Pedagogy and Consciousness. New Delhi: Rainbow Publishers. 6. Singer, Alan J. (2003). Social Studies for Secondary Schools: Teaching to learn, learning to teach, Lawrence Erlbaum Associates, Mahwah, New Jersey.

Course-VII-(A) (1.2.7A)	Pedagogy of a School Subject Part-I(1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Science Teaching	Physical Science, Life Science, Computer Science & Application			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Appreciate the significance of teaching Science. 2. Be acquainted with the approaches & Methods of Teaching Science. 3. Be used to the application of scientific knowledge and skills. 4. Be acquainted with various practical aspects of science. 			
Unit I	<p>Foundation of science Teaching:</p> <ul style="list-style-type: none"> ● Aims and objectives of science Teaching. ● Science Curriculum, Values of Science Teaching. ● Inter relationship of various branches of science. ● Scientific aptitude and attitude ● Innovations in science teaching 			

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Unit II	Strategies of Science Teaching: <ul style="list-style-type: none"> ● Features, Limitations and comparison of different methods ● Lecture Method, ● Demonstration method, ● Heuristic Method, ● Laboratory Method, ● Project Method ● CAI ● Problem Solving Method.
Unit III	Planning of Science Laboratory: <ul style="list-style-type: none"> ● Importance of science Laboratory ● Organization / Planning a Science Laboratory. ● Equipment of Science Laboratory.
Unit IV	Learning Resource in science Teaching: <ul style="list-style-type: none"> ● Meaning, type and importance of Learning Resources. ● Quality of good science text book. ● Teaching aids in Science. ● Improvisation of Teaching Aids.
Unit V	The Science Teacher: <ul style="list-style-type: none"> ● Qualifications and qualities of science Teachers. ● Professional growth of Science Teacher.
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Term Paper 10 Marks
Suggested Readings	<ol style="list-style-type: none"> 1. Gupta, S. K. (1991). Teaching of Physical Science in secondary schools. New Delhi: Sterling Publications 2. Nag, S. (2015). Teaching of Life Science. Kolkata : Rita Publications. 3. Sharma, R. C (1999). Modern Science Teaching. New Delhi: Dhanpat Rai Publication Co. 4. Vaidea, N. (1996). Science Teaching for 21st Century. New Delhi. Deep & Deep Publication. 5. Pal, S. Nagchowdhury, D. P., Ganguly, A. Haowladar, M. (2014) Jiban Biggyan Shikhshaner tattwa 0 Proyog, Aaheli Publishers, Kolkata 6. Pandey, P. (2014). Teaching of Computer Studies. Belur, Kolkata: RKMSM

Course-VII-(A) (1.2.7-A)	Pedagogy of a School Subject Part-I(1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Mathematics Teaching	Mathematics			
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Understand the nature of mathematics and mathematics education 2. Know the Objectives of teaching mathematics and the principles of the preparation of relevant curriculum and text books. 3. Understand Teaching methodologies in mathematics education. 			

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	<p>4. Apply Mathematics education in cross-cultural perspectives.</p> <p>5. Understand the Assessment and evaluation in the teaching learning of mathematics.</p>
Unit I	<p>Nature and Theoretical aspects of Mathematics Education:</p> <ul style="list-style-type: none"> ● The nature of mathematics ● Correlation of mathematics with other disciplines ● Scope of mathematics education ● Values of teaching mathematics ● History of Mathematics in India ● Teaching-learning of Mathematics from the view point of Skinner, Piaget, Bruner, Vygotsky&Dienes
Unit II	<p>Aims and objectives of teaching Mathematics and preparation of relevant curriculum and text books:</p> <ul style="list-style-type: none"> ● Aims and objectives of teaching mathematics at upper primary stage, secondary stage and higher secondary stage. ● Principles of curriculum construction ● Principles of text book preparation
Unit III	<p>Teaching learning process in Mathematics:</p> <ul style="list-style-type: none"> ● Teaching methods in mathematics- e.g. Inductive & Deductive Method, Method of analysis and synthesis, Project method, Mathematical induction, Heuristic method, Problem Solving Method. ● Learning Resources in relation to Teaching of mathematics with special reference to calculator and computer. ● Pedagogical analysis and lesson planning.
Unit IV	<p>Mathematics education in a cross-cultural perspective:</p> <ul style="list-style-type: none"> ● Anxiety associated with learning of Mathematics ● Maths laboratory ● Maths club ● Connecting mathematics to the environment ● Management of learning of slow and gifted learners
Unit V	<p>Assessment and Evaluation:</p> <ul style="list-style-type: none"> ● Assessment and evaluation-meaning, scope & Types ● Different types of test items ● Techniques of Evaluation in Mathematics ● Basic principles of construction of test items ● Continuous and Comprehensive Evaluation (CCE)
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Term paper <p style="text-align: right;">10 Marks</p>
Suggested Readings	<ol style="list-style-type: none"> 1. Teaching of Modern Mathematics - S.M. Agarwal 2. Teaching of Mathematics - Kulbir Sing Sidhu 3. Teaching of Mathematics- C.L. Banga 4. Teaching of Mathematics - PranayPandey 5. Teaching of Mathematics - Ram Sharan

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Course-VIII-(A) (1.2.8A)	Knowledge and Curriculum- Part-I (1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Introduce themselves to perspectives in education focusing on epistemological, philosophical and sociological bases of education. 2. Distinguish between knowledge and skill, teaching and training, knowledge and information and reason and belief. 3. Understand education in relation to constitutional goal, social issues and modern values. 4. Understand the concept, scope and objectives of education. 5. Realize the concepts of curriculum and syllabi. 6. Design curriculum in the context of school experiences, evaluation, power, ideology, process and practice & its transactional modes. 			
Unit I	<p>Epistemological bases of Education:</p> <ul style="list-style-type: none"> • Meaning of epistemology with reference to the process of knowledge building and generation. • Distinction and relationship between: Knowledge and skill. Teaching and training. Knowledge and information. Reason and belief. 			
Unit II	<p>Philosophical Foundation of Education:</p> <ul style="list-style-type: none"> • Significance of Philosophy in Education. • Brief account of the tenets of the following philosophers of education -Swami Vivekananda, Gandhi, Tagore, Aurobindo, Dewey, Plato and Freire. • Relevance of the philosophy of the aforesaid philosophers in Indian education with regard to activity, discovery and dialogue. 			
Unit III	<p>Sociological bases of education:</p> <ul style="list-style-type: none"> • Constitutional goal for Indian Education. • Social issues in education -Globalization, multiculturalism, secularism, education for sustainable development. • Nationalism, universalism and secularism - their interrelationship with education. • Illiteracy, poverty, socially disadvantaged groups gender inequality. 			
Unit IV	<p>Concepts and scope of education:</p> <ul style="list-style-type: none"> • Four pillars of education. • Aims of education: Personal, Social, Economic and National Development. • Education for generation, conservation and transmission of knowledge. • Agencies of education: home, school, community and media. • Types of education: formal, non-formal, informal and role of their agencies. 			
UnitV	<p>Educational Objectives:</p> <ul style="list-style-type: none"> • Learning Objectives - instructional objectives in education. • Taxonomy of Educational Objectives (Revised Bloom's Taxonomy) 			
Internal/Assign ment/ Practicum/ Sessional	<ul style="list-style-type: none"> • Term Paper 			10 Marks

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Suggested Reading	<ol style="list-style-type: none"> 1. Bruner, J. S. (1960/1977). <i>The Process of education</i>. Cambridge: Harward University Press. 2. Edgerton, Susan Huddleston. (1997). <i>Translating the curriculum: Multiculturalism into the Cultural Studies</i>. London : Routledge. 3. Etta, R. Hollins (1996): <i>Transforming curriculum for a culturally Diverse Society</i>. New Jersey: Lawrence, Erlbaum Associates Publishers. 4. MHRD, GOI, <i>National policy on education</i>. 5. NCERT.(2005). National curriculum framework. 6. Noddings, Ncl. (2007). <i>Critical lessons: what our schools should teach</i>. Cambridge : Cambridge University Press. 7. Bhatt, H. (2010). <i>The diary of school teacher</i>. An Azim Premji University Pub. 8. Batra, P. (2005). Voice and agency of teachers: Missing link in National Curriculum 2005. <i>Economic and Political Weekly</i>. 43 (47) - 47(56).
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Course-IX (L2.9)	Assessment for Learning	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40+40	10+10	100
1 st Half	Assessment of the Learning Process			
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Understand the nature and meaning of Measurement and Evaluation 2. Acquaint with the Approaches and techniques 3. Formulate research-worthy problem 4. Construct an Achievement Test 5. Develop skill to write and evaluate research report 6. Develop the concept of Statistical Measurement 			
Unit I	Concept of Evaluation and Assessment: <ul style="list-style-type: none"> ● Meaning of Test, Measurement, Assessment and Evaluation ● Distinguish among Measurement, Assessment and Evaluation ● Nature and purpose of Evaluation 			
Unit II	Approaches and Techniques of Evaluation and Criteria of Assessment Procedure: <ul style="list-style-type: none"> ● Approaches-Formative and Summative; NRT and CRT ● Techniques- observational, self-reporting, psychological and Educational tests ● Validity- Meaning, Types and Measurement ● Reliability - Meaning, Types and Measurement ● Norm and Usability 			
Unit III	Psychological Test: <ul style="list-style-type: none"> ● Meaning and concept ● Preliminary idea about - Intelligence test, Aptitude test, Interest Inventory, Attitude test, Creativity and Personality ● Achievement test- meaning, characteristics, steps for construction and uses ● Diagnostic and prognostic test 			
Unit IV	Evaluation: <ul style="list-style-type: none"> ● Types of Tests; Written Test, Oral Test, NRT, CRT, Summative Test, Formative Test, Diagnostic Test. ● Scoring and Grading, Analysis of Score and Its Interpretation 			

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	<ul style="list-style-type: none"> a) Tabulation of data. b) Graphical (Histogram, frequency Polygon) c) Central Tendency (Mean, Median Mode) d) Deviation - Standard.
UNIT V	<p>Problem - Learner:</p> <ul style="list-style-type: none"> ● Problem - Learner; Concept and Types, ● Identification of Problem - Learner; Observation, Case Study, Socio-Metric & Testing (Educational and Psychological) Techniques/. ● Remedial Measures - Guidance & Counseling, Life-Skill Training.
Suggested Reading	<ol style="list-style-type: none"> 1. Statistics in Psychology and Education - S. K. Mangal 2. Statistics in Psychology and Education - Garrett
2ndHalf	Assessment of the Learning System
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Understand different aspects of the complexities of the learning system. 2. Know various school records designed for specific purposes. 3. Understand the relationship between school and the community. 4. Acquire knowledge about physical, infrastructural and human resources available in the schools. 5. Understand the curricular process in the school. 6. Evaluate the school effectiveness and other functional aspects of the schools. 7. Explore the students support services available and achievements of the schools.
Unit I	<p>Infrastructural facilities:</p> <ul style="list-style-type: none"> ● Rooms (types and numbers), ● Classroom furniture, ● Sanitation facility, ● Drinking water, ● Playground etc. ● Library
Unit II	<p>Human Resource:</p> <ul style="list-style-type: none"> ● Teaching staff (Full Time + Part Time + Para teacher) ● Non -Teaching staff ● Students:- Boys / Girls / SC / ST /OBC / Minority / Special Needs Children. ● Teacher-student Ratio.
Unit III	<p>Management & Record Maintenance:</p> <ul style="list-style-type: none"> ● Managing Committee ● Committees for Academic Purposes ● Different Committees ● Fee Structure, ● Number of units/ School hour/ time table / periods ● Students participation - student Self - Government. ● Records: <ul style="list-style-type: none"> ❖ Accounts related ❖ Staff related

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	<ul style="list-style-type: none"> ❖ Student related ❖ Curriculum related
Unit IV	<p>Special Service Provided:</p> <ul style="list-style-type: none"> ● Mid-Day Meal ● Book bank for poor students ● Tutorial for weaker students ● Remedial teaching ● Parent Teacher Association ● Staff Welfare Service ● Health Programme ● Conducting Talent Search Examination ● Providing Scholarship ● Any other.
Unit V	<p>School Community relationship:</p> <ul style="list-style-type: none"> ● Community involvement in decision making. ● Community Contribution to school ● Meeting with community members ● School response to parents.
Internal/Assignment/Practicum/Sessional	<ul style="list-style-type: none"> ● Preparation of School Study Project (In Group) 20 Marks
Suggested Readings:	<ol style="list-style-type: none"> 1. School Planning and Management - T.K.D. Nair 2. School Organisation & Management - J. Prasad 3. Educational Management - J.C. Agarwal 4. School Management - S.K. Kochar 5. Sengupta, Madhumala, Nag, Subir and others. (2014). Educational Management. Kolkata: Rita Book Agency. 6. Evaluation Framework for Govt., Govt, aided and Govt, sponsored Secondary Schools in India (2015) - Ramakrishna Mission Sikshanamandira, Belur Math, Howrah.

CourseEPC-2 (1.2EPC2)	Drama and Arts in Education(I/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		00	50	50
	<p>Integration of various domains of knowledge is no longer treated as co-curricular or extracurricular activity, but is very much within the broad framework of curricular mode. Encouraging critical appreciation of visual or performing art. Visits to various community programmes and places of interest will develop socio-cultural awareness and identity. Active participation in various forms of performing art and visual art.</p>			
Mode of Transaction	<ul style="list-style-type: none"> ➤ Visits to places of drama/ & art / & exhibition with critical appreciation of the same ➤ Role play / Psycho drama / Mono act / One act play or Skit ➤ Fine arts for creative and / or aesthetic appreciation ➤ Appreciation of Music or Literary activities i.e. cultural Programmes or magazines. ➤ Be able to be engaged in musical performances. ➤ Innovative combination of various performing and visual art 			

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Course-VII-(B) (1.3.7B)	Pedagogy of a School Subject Part-I(1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Language Teaching	English, Bengali, Sanskrit, Hindi, Urdu & Arabic			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Be at home with the principles of constructing content analysis of school curriculum. 2. Understand the historical development of Language Teaching. 3. Develop various skills related to language learning. 4. Prepare a blueprint before entering into a class. 			
Unit I	<p>Pedagogical Analysis:</p> <ul style="list-style-type: none"> ● Concepts and Methods of Pedagogical Analysis; ● The Pedagogical knowledge of the content from various classes (Class -VI to VIII, IX-X, XI- XII) on the following items : <ul style="list-style-type: none"> ❖ Breaking of Unit into Sub-unit with no. of Periods; ❖ Previous knowledge; ❖ Instructional Objectives in behavioural terms; ❖ Sub-unit wise concepts ❖ Teaching- Learning Strategies ❖ Use of teaching aids ❖ Blueprint for criterion reference test Items. 			
Unit II	<p>Teaching Skill (As per concerned subject):</p> <ul style="list-style-type: none"> ● Micro Teaching and Micro Lesson ● Simulated Teaching ● Integrated Teaching/ Teaching in classroom situation. 			
Unit III	<p>Lesson Planning:</p> <ul style="list-style-type: none"> ● Concept, Importance and Types ● Steps of Lesson Planning ● Qualities of Good Lesson Plan 			
Unit IV	<p>Activities in Language:</p> <ul style="list-style-type: none"> ● Fair and Exhibition, ● Field Trips / Excursion, ● Debate, ● Wall & Annual Magazine and ● SahityaSabha 			
UnitV	<p>Assessment of Language learning:</p> <ul style="list-style-type: none"> ● Concept of Assessment and Evaluation; ● Achievement Test ● Text book Review 			
Internal/Assign ment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Preparation of Lesson Plan ● Preparation of Achievement Test 			10 Marks

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Suggested Reading:	<ol style="list-style-type: none"> 1. Bennett, W. A. (1969). Aspects of Language and Language Teaching. Cambridge : Cambridge University Press. 2. Braden K (2006). Task Based Language Education: From Theory to Practice. Cambridge : Cambridge University Press. 3. Britton James (1973). Language and Learning. London : Penguin Books.
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Course-VII-(B) (1.3.7B)	Pedagogy of a School Subject Part-I(I/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Social Science Teaching	History, Geography, Political Science, Economics, Education, Commerce, Sociology, Philosophy			
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Be aware of teaching & learning of the subject concern. 2. Examine critically the major concept, ideas, principles & values relating the subject concern. 3. Engage the students into the methods of Teaching & learning the subject. 4. Provide the students authentic historical knowledge with the proposed content & make them to be component to do pedagogical analysis of the subject. 			
Unit I	<p>Pedagogical Analysis:</p> <ul style="list-style-type: none"> ● Concepts and Methods of Pedagogical Analysis; ● The Pedagogical knowledge of the content from various classes (Class -VI to VIII, IX-X, XI- XII) on the following items : <ul style="list-style-type: none"> ❖ Breaking of Unit into Sub-unit with no. of Periods; ❖ Previous knowledge; ❖ Instructional Objectives in behavioural terms; ❖ Sub-unit wise concepts ❖ Teaching- Learning Strategies ❖ Use of leaching aids ❖ Blueprint for criterion reference test Items. 			
Unit II	<p>Teaching Skill (As per concerned subject):</p> <ul style="list-style-type: none"> ● Micro Teaching and Micro Lesson ● Simulated Teaching; ● Integrated Teaching/ Teaching in classroom situation. 			
Unit III	<p>Lesson Planning:</p> <ul style="list-style-type: none"> ● Concept, importance and Types; ● Steps of Lesson Planning. ● Qualities of Good Lesson Plan; 			
Unit IV	<p>Activities in Social Science:</p> <ul style="list-style-type: none"> ● Fair and Exhibition, ● Field Trips / Excursion, ● Debate, ● Wall & Annual Magazine and ● Subject Club 			

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Unit V	Assessment of Social science learning: <ul style="list-style-type: none"> ● Concept of Assessment and Evaluation; ● Achievement Test ● Text book Review
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Preparation of Lesson Plan ● Preparation of Achievement Test <p style="text-align: right;">10 Marks</p>
Suggested Reading	<ol style="list-style-type: none"> 1. Alan J Singer (2003). Social Studies for Secondary Schools: Teaching to Learn, Learning to Teach. L E Association. New Jersey. 2. Arora. GL. (1988) Curriculum and Quality in Education. NCERT. New Delhi.

Course- VII-(B) (1.3.7B)	Pedagogy of a School Subject Part-KI/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Science Teaching	Life Science, Physical Science, Computer Science and Application			
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Be aware of teaching & learning of the subject concern. 2. Examine critically the major concept, ideas, principles & values relating the subject concern. 3. Engage the students into the methods of Teaching & learning the subject. 4. Provide the students authentic historical knowledge with the proposed content & make them to be component to do pedagogical analysis of the subject. 			
Unit I	Pedagogical Analysis: <ul style="list-style-type: none"> ● Concepts and Methods of Pedagogical Analysis; ● The Pedagogical knowledge of the content from various classes (Class -VI to VIII, IX-X, XI- XII) on the following items : <ul style="list-style-type: none"> ❖ Breaking of Unit into Sub-unit with no. of Periods; ❖ Previous knowledge; ❖ Instructional Objectives in behavioural terms; ❖ Sub-unit wise concepts ❖ Teaching- Learning Strategics ❖ Use of teaching aids ❖ Blueprint for criterion reference test Items. 			
Unit II	Lesson Planning: <ul style="list-style-type: none"> ● Concept and importance. ● Qualities of good lesson plan. ● Steps of lesson planning. 			
Unit III	Teaching skills: <ul style="list-style-type: none"> ● Micro-teaching ● Simulated Teaching. ● Teaching in class room situation ● Laboratory practical based demonstration skill. 			

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Unit IV	Assessment of Science Learning: <ul style="list-style-type: none"> ● Concept of assessment and evaluation; ● Concepts of Achievement Test and Identification of Test Items under various criterion like knowledge, understanding and application and skill. ● Construction of achievement tests and their administration. ● Preparation of a continuous and comprehensive evaluation plan for a particular class (VI to XII). 			
Unit V	Practicum & Activities in Science: <ul style="list-style-type: none"> ● Fair and Exhibition, ● Field Trips / Excursion, ● Magazine, ● Science Club and Bulletin Board. 			
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Preparation of Lesson Plan ● Preparation of Achievement Test 	10 Marks		
Suggested Reading	<ol style="list-style-type: none"> 1. Teaching of Biological Science - Jasim Ahmad 2. Modern Teaching of Life Science - S.M. Zaidi 3. Teaching of Life Science - PramilaSharme 4. Methods of Teaching Life Science - PHI Publication 5. Innovative Science Teaching for Physical Science Teacher- Radhamohan 6. Modern Science teaching - R.C. Sharma 7. Teaching of Computer Studies - PranayPandey 8. Nag,S.(2012) Teaching of Life Science.Rita Publication.Kolkata 9. Nagchowdhury, D. P., Pal, S., Ganguly, A., Haowladar, M. (2014) Jiban Biggyan Shikshaner tattwa O Proyog, Aaheli Publishers, Kolkata 			
Course-VII-(B) (1.3.7B)	Pedagogy of a School Subject Part-I(1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Pedagogy of Mathematics Teaching	Mathematics			
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Mathematics curriculum and text-book preparation 2. Practical activities associated with mathematical concepts 3. Assessment and evaluation related to mathematics teaching-learning. 4. Pedagogical analysis of mathematics content of school level mathematics curriculum and lesson planning 5. Simulated and integrated lesson 			
Unit I	Mathematics curriculum and Text-book preparation: <ul style="list-style-type: none"> ● Review of the existing curriculum of mathematics of West Bengal Board of Secondary Education in the perspective of the principles of curriculum construction and its comparison with that of the CBSE. ● Review of the existing text books of mathematics of West Bengal Board of Secondary Education in the perspective of the principles of text-book preparation and its comparison with that of the CBSE. 			

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Unit II	<p>Practical activities associated with Mathematics concepts:</p> <ul style="list-style-type: none"> ● Performance of the all the practical activities stated in the text books of West Bengal Board of Secondary Education and preparation of allied teaching-learning materials. ● The study-style will be explained. The trainees will have to do the practical of their own under the guidance of the subject teacher. ● Co-curricular activities (including Mathematics club and Mathematics laboratory) in relation to mathematics teaching.
Unit III	<p>Assessment and Evaluation related to teaching -learning of Mathematics:</p> <ul style="list-style-type: none"> ● Construction of achievement tests and their administration ● Preparation of a Continuous and Comprehensive Evaluation plan for a particular class (VI to X).
Unit IV	<p>Pedagogical Analysis and lesson planning of Mathematics content of school level:</p> <ul style="list-style-type: none"> ● Concepts and Methods of Pedagogical Analysis; ● The Pedagogical knowledge of the content from various classes (Class -VI to VIII, IX-X, XI-XII) on the following items : <ul style="list-style-type: none"> ❖ Breaking of Unit into Sub-unit with no. of Periods; ❖ Previous knowledge; ❖ Instructional Objectives in behavioural terms; Sub-unit wise concepts ❖ Teaching- Learning Strategies ❖ Use of teaching aids ❖ Blueprint for criterion reference test Items.
UnitV	<p>Simulated and Integrated Lesson:</p> <ul style="list-style-type: none"> ● Simulated Micro Teaching and Integrated Teaching. ● Simulated Integrated Teaching.
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Preparation of Lesson Plan ● Preparation of Achievement Test <p style="text-align: right;">10 Marks</p>
Suggested Reading	<ol style="list-style-type: none"> 1. Arora, S.K.(2000).<i>how to teach mathematics</i>. New Delhi: Sterling Publications 2. Kumar.S. & Jaidka, M.L. (2005). <i>Teaching of mathematics</i> .New Delhi : Anmol Publications 3. Mangal,S.K.(2003). <i>Teaching of mathematics</i>. Ludhiana: Tandon Publications 4. Sidhu, K.S.(1998). <i>Teaching of mathematics</i>. New Delhi: Sterling Publications 5. Banerjee.S. <i>GanitsikKhanpddhat i</i>. Kolkata: Rita Publications 6. Ghosh.S. <i>Ganitsik Khan</i> .Kolkata:Sova Publications 7. Pramanik, S.(2014). <i>Adhunikganitsikhsn o sikshan</i>. Kolkata: Aaheli Publishers

School Internship 20 weeks (04 Weeks at Semester-II and 16 Weeks at Semester-III)

Full Marks: 250

- At least 60 lesson plans should be delivered (duly prepared and approved Lesson Plans by the Teacher Educators)
- During this semester the student teachers are acquainted with the overall conduct of the school activities and record keeping. It may include morning assembly, class time table, attendance register, stock register, mid-day meal, conduct of periodical meetings, purchase and consumption and co-curricular activities.
- Internship, as such, orients and acquaints the student teachers with the overall working of the school to make him/her fit to conduct himself/ herself in all activities of the school.

SEMESTER-IV

Course- VI (1.4.6)	Gender, School and Society (1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Develop basic understanding and familiarity with key concepts- gender, gender bias, gender stereotype, empowerment, gender parity, equity and equality, patriarchy and feminism; 2. Understand the gradual paradigm shift from women’s studies to gender studies and some important landmarks in connection with gender and education in the historical and contemporary period; 3. Learn about gender issues in school, curriculum, and textual materials across disciplines. 4. Understand how gender, power and sexuality relate to education (in terms of access, curriculum and pedagogy). 			
Unit I	Gender issues: key concepts: <ul style="list-style-type: none"> ● Gender including transgender and third gender, sex, patriarchy. ● Gender bias, gender stereotyping, and empowerment ● Equity and equality in relation with caste, class, religion, ethnicity, disability and region. 			
Unit II	Gender studies: paradigm shifts: <ul style="list-style-type: none"> ● Paradigm shift from women’s studies ● Historical backdrop: some landmarks on social reform movements of the 19th and 20th centuries with focus on women’s experiences of education (with special reference to RajaRammohan Roy, PanditIsvar Chandra Vidyasagar, Swami Vivekananda, Rabindranath Tagore and BegamRokeya). <ol style="list-style-type: none"> A. Commissions and committees on women education and empowerment B. Policy initiatives (including current laws) for the recognition of the concept of transgender and third gender. 			
Unit III	Gender, Power and Education: <ul style="list-style-type: none"> ● Gender Identities and Socialisation Practices in: <ul style="list-style-type: none"> ➤ Family ➤ Schools ➤ Other formal and informal organization. ● Schooling of Girls and Women Empowerment 			
Unit IV	Gender Issues in Curriculum: <ul style="list-style-type: none"> ● Curriculum and the gender question ● Construction of gender in curriculum framework since Independence: An analysis ● Gender and the hidden curriculum ● Gender in text and context (textbooks’ inter- sectionality with other disciplines. ● Teacher as an agent of change 			
Unit V	Gender, Sexuality, Sexual Harassment and Abuse: <ul style="list-style-type: none"> ● Development of sexuality, including primary influences in the lives of children (such as gender, body image, role models) ● Sites of conflict: Social and emotional ● Understanding the importance of addressing sexual harassment in family, neighborhood and other formal and informal institutions 			

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	<ul style="list-style-type: none"> Agencies perpetuating violence: Family, school, work place and media (print and electronic) Institutions redressing sexual harassment and abuse.
Internal/Assignment/ Practicum/ Sessional	10 Marks
	<ul style="list-style-type: none"> Preparation of a small project on how gender, power and sexuality relate to education (in terms of access, curriculum and pedagogy).
Suggested Readings	<ol style="list-style-type: none"> Basu, R. & Chakraborty, B. (2011). <i>Prasanga: Manab vidya</i>. Kolkata : Urbi Prakashan. Bandarage, A. (1997). <i>Women Population and Global Crisis: A Political Economic Analysis</i>. London : Zed Books. Maguise, P. (1987). <i>Doing Participatory Research: A Feminist Approach</i>, Amherst, M.A. Boserup, E. (1970). <i>Women's Role in Economic Development</i>. New York : St. Marlins Press. Brock-Utne, B. (1985). <i>Educating for peace: A Feminist Perspective</i>, New York. Ruddick, S. (1989). <i>Maternal Thinking: Towards a Politics of Peace</i>, London. Di Stefano, C. (1983). "Masculinity as ideology in political theory: Hobbesian man considered", <i>Women's Studies International Forum</i>, Vol. 6. Elshtain, J. B. (1981). <i>Public man, private woman: woman in social and political thought</i>, Princeton. Grant, R. & Newland, K. (Eds.). (1991). <i>Gender and International Relations</i>. London. Harshman, M. (1995). <i>Women and Development: A Critique</i>. In Marchand, M and Parpart, J. (Eds.). <i>Feminism, Post Modernism, Development</i>. London : Routledge. Viswanathan, Nalini. (1997). <i>Women, Gender and Development Reader</i>, London : Zed Publication.

Course-VIII(B) (1.4.7B)	Knowledge and Curriculum- Part-II (1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> Realize the concepts of curriculum and syllabi. Design curriculum in the context of school experiences, evaluation, power, ideology, process and practice & its transactional modes. 			
Unit I	Concept of Curriculum: <ul style="list-style-type: none"> Meaning , Characteristics & Types of Curriculum Nature & Scope of Curriculum Necessity of curriculum. Principles of framing curriculum. Role of State in curriculum. Constitutional values and national culture in curriculum. 			
Unit II	Relationship between curriculum and syllabi: <ul style="list-style-type: none"> Relationship between curriculum framework and syllabi. Process of translating syllabus into text books. Representation and non-representation of various social groups in curriculum framing. 			
Unit III	Designing curriculum, school Experiences and Evaluation: <ul style="list-style-type: none"> Principles of selecting curriculum content. Principles of curriculum development. Highlights of NCFTE 2009-stage-specific and subject -specific objectives of curriculum. 			

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	<ul style="list-style-type: none"> ● Methodology of curriculum transaction. ● Curriculum evaluation (formative, summative. Micro and Macro).
Unit IV	<p>Power, Ideology and Curriculum:</p> <ul style="list-style-type: none"> ● Relationship between powers, structures of Society and knowledge. ● Meritocracy versus elitism in curriculum.
Unit V	<p>Curriculum as process and practice:</p> <ul style="list-style-type: none"> ● Inculcation of values, disciplines, rules and reproduction of norms in the society. ● Necessity and construction of Time-Table ● Hidden curriculum and children's resilience. ● Critical Analysis of text books, teachers' handbooks, children's literature.
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Review of a Text Book at Elementary/ Secondary Level. 10 Marks
Suggested Reading	<ol style="list-style-type: none"> 1. Ornstein, Allen C. & Francis P. Hunkins. (2003). <i>Curriculum, foundations, principles and issues</i>. 2. Ornstein, Allen C, Edward F. Pojak & Stacey B. Ornstein. (2006). <i>Contemporary issues in curriculum</i>. Allyn & Bacon. 3. Slattery (1995). <i>Curriculum development in postmodern Era</i>. (Critical Education & Practice). 4. Wiles, Jon. (2004). <i>Curriculum essentials- a resource for educators</i>. Allyn & Bacon

Course-X (1.4.10)	Creating an Inclusive School(I/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Understand the concept of inclusive education and social inclusion 2. Know the legal and policy perspectives behind inclusion in education 3. Understand the types, probable causes, preventive measures and characteristics of different types of disability. 4. Understand street children, platform children, orphans, children born and brought up in correctional homes, child labour and other socioeconomically backward children. 5. Know how inclusion can be practiced in mainstream class. 			
Unit I	<p>Introduction to inclusive Education:</p> <ul style="list-style-type: none"> ● Concept of special education, integrated education and inclusive Education & their relation ● Philosophical, Sociological, Economical & Humanitarian dimensions of inclusive education ● Advantages of inclusive education for the individual and society. ● Limitation of inclusive set up in education. 			
Unit II	<p>Legal and policy perspectives:</p> <ul style="list-style-type: none"> ● Important international declarations / conventions / proclamations-BMF(1993-2012), recommendations of the Salamanca Statement and Framework of Action(1994), TJNCRPD(2006). ● National initiatives for inclusive education - National Policy on Education (1968,1986), Education in the National Policy on Disability(2006), RTE Act(2009). ● Special role of institutions for the education of children with disabilities- RCI, National Institute of Different Disabilities. 			

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Unit III	<p>Defining learners with special needs:</p> <ul style="list-style-type: none"> ● Understanding differently abled learners - concepts, definitions, characteristics, classification, causes and preventive measures of V.I, H.I, SLD, LI ● Preparation for inclusive education - School's readiness for addressing learner with diverse needs ● Case history taking, Assessment of children with diverse needs (MDPS, BASIC-MR, FACP, VSMS.DDST, UPANAYAN and related others) to know their profile and to develop individualized Education Programme (IEP / FTP) ● Identification and overcoming barriers for educational and social inclusion
Unit IV	<p>Inclusive practices in class rooms for all:</p> <ul style="list-style-type: none"> ● Class room management and organizations, curricular adaptations, lesson planning and development of suitable TLM ● Pedagogical strategies to respond to individual needs of students : Cooperative learning strategies in the class room, peer tutoring, social learning, buddy system, reflective teaching, multisensory teaching etc. ● Technological Advancement and its applications - ICT, Adaptive and Assistive devices, equipments , aids and appliances
Unit V:	<p>Teacher preparation for inclusive school:</p> <ul style="list-style-type: none"> ● Problems in inclusion in the real class room situations; ways for overcoming the problems in inclusions. ● Review of existing educational programmes offered in secondary school (General and Special School). ● Skills and competencies of teachers and teacher educators for secondary education in inclusive settings. ● Teacher preparation for inclusive education in the light of NCF.2005
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Presentation of Seminar/ Symposium on how inclusion can be practiced in mainstream class <p style="text-align: right;">10 Marks</p>
Suggested Readings	<ol style="list-style-type: none"> 1. Apple, M. W., & Bcanc, J. A. (2006). Democratic schools: Lessons in powerful education. Eklavya. 2. Basu, R., & Chakraborty, B. (2011). Prasanga: manabividya. Kolkata : Urbi Prakashan. 3. Booth, T., and others. (2000). <i>Index for inclusion: Develop ng learning and pr ticip tion in schools</i>. Centre for Studies on Inclusive Education. 4. Carini, P. F. (2001). Valuing the immeasurable. In <i>Starting strong: A different look at children, schools, and standards</i> (pp. 165-181). New York: Teachers College Press. 5. Eller, R. G. (1989). Johnny can't talk, either: The perpetuation of the deficit theory in classrooms. <i>The Reading Teacher</i>. 6. GOI. (1966). <i>Repr t of the education commission: Education and national develop ment</i>. New Delhi: Managers of Publications, Ministry of Education. 7. GOI. (1986). <i>National pl icy of Education</i>. New Delhi: Managers of Publications, Ministry of Education.

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Course-XI (1.4.11) Optional	Health and Physical Education	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: 1. Be acquainted with the Concept of Health, Health policy and goals. 2. Understand the significance of Body-mind unity; Need for physical education. 3. Develop skills to be engaged in yoga and bratachari performances.			
Unit I	Concept of Health, Health policy and goals: <ul style="list-style-type: none"> ● Health dimension and determination of health, ● National Health Policy 2012 onwards, ● Health check-up and status of school children, ● School health service in India ● Strategies and approaches for community participation and involvement, 			
Unit II	Information, Education, Communication and Training in health: <ul style="list-style-type: none"> ● Definitions and concepts. Health education and promotion, ● Process of change of behavior, Principles of health education, ● Communication in health education and training, Education and training methodology, ● Planning of health education, Levels of health education, Training systems in health, IEC training scheme. 			
Unit III	Bratachari: <ul style="list-style-type: none"> ● History & Concept (Meaning, Nature & Scope) of Bratachari Movement. ● Aims & Objectives of Bratachari. ● Importance of Bratachari in context of man-making education. ● Relevance of Bratachari in present educational scenario. 			
Unit IV	Physical Education: <ul style="list-style-type: none"> ● Meaning, Definitions, misconceptions and recent trends of Physical education; ● Body-mind unity; Need for physical education, Play, games and sports; Difference between play and work; ● Physical education, health and Health habit; Importance of physical education on life skill and related diseases; ● Recreational games for the school children; Role of teacher in school health programme 			
Unit V	Yoga: <ul style="list-style-type: none"> ● Yoga - definition, concept and modern approach; ● Types and practices of yoga; Yogic diet and health; ● Yoga for aging, social problems, peace and therapy; ● Yoga and stress management; Difference between yoga and exercise; ● Importance of yoga on child behaviour. 			
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Yoga 10 Marks ● Bratachari ● Different Physical Exercise ● Games and Sports 			
Suggested Reading	1. Bhattacharyya, A. K.(2010). <i>Dimensions of Physical Education Principles, Foundation & Interpretation</i> . Kolkata: Classique Books. 2. Bucher, C. A. <i>Foundation of Physical Education</i> St. Louis: The C.V. Mosby Co.			

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	<ol style="list-style-type: none"> 3. Bhattacharyya, A. K. & Bhowmick, S. <i>Sarir siksha</i>. Kolkata: Paschimanga Rajya Pustak Parshad. 4. Bandyopadhyay, K. <i>Sarir siksha pr ichay</i>. Kolkata : Classique Books 5. Kar, Subhabrata & Mandal, Indranil. (2009). <i>Uchhatara sarir siksha</i>. Lalkuthipara, Suri, Birbhum : Sarir Siksha Prakashani. 6. Gharote, M. L. <i>Ap ied Yoga</i> Kaivalyadhama, S.M.Y.M. Samiti, Lonavla 7. Dasgupta, Rameswar, <i>Yoga Rashmi</i>. Kaivalyadhama, Lonava, Maharashtra. 8. Kuvalananda, S <i>Asanas</i> Kaivalyadhama, Kaivalyadhama, Lonava, Maharashtra
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Course-XI (1.4.11) Optional	Peace & Value Education	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Understand the meaning and role of peace education and value education in present context. 2. Understand the components of peace education. 3. Understand different perspectives of peace education. 4. Be acquainted with methods and evaluation of value education. 			
Unit I	<ul style="list-style-type: none"> ● Peace Education - Meaning, Concept, Aims, Objectives, Nature, Scope and Importance. ● Barriers of Peace Education - Psychological, Cultural, Political. 			
	<ul style="list-style-type: none"> ● Factors responsible for disturbing Peace: Unemployment, terrorism, Exploitation, suppression of individuality, complexes. ● Violence in School, home and society. ● Role of Peace Education in present context. 			
Unit II	<ul style="list-style-type: none"> ● Justice - Social economics, Cultural and religions ● Equality - Egalitarianism, Education for all, equal opportunity ● Critical thinking: Reasoning and applying wisdom cooperation ● Learning to be and learning to live together ● Peace Education in Secondary Education curriculum. 			
Unit III	<ul style="list-style-type: none"> ● Meaning, Concept, Nature and Sources of values. ● Meaning, Concept, Nature and scope of Value Education. ● Philosophical perspective, psychological perspective and sociological perspectives of Value Education. ● Values in Indian Constitution and Fundamental Duties of citizens. 			
Unit IV	<ul style="list-style-type: none"> ● Classification of Values Personal and social values <ol style="list-style-type: none"> a) Intrinsic and extrinsic values on the basis of personal interest & social good. b) Social, moral, spiritual and democratic values on the basis of expectation of society & one's self inspiration ● Identification of Analysis of emerging issues involving value conflicts ● Design and develop of instructional material for nurturing values ● Characteristics of Instructional material for values. 			
Unit V	<ul style="list-style-type: none"> ● Methods & Evaluation of Value Education <ol style="list-style-type: none"> a. Traditional Methods: Story Telling, Ramleela, Tamasha street play & folk songs. b. Practical Methods: Survey, role play, value clarification, Intellectual discussions ● Causes of value crisis : material, social, economic, religion evils and their peaceful solution 			

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	<ul style="list-style-type: none"> ● Role of School Every teacher as teacher of values, School curriculum as value laden ● Moral Dilemma (Dharmasankat) and one's duty towards self and society 	
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Small Project 	10 Marks
Suggested Readings	<ol style="list-style-type: none"> 1. Nel Noddings. Peace Education: How we come to love and hate war 2. J. Delors. (2001). Learning the treasure within. 3. Page, James, Page, James Smith. Peace Education: Exploring ethical and philosophical foundations. 4. R. P. Shukla. (2010). Value education and human rights. 	

Course-XI (1.4.11) Optional	Guidance and Counselling	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Understand guidance and counseling in details 2. Understand the mental health 3. Develop the knowledge about adjustment and maladjustment. 4. Acquire skill to develop tools and techniques. 5. Understand the idea about Abnormal Behaviour and Mental illness. 			
Unit I	Overview of Guidance and Counseling: <ul style="list-style-type: none"> ● Definition & Functions ● Nature & Scope of Guidance and Counseling ● Difference between Guidance & Counseling ● Types of guidance and counseling ● Career & Vocational guidance ● Quality of a good counselor 			
Unit II	Mental Health: <ul style="list-style-type: none"> ● Concept ● Characteristics ● Role of home & School ● Mental health of a teacher 			
Unit III	Adjustment & Maladjustment: <ul style="list-style-type: none"> ● Concept ● Purpose ● Techniques ● Criteria of good adjustment ● Causes, Prevention & Remedies of Maladjustment ● Maladjusted behaviours- Truancy, Lying, Timidity, Sleazing, Anxiety, Phobia, Hysteria, OCD, Depression, Suicidal tendency, Substance Abuse Disorder, Anti-social Behaviour. 			
Unit IV	Tools & Techniques: <ul style="list-style-type: none"> ● Concept of Testing & Non-testing tools ● Tests to measure- Personality, Attitude, Aptitude, Interest, Intelligence, Case study, Questionnaire, Opinionnaire, Interview, Observation, ARC & CRC. 			

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Unit V	<p>Abnormal Behavior and Mental illness:</p> <ul style="list-style-type: none"> ● Meaning & Concept of normality and abnormality ● Casual factors of Abnormal Behaviour - Biological & Psychological. ● Classification of mental illness(DSM-IV)
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> ● Project on (any one) 10 Marks Maladjusted behavior (any one; on the basis of case study)-Truancy,Lying,Timidty,Stealing,Anxiety,Phobia,Hysteria,OCD,Depression.Suicidal tendency. Substance Abuse Disorder, Anti-social Behaviour.
Suggested Readings	<ol style="list-style-type: none"> 1. Agrawal, R.(2010). Guidance and counselling. New Delhi : Shipra Publications. 2. Ghosh, S. K. (2012). Sikshay sangati apasangati o nirdesana. Kolkata : Classique Books. 3. Gibson, R. L & Mitchel, M. H. (2006). Introduction to counselling and guidance. New Delhi: Pearson, Prentice Hall. 4. Nag, S & Dutt, G. (2014).Sangatibidhane paramarshadan o nirdashana. Kolkata : Rita Book Agency. 5. Pal, A. K.(2013). Guidance and counseling. New Delhi : Abhijeet Publications. 6. Pal, D. (2014). Sikshay-brittite nirdeshana o paramarshadan. Kolkata : Rita Publications. 7. Shrivastava, K. K. (2007). Principles of guidance and counseling. New Delhi : Kanishka Publishers Distributors. 8. Nag, S. (2015). Guidance and counseling. Kolkata: Rita Publications.

Course-XI (1.4.11) Optional	Work & Vocational Education	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	<p>The objectives of the course are to enable the teacher students to:</p> <ol style="list-style-type: none"> 1. Make a teacher-trainee aware of the modern approaches to teaching of Work Education in the perspectives of its development from traditional approaches. 2. Make the teacher-trainee acquainted with the basic skills required for the inculcation of the modern approaches to teaching of Work Education. 3. Make the teacher trainees aware of different methods of teaching suitable to different topics of Work Education. 4. Make the teacher trainees acquainted with the ways and means for managing class-room from the stand point of inclusive education. 			
Unit I	<p>Work & Vocational Education: Aims, Objectives and Bases:</p> <ul style="list-style-type: none"> ● Aims and Objectives of Teaching Work Education at Secondary level. Values of teaching Work Education at Secondary level. ● Correlation of Work Education with other School Subjects. ● Bases of Work Education - Psychological, Sociological, Historical and Economical. 			
Unit II	<p>Work & Vocational Education: Development of the Concept and Work & Vocational Education Teacher:</p> <ul style="list-style-type: none"> ● Development of the concept of Work Education with Special reference to National Policy on Education (1986) ● Work & Vocational Education Teacher <ul style="list-style-type: none"> ➤ Qualities & Responsibilities. ➤ Need for Professional Orientation. 			

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<p>Unit III</p>	<p>Approaches & Methods of Teaching Work & Vocational Education: A. Inductive and Deductive approach B. Methods: ➤ Lecture Cum Demonstration Method ➤ Laboratory Method. ➤ Heuristic Method. ➤ Problem Solving Method, ➤ Project Method</p>
<p>Unit IV</p>	<p>Aids, Equipment and Assistance in Teaching Work & Vocational Education: i. Work Education Laboratory ii. Management of Work Units: - a) Selection of Work projects b) Budgeting and planning c) Time allocation d) Materials and Equipment e) Disposal of finished products f) Organizational co-ordination of different agencies monitoring Network through Resource Centers - problems thereof. iii. Excursion.</p>
<p>Unit V</p>	<p>Aspects of Teaching work Education:</p> <ul style="list-style-type: none"> ● A critical evaluation of work education syllabus prescribed by the WBBSE in (a) the exposure stage and (b) the Involvement stage. ● Concept of improvisation; its use in the teaching of Work Education. ● Ares of work education, viz. socially useful productive work (as designed by I.B. committee), ● Occupational explorations and Innovative practices. ● Removal of social distances through Work Education.
<p>Internal/Assignment/ Practicum/ Sessional</p>	<ul style="list-style-type: none"> ● List of Practical Work (any one): 10 Marks Growing of Vegetables/ Fruit / Flower Household wiring and Electrical gadgets repairing Tailoring and Needle Work Bamboo Work and Wood craft Tie-Dye and Butik Printing Clay Modeling Fruit preservation Cardboard Work and Book Binding Soap, Phenyl and Detergent making Wallet mast making Paper making and paper cutting work Bicycle repairing
<p>Suggested Readings</p>	<p>1. Choudhury, J., Deb, N.and Samanta, A.(2014) Karmashiksha Shikhsan Bigyan Kala 0 Prajukti .Aaheli Publishers,Kolkata</p>

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Course-XI (1.4.11) Optional	Environmental & Population Education	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		40	10	50
Objectives	The objectives of the course are to enable the teacher students to: <ol style="list-style-type: none"> 1. Understand the concept of population and environmental education 2. Know the objectives and methods of teaching environmental and population 3. Be aware of population and environmental education policies 4. Help teachers students analyse the various issues related to population and environmental education. 			
Unit I	Concept of population education: <ul style="list-style-type: none"> • The characteristics and scope, • Methodology of population education and • Its importance (5class hours) 			
Unit II	Concept of environmental education: <ul style="list-style-type: none"> • Its objectives and importance, • Developing environmental awareness, • Concept of education for sustainable development. (5class hours) 			
Unit III	Population education policies: <ul style="list-style-type: none"> • Population policy of the government of India (2000), • Implementation programmes, population control, • population dynamics in the context of India, • Population distribution, urbanization and migration. (6 class hours) 			
Unit IV	Sustainable development: <ul style="list-style-type: none"> • Concept of sustainable development and education for sustainable development • agenda 21, • United Nations Decade of education for sustainable development, programmes on environmental management (6 class hours) 			
Unit V	Issues related to population and environmental education: <ul style="list-style-type: none"> • Quality of life, • sustainable life style, • ecofeminism, • empowerment of women, • environmental and social pollution, • effect of population explosion on environment, • Adolescent reproductive health. (8 class hours) 			
Internal/Assignment/ Practicum/ Sessional	<ul style="list-style-type: none"> • Preparation of a small project 			10 Marks
Suggested Reading	<ol style="list-style-type: none"> 1. Kumar, A. (2009). A text book of environmental science. New Delhi: APH Publishing Corporation. 2. Singh, Y. K. (2009). Teaching of environmental science New Delhi: APH Publishing Corporation. 3. Sharma, R. A. (2008). Environmental Education. Meerut: R.Lall Books Depot. 			

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	<p>4. Sharma, B. L., & Maheswari, B. K. (2008). Education for Environmental and Human value Meerut: R.Lall Books Depot.</p> <p>5. Sharma, V. S. (2005). Environmental education. New Delhi, Anmol publication.</p> <p>6. Pal, S. And Deb, N. (2014) Paribesh Siksha. Aaheli Publishers .Kolkata</p> <p>7. Yadav Saroj (1988) "Population Education", Shrec Publishing House, New Delhi.</p> <p>8. Bhenda, A.A. & Kavitar Tava (1985), "Principles of Population Studies", Himalaya Publishing House, Bombay.</p> <p>9. Kuppaswamy B. (1975), "Population and Society in India", Popular Prakashan, Bombay.</p>
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Course EPC-3 (1.4EPC3)	Critical Understanding of ICT (1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		00	50	50
	Using technology in classroom. Focus should be on ICT-aided teaching learning. Training should be provided for enabling trainees to use digital sources in classroom teaching.			
Mode of Transaction	<ul style="list-style-type: none"> ➤ Using technological tools to develop teaching learning material. ➤ ICT enabled shift towards a information society. ➤ Peer group participatory activities ➤ Resource material development related to M.S. Word, PowerPoint, Excel, and / or various multimedia / Internet sources. Utilizing various ICT materials available or use of smart board.			

Course EPC-4 (1.4EPC4)	Understanding the Self (1/2)	Theory	Internal/Assignment/ Practicum/ Sessional	Full Marks
		00	50	50
	Development of inner self and professional identity of a teacher should be addressed. Development of social-relational sensitivity and effective communication skills including ability to listen and observe should be nurtured. Development of holistic and integrated understanding of the human self and personality to build self-confidence is necessary.			
Mode of Transaction	<ul style="list-style-type: none"> ➤ Yoga and / or meditation skills. ➤ Documentary or / Film Studies and film appreciation. ➤ Sharing case studies / biographies / stories of children of various contexts and how could they form their identity ➤ Seminar / Workshop / Symposium / Exhibition/ Awareness programme related various adolescent needs. ➤ Different modes of self-expression i.e, Debates, Recitation, Extempore, Quiz, Music etc. ➤ Bratachari Training Camp. 			

Compendium

**UNIFORM CURRICULUM STRUCTURE
AND EXAMINATION PATTERN FOR
2 YEARS M.Ed. COURSE IN
WEST BENGAL
FOLLOWING
NCTE REGULATIONS, 2014**



सत्यमेव जयते

**Higher Education Department
Government of West Bengal
Bikash Bhavan, Kolkata - 700091**

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

The M.Ed curriculum has been framed on the basis of the model syllabus proposed by the NCTE as envisaged by the NCTE Regulation Norms and Procedures 2014 with the following objectives.

- To consolidate and broaden the knowledge of Education of the teacher educators
- To help them develop specialized knowledge in select areas.
- To help them acquire knowledge of research methodology in different areas of educational studies.
- To ensure the physical mental and self development of the teacher educators.
- To develop their skills in ICT and educational technology.
- To sensitize them to the issues like gender disparity, marginalization and disability.

About the Programme:

The Master of Education (M.Ed.) Programme is offered as a full time programme having four semesters spanned in two years.

Eligibility Conditions (EC):

The applicants for entrance test and career marking shall be drawn having the following:

- I. B.Ed, degree 1 or 2 year duration with minimum 55% marks or B Grade in Grading System
Or
4 year integrated teacher education degree programme (BEIEd/ BScEd/ BAEd) with minimum 55% marks or B Grade in Grading System
Or
DEIEd/ DEd with a bachelors Honors degree (BA/BSc/BCom) each with minimum 55% marks or B Grade in Grading System
- II. M.A./M.Sc./M.Com Examination with minimum 55% marks in aggregate

Admission Criteria

Admission to M.Ed, two year programme will be based on-

a. Career Marking

Note: In Career Marking five components (i.e. Aggregate marks obtained in 10th, 12th, Graduation, Post Graduation & B.Ed as mentioned in point (EC-I) will be proportionately evaluated in 50 marks by distributing 10 marks for each.

b. Entrance Test

Note: There will be a written test of I hour.30 minutes duration comprising of 50 MCQ type questions of 1 mark each (Total Marks 50) The questions will be set from the B.Ed syllabi.

Based on the sum of total marks obtained in a&b final merit list should be prepared keeping in view the reservation norms of the Government.

Course Structure:

The Master of Education (M.Ed.) programme will be of two years duration consisting of four semesters. Candidates who will successfully complete the four semesters credit and non-credit courses will be eligible for the M. Ed Degree

Compendium

Semester I (July to December)

Course Code	Subject	Core/ Open	Credit Point	Full Mark	
				End. Sem. Exam	Sessional Work/Internal
M.Ed.-2.1.1	Education Studies	Core	6	70	30
M.Ed.-2.1.2	Philosophical & Sociological Perspectives on Education	Core	6	70	30
M.Ed.-2.1.3	Psychology of Development & Learning	Core	6	70	30
M.Ed.- 2.1.4 Practicum	1. Yoga Education & Personality Development	Open	3	50	
			21	350	

Semester: II (January to June)

Course Code	Subject	Core/ Open	Credit Point	Full Mark	
				End. Sem. Exam	Sessional Work
M.Ed.-2.2.1	Curriculum Development & Pedagogical Analysis	Core	6	70	30
M.Ed.-2.2.2	Research Methodology and Statistics	Core	6	70	30
M.Ed.-2.2.3	Teacher Education	Core	6	70	30
M.Ed.-2.2.4 Practicum	Preparation of Innovative Teaching-Learning Materials And Tool DEvelopment	Open	3	50 (25+25)	
			21	350	

Semester-III (July to December)

Paper Code	Semester-III (Elementary Education)	Semester-III (Secondary Education)	Core/ Open	Credit	Full Mark	
					End Term	Sessional
M.Ed.-2.3.1	Educational Planning, Management & Administration in EE	Educational Planning, Management & Administration in SE	Core	6	70	30
M.Ed.-2.3.2	Curriculum, Pedagogy & Assessment in EE	Curriculum, Pedagogy & Assessment in SE	Core	6	70	30
M.Ed.-2.3.3	School Internship in EE	School Internship in SE		6	100	
M.Ed.-2.3.4	Dissertation-I (Review & Proposal)	Dissertation-I (Review & Proposal)	Core	3	50	
				21	350	

Semester-IV (January to June)

Course Code	Subject	Core/ Open	Credit Point*	Full Mark	
				End. Sem. Exam	Sessional Work
M.Ed.-2.4.1	Educational Technology & ICT	Core	6	70	30
M.Ed.-2.4.2	Inclusive Education	Core	6	70	30
M.Ed.-2.4.3	Dissertation-11 (Report Writing & Viva-Voce)	Core	6	70 (report)	30(viva)
M.Ed.-2.4.4 Practicum	1. Community Development Work 2. Practicum on ICT	Open	3	50 (25+25)	
			21	350	

Curriculum Transaction

1. The two years M.Ed, programme transaction will comprise, lectures, discussions, practicum, student presentations, group work, school based assignments, sessional tasks and seminars. ICT will be integrated with all activities.
2. As interns the students are expected to work as teaching assistants apart from other related tasks.

Examination and Evaluation

1. Master of Education (M.Ed.) Programme would follow Semester system with continuous and comprehensive assessment as an integral part.
2. The duration of Semesters shall normally be as follows: **Semester I: July to December, Semester II: January to June, Semester III: July to December and Semester IV: January to June**
3. Each semester shall end with a terminal examination i.e. Semester Examination, (a) In each theory course/paper, 30% of the total marks (30 marks out of 100) will be earmarked for continuous assessment.
4. A Course on Dissertation (Course No.2.3.4) in Semester - III and (Course No.2.4.3) in Semester IV is offered. The students shall have to complete and submit their dissertation within stipulated time.
5. Maximum eight students can be guided by a qualified & eligible faculty.
6. The supervisor (internal examiner), the Head and One External Expert will evaluate 50 marks through presentation of the synopsis by the candidate on calculating average marks given by Internal Examiner, Head & External Expert. This has to be completed before commencement of end semester examination of Semester - III.
7. A set of two (02) examiners, the supervisor (internal examiner) and the external examiner, recommended by the competent authority will evaluate the dissertation for 100 (70 on thesis and 30 on viva) marks on calculating average marks given by both internal & external examiner.
8. Panel of paper setters, moderators, examiners(both internal and external as applicable) and review examiners of theory papers shall be recommended by the competent authority

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9. (a) All faculty members teaching in M.Ed, course and Head/Principal as its chairman shall appoint the supervisors immediately after starting of third semester to the students to carry out their dissertation work. The list of students and their supervisors along with the titles of dissertations should be sent to the competent authority within three (3) months of beginning of IIIrd Semester
(b) For evaluating the Dissertation not more than ten students per external Examiner
(c) Medium of dissertation shall be in English or Bengali with special permission from the competent authority.
10. Spot evaluation procedures are to be followed for examining the theory course in respective semester and the result for each semester is to be published before commencement of following semester.
10. A Board of Moderators will be constituted by the competent authority to moderate the question papers for theory examination for each semester.

Examinations

- a. The Semester examination will be conducted in the combination of Semester I/III along with Semester II/IV (Supplementary) in December and Semester II/IV along with Semester I/III (Supplementary) in June of the year.
- b. A candidate shall have to clear his/her M.Ed course of studies within the Six(6) consecutive chances (i.e within three year) from his/her date of admission.**
- c. A candidate shall have to secure 40% marks separately in all courses in each Semester to be declared as successful in M.Ed. Examination.
- d. A Candidate shall have to secure the requisite pass marks (40%) in that theory paper / practicum/ viva (in each course) separately.
- e. A candidate who fails to secure 40% marks in one or two courses in a semester shall be declared as supplementary candidate in that semester.
- f. A candidate who fails to secure 40% marks in more than two courses in a semester shall be declared as failed in that semester.
- g. A candidate shall continue his/her course of study for higher semester examination without qualifying or without enrolment or without appearing at lower semester examination.
- h. A candidate who has failed in a particular semester shall have to appear at the whole semester. In case the candidate passes in practicum and viva-voce in any Semester examination then his /her practicum/ viva-voce marks may be carried forward.
- i. A candidate who has duly filled in his examination form and paid the fees, but is absent in any course(s) of any of the semester examinations will be deemed to have failed in that/those course(s).
- j. If any candidate does not enroll himself for appearing at any Semester examination he shall be deemed to have lost one chance.

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- k. A supplementary candidate shall have to clear his back course(s) within two more consecutive chances such that his total number of appearance in all the semester never be more than six(as stated in lb).
- l. In any stage it is found that the candidate cannot complete all the semester with in stipulated six chances, immediately the candidate will be declared as Disqualified (DSQ) candidate and the candidate have to leave or discontinue the course.
- m. After appearing at any Semester examination, a candidate may opt for cancellation of his enrolment at the said examination for which he has to write to the Controller of Examinations through the Head of the Institution to which he is attached within 15 (fifteen) days of completion of theory examination as well as before the publication of the result.
- n. **One mark deficiency rule:** If a candidate fails in any course (Theory/ practicum/ viva voice) by 1 mark only then he shall be awarded that deficient mark to pass the examination and that shall not be shown in the mark-sheet but shall be shown in the Tabulation Rolls by adding (+) 1 mark to the Course/ Practicum / Viva-voce score.
- o. A candidate failing to obtain 50% or 55% or 60% marks in the aggregate of all the Semesters by one mark only, shall be given the benefit of one additional mark in the result of the final semester and the same shall be reflected both in the Tabulation Roll as well as in the mark sheet.

p. Letter Grades and Grade Points

Marks obtained	Grade	Point (P)	Remarks
90 % and above	S	10:00	Special
80 % to below 90 %	O+	9:00	Outstanding
70 % to below 80 %	O	8:00	Very Good
60 % to below 70 %	A	7:00	Good
50 % to below 60 %	B	6:00	Fair
40 % to below 50 %	C	5:00	Poor
Below 40 %	F	1:00	Fail

The results of a candidate will indicate the Grade Point Average (GPA) earned by a candidate in a Semester Examination and the Cumulative Grade Point Average (CGPA) of all subsequent Semesters on a 10 point scale in which

$$\text{Grade Point} = \text{Credit} \times \text{Point} = C \times P$$

$$\text{GPA} = \frac{\sum C \times P}{\sum C} = \frac{\text{Sum of Grade Points}}{\text{Total Credit}}$$

The CGPA of Semester Examinations is computed as follows:

$$\text{CGPA} = \frac{\sum \text{Grade Points of Semesters}}{\sum \text{Credits of Semesters}}$$

$$= \frac{\sum (\text{Grade Points of Semesters})}{\sum (\text{Credit Points of Semesters})}$$

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Example:

Course No	Written	Internals	Total	Grade	Point (P)	Credit (C)	Grade Point (C x P)
01	60	25	85	O+	9	4	36
02	50	18	68	A	7	4	28
03	35	20	55	B	6	4	24
04	55	20	75	O	8	4	32
Total: 16						120	

$$\text{GPA} = 120 / 16 = 7.5$$

Final Result

Semester	Credit	Grade Point
I	16	120
II	16	110
III	16	130
IV	16	120
Total : 64480		

$$\text{CGPA} = 480 / 64 = 7.5$$

$$\text{Final Grade} = \text{O}$$

On the basis of CGPA, Final Grade in the Semester Examination shall be as follows:

S	More than 9- 10
O +	More than 8-9
O	More than 7-8
A	More than 6-7
B	More than 5-6
C	More than 4-5

UNIFORM CURRICULUM STRUCTURE AND EXAMINATION PATTERN FOR TWO YEARS M.ED. COURSE IN WEST BENGAL FOLLOWING NCTE REGULATIONS, 2014

Semester I (July to December)

COURSE PAPER & CODE	COURSE NAME	FULL MARKS		Periods per week (Exam Hours for Theory : Marks)
		Theory	Internal/Assignment/Practicum/Sessional	
SEMESTER-I				
Course-I (2.1.1)	Education Studies	70	30	7 (3Hrs:70)
Course-II (2.1.2)	Philosophical & Sociological Perspectives on Education	70	30	7 (3Hrs:70)
Course-III (2.1.3)	Psychology of Development and Learning	70	30	7 (3Hrs:70)
Course IV (2.1.4) Practicum	Yoga Education and Personality Development		25+25	

Semester: II (January to June)

COURSE PAPER & CODE	COURSE NAME Any one	FULL MARKS		Periods per week (Exam Hours for Theory : Marks)
		Theory	Internal/Assignment/Practicum/Sessional	
SEMESTER-II				
Course-I (2.2.1)	Curriculum Development and Pedagogical Analysis	70	30	7 (3Hrs:70)
Course-II (2.2.2)	Research Methodology and Statistics	70	30	7 (3Hrs:70)
Course-III (2.2.3)	Teacher Education	70	30	7 (3Hrs:70)
Course IV (2.2.4) Practicum	Preparation of innovative teaching learning material and Tool Development		25+25=50	

Semester-III (July to December)

COURSE PAPER & CODE	COURSE NAME Any one	FULL MARKS		Periods per week (Exam Hours for Theory: Marks)	
		Theory	Internal/Assignment/Practicum/Sessional		
SEMESTER-III					
Course-I (2.3.1)	Educational Planning, Management and Administration of Elementary Education	Educational Planning, Management and Administration of Secondary Education	70	30	7 (3Hrs:70)
Course-II (2.3.2)	Curriculum, Pedagogy and Assessment in Elementary Education	Curriculum, Pedagogy and Assessment in Secondary Education	70	30	7 (3Hrs:70)

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Course-III (2.3.3)	School Internship in Elementary Education	School Internship in Secondary Education	70	30	7 (3Hrs:70)
Course IV (2.3.4)	Dissertation (Review and Proposal)		50		

Semester-IV (January to June)

COURSE PAPER & CODE	COURSE NAME	FULL MARKS		Periods per week (Exam Hours for Theory : Marks)
		Theory	Internal/Assignment/Practicum/Sessional	
SEMESTER-IV				
Course-I (2.4.1)	Educational Technology and ICT	70	30	7 (3Hrs:70)
Course-II (2.4.2)	Inclusive Education	70	30	7 (3Hrs:70)
Course-III (2.4.3)	Dissertation (Report Writing and Viva Voce)	70 (report)	30 (Viva)	
Course IV (2.4.4)	Community Development Work and Practicum on ICT		25+25=50	

SEMESTER-I

Course-I (2.1.1)	Education Studies
Objectives:	<p>After completion of the course the students will be able to</p> <ul style="list-style-type: none"> ● Understand the nature of education as a discipline/an area of study. ● Examine issues related to education as interdisciplinary knowledge. ● Understand the socio-cultural context of education. ● Reflect on the multiple contexts in which the school and teacher education institutions are working. ● Understand the basic concepts/issues of education with reference to kind of concerns the NCF (2005) has raised. ● Discuss the emerging dimensions of school and teacher education.
Unit I:	<p>Theoretical Perspectives of Education</p> <ul style="list-style-type: none"> ● Education as a system developed by the society based on: social, cultural, political, economic, and technological factors. ● Critical analysis of concepts, principles, theories, assumptions and contexts related to education. ● Sustainable education, curriculum, syllabus, text books, assessment, teaching-learning process etc. and its application to pedagogy and practices.
Unit II:	<p>Education as a Discipline</p> <ul style="list-style-type: none"> ● Critical analysis of education as a discipline/area of study ● The aims of Indian Education in the context of a democratic, secular, egalitarian and a humane society.

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Unit III:	<p>Education as Interdisciplinary Knowledge</p> <ul style="list-style-type: none"> ● Interdisciplinary nature of education; relationships with the disciplines / subjects such as philosophy, psychology, sociology, anthropology and languages. ● Science and Technology in Education and challenges ahead. ● Axiological issues in education: role of peace and other values, aesthetics in education. ● Dynamic relationship of education with the political process. ● Interrelation between education and development.
Unit IV:	<p>Socio-cultural Context of Education</p> <ul style="list-style-type: none"> ● Social purposes of education. ● Understanding Indian society-with reference to multilingual and multicultural nature and other diversity, appropriate approaches for teaching young children in this context ● Process of socialization and acculturation of the child: -Critical role of school, parents, peer group and the community. ● Equality in educational opportunity-critical analysis of the ways in which schooling, teaching-learning and curriculum contribute to social equality. ● Education of deprived group children
Unit V:	<p>Support Systems of Education</p> <ul style="list-style-type: none"> ● Principles and guidelines in organizing the support systems. ● Teacher education and contemporary issues as reflected in NCF (2005). ● Department of Public instruction, Ministry and other government agencies, Academic Institutes: Role, involvements, issues related to control and autonomy.
Unit VI	<p>Role of Media</p> <ul style="list-style-type: none"> ● Complementarities in participation of different stakeholders in school education-role of media, use of technology, NGOs, Civil society groups, Teacher organizations, family and local community. ● Re-conceptualism of learning resources -textbooks, supplementary books, workbooks, multimedia and ICT, School library etc.
Unit VII	<p>Knowledge about Education system in India</p> <ul style="list-style-type: none"> ● Education system in Ancient and Medieval India ● Educational policies during British period ● Determinants of Educational Policies in India ● Major educational policies of the Government of India ● Possibilities, Challenges and Opportunities for future.
Practicum	<ul style="list-style-type: none"> ● Assignments based on self-study on identified themes such as- ● policy perspectives and status of education of socio-economically disadvantaged children of India/of a particular State ● vision of school education in India ● process of socialization of the child ● critical analysis of the ways in which schooling, teaching-learning and curriculum contribute to social equality ● Visit to a school, observation of activities and preparation of a reflective diary and interaction in a group.

Compendium

Suggested Readings :	<ul style="list-style-type: none"> ■ Bruner, J S (1996) The culture of education Cambridge, MA :Harward University press. ■ Broudy, H.S (1977) Types of knowledge and purpose of education In R.C. Anderson, R.J Spiro and W.E Montanaque (eds) schooling and acquisition of knowledge (P.P. Hilldale, N J : Erlbaum) ■ Dearden, R. F (1984). Theory and practice in education. Routledge K. Kegan & Paul ■ Dewey, J (1916/1977) Democracy and Education: An introduction to the philosophy of education. New York: Macmillan. ■ Peters, R.S (ed), (1975). The philosophy of education. Oxford University press, London ■ Peters R.S (1967). The concept of education. Routledge: United Kingdom. ■ Pandey, R.S. Preface to Indian philosophy of Education. S.K Publishers & Distribution, Aligrah. ■ Curtis, S.J (1968) Introduction to the philosophy of education. London University, Tutorial Press. ■ Kneller, G.F (1971) Introduction to the philosophy of Education. New York, John Willey & Sons.
Course-II (2.1.2)	Philosophical & Sociological Perspective on Education
Objectives:	<p>After completion of the course the students will be able to</p> <ul style="list-style-type: none"> ● Develop an understanding about the contribution of Philosophy to education as a discipline; ● Develop capacity to grasp the Indian Philosophy of Education ● Acquaint themselves with the educational contributions of some great thinkers (both Western & Indian) on education ● Understand, interpret and evaluate the concepts related to social philosophy of education ● Develop insights to apply fully the above competencies in the practices of education; ● To develop knowledge about Education & Society.; ● To enable learners to correlate Education & Sociology; ● To understand sociological theories and its practices in our educational system.
Unit I:	<p>Educational Philosophy and Educational Sociology</p> <ul style="list-style-type: none"> ● Meaning, Nature and Scope of Educational Philosophy ● Meaning, Nature and Scope of Educational Sociology ● Relationship of Education and Philosophy; ● Relationship of Education and Sociology
Unit II:	<p>Schools of Philosophy:</p> <ul style="list-style-type: none"> ● Nyaya, Sankhya, Yoga, Carvaka, Vaiseshika, Vcdanta, with special reference to their educational implications; ● Idealism, Realism, Naturalism, Pragmatism with special reference to aims, curriculum and methods of teaching ● Existentialism, Essentialism, Humanism, Progressivism, Realism with special reference to their educational implications for aims, contents and methods of teaching ● Analysis - logical analysis: logical positivism and positive relativism
Unit III:	<p>Educational Philosophy</p> <p>Swami Vivekananda, Rabindranath Tagore, Sri Aurobindo, M.K. Gandhi; J. Krishnamurthy, J.J. Rousseau and J. Dewey, Bertrand Russell and A.N. Whitehead, Paulo Freire</p>

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Unit IV:	Culture and Social change <ul style="list-style-type: none"> ● Meaning and nature of culture, role of education in cultural context, cultural determinants of Education, cultural change & lag. ● Factors affecting social change, various instruments of social change, constraints of social change (caste, ethnicity, class, language, religion, regionalism), theories of social change (Marxian theory, Sorokin's.Srinivasan)
Unit V:	Social Organization and social stratification : <ul style="list-style-type: none"> ● Factors affecting Social Organization, Social Group, Group-Dynamics in a class room situation, Folkway, Mores, Institutions. ● Role of education in social mobility, education for social equity & equality of educational opportunity.
Unit VI	Education and Economic Growth <ul style="list-style-type: none"> ● Education in relation to economic growth; ● Urbanization, industrialization, modernization, westernization & Sanskritization with special reference to Indian society & its educational implication.
Unit VII	Education and Leadership :, <ul style="list-style-type: none"> ● The dynamics of educational leadership, ● Leadership types& styles, characteristics of leaders.
Practicum	<ul style="list-style-type: none"> ● The students will write term papers on ● Philosophical and Sociological bases of education
Suggested Readings :	<ul style="list-style-type: none"> ● Foundation of Education : O.P. Dhiman ● An Introduction to Indian Philosophy S.C. Chatterjee and D.M. Dutta ● Four Philosophies and their practice in Education : D.J. Butler ● Philosophy of Education : Rupert Lodge ● Philosophical Bases of Education : R.R. Rusk ● Studies in Philosophies of Education: V, Verma. ● Outlines of Indian Philosophy: J. Sinha. ● Philosophical Foundations of Education: K.K. Shrivastava. ● Educational Thoughts and Practice: V.R. Taneja. ● Great Educators: R.R. Rusk ● Chube, S. P: Philosophical & Sociological foundation of Education, Vinod PustakMandir, Agra, 1981. ● Shukla, S.C. & Kumar, K: Sociological perspective in Education, Chanc Publication, New Delhi, 1985. ● Dewey, John, the School of Society, University of Chicago Press, 1936. ● Bhatt, B.D. & Sharma, S. R: Sociology of Education, Kanishka Publishers House, 1993. ● Brown, F.J.: Educational Sociology, Prentice Hall Inc. 1961. ● Cook, L.A. & Cook, E : A Sociological Approach to Education, McGraw Hill, New York, 1950. ● N. Jayavam : Sociology of Education in India, Raaat Publication, Jaipur, 1950. ● Sharma, S. N : Philosophical & Sociological foundations of education, Kanishka Publishers, New Delhi, 1995. ● Sharma, K. L. : Social stratification in India : Issues & Themes, Sage Publication, New Delhi, 1997 ● Talesra, H: Sociological foundations of Education: Kanishka Publishers, New Delhi, 2002. ● Sharma, Y. K: Philosophical & Sociological foundations of Education, Kanishka Publishers, New Delhi, 2004.

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Course-III (2.1.3)	Psychology of Development and Learning
Objectives:	<p>After completion of the course the students will be able</p> <ul style="list-style-type: none"> ● To understand the process of development of a child. ● To understand the theories of Learning and their Utility in the Teaching Learning Process. ● To understand the Changing Concept of Intelligence and its application. ● To enable the learner to understand implication of Psychological theories for education. ● To develop the understanding of the theories of Personality and their use in the development of learner's Personality, measurement of personality
Unit I:	<p>Human Development</p> <ul style="list-style-type: none"> ● Growth and Development, stages of development, physical development ● Cognitive development Piaget's theory and its educational implication ● Social and emotional development, temperament, attachment, school and friendship, aggression ,key factors in social development ● Stages of psychosocial development- Erikson ● Moral development- Kohlberg's Stages of Moral Development, Gilligan's ethics of caring. ● Stages of language development ● Self concept and identity in adolescence
Unit II:	<p>Intelligence</p> <ul style="list-style-type: none"> ● Intelligence: Nature and Evaluation of the Concept. ● Theories of Intelligence: (i) Psychometric theories with special reference to the Guilford's SOI Model, (ii) The information Processing Approach with special reference to Sternberg's Triarchic Theory, (iii) Howard Gardner's Multiple Intelligence Theory, ● Implications of theories of Intelligence in Education ● Measurement of Intelligence: Individual and Group, Verbal, Non-Verbal and Performance Tests for measuring intelligence. ● Creativity
Unit III:	<p>Aspects of Development</p> <ul style="list-style-type: none"> ● Instincts and Emotions, Emotional Intelligence: Concept, Meaning with special reference to Daniel Goleman, Relationship between Intelligence and Emotional Intelligence, Implications of EI in day to day life. ● Motivation- Extrinsic and Intrinsic Motivation, Theories of Motivation-Maslow, Weiner and McClelland. Factors affecting Motivation -Self Efficacy, Locus of Control, Anxiety, Curiosity and their classroom implications. ● Attention and Interest, their class room application
Unit IV:	<p>Socio cultural perspectives of development</p> <ul style="list-style-type: none"> ● Gender difference and gender bias ● Multi culturism ● Effect of ethnicity and social class ● Nutrition, child rearing practices
Unit V:	<p>Psychological Basis of Learning</p> <ul style="list-style-type: none"> ● Behaviourism and social cognitive theories of learning ● Reinforcement .negative reinforcement.punishment and learning ● Implication of behaviourism for learning ● Cognitive view of learning- information processing and constructivism

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Unit VI	<p>Transfer of Learning and Memory</p> <ul style="list-style-type: none"> ● Transfer of Learning - Concept, Importance, Nature & Types. Contemporary views of general transfer & specific transfer. Theories. Methods of enhancing transfer. ● Mechanism of memory, types of memory, economy and training in memory ● Causes of forgetting
Unit VII	<p>Psychology of Personality</p> <ul style="list-style-type: none"> ● Personality: its nature and theories with special reference to developmental and factor-analytical approaches. ● Theories of Personality a) Psychoanalytical Theory: Freud, Adler and Jung. b) Humanistic Theory: Roger c) Trait theories of personality -Allport, Eysenck, Cattell and Five factor theory ● Assessment of Personality: subjective, objective and projective methods, Projective tests of measurement of personality.
Practicum	<p>Practicum (any one)</p> <ol style="list-style-type: none"> 1. Observe some of the variations in development among a group of students and prepare a report with emphasis on educational implications. 2. Development of a profile of students of a class by using appropriate Assessment procedures. 3. Analyze the type of strategies adopted by a classroom teacher in organizing learning.
Suggested Readings :	<p>Ausubel D.P. and Robison F.G.: School learning: An introduction to Educational Psychology, New York Holt, Rinehart & Winston Inc 1969. Bandura, A. (1977). Social Learning Theory. New York: General Learning Press. Baron, R.A (2002) Psychology, Fifth Edition. Singapore, Pearson Education Asia. Berk L. E. (2010): Child Development, Eighth Edition, PHI Learning Private Limited, New Delhi</p> <p>Bernard H.W.: Psychology of learning & Teaching, New York McGraw Hill B. Biehler R.F. and Jack Snowman: psychology Applied to Teaching Houghton Mifflin Company. Boston, 1986.</p> <p>C.L. Kundu: Personality Development, Sterling publishers Pvt. Ltd., New Delhi, 1989.</p> <p>Cloninger, S. C. (2008). Theories of Personality: Understanding Persons (5th ed.). Englewood Cliffs, NJ: Prentice Hall.</p> <p>Daniel Goleman: Emotional Intelligence, Bantam books 1995. Douglas J. Hacker, John Dunlosky, Arthur C. Graesser .(editors) (1998) <i>Metacognition in Educational Theory and Practice</i>, Lawrence Erlbaum Associates. Mahwah, New Jersey. Edition, 1988.</p> <p>Gage and Berlinger: Educational Psychology, Boston Houghton Mifflin Company 1984.</p> <p>Hays J.R.: Cognitive Psychology, Thinking and Creating. Homewood Illinois. The Dorsey</p> <p>Jayaswal, R.L.: Foundation of Educational Psychology: Allied Publishers, Bombay. Jersey, 1989.</p> <p>Mangal S.K Advanced Educational Psychology; New Delhi, Prentice Hall of India Pvt,Ltd; 1993</p>

Course-IV (2.1.4)	Yoga Education and Personality Development
Objectives:	<p>After completion of the course the students will be able</p> <ul style="list-style-type: none"> ● Comprehend the metaphysical concepts which support the Yoga Philosophy like the Purushaand Prakriti. Budhi (Mahtat) and Ahamkar. ● Understand the meaning and relevance of yoga as a way to spiritual ascent of man via physical and mental integration. ● Understand different types of Yoga: TheAshtang yoga, Jnana yoga. Bhakti yoga, and other modern off-shoots.

Compendium

	<ul style="list-style-type: none"> • Understand the socio-psychological basis leading to a dynamic transformation of personality. • Understand the scientific basis and therapeutic values of yoga..
Unit I:	<p>Metaphysical basis of Yoga:</p> <ul style="list-style-type: none"> • Concept of Purusha (pure consciousness) and Prakriti as basic components of cosmic reality; Concept of Budhi (Mahat) and Ahamkar (The Ego) as basic components of prakriti of the individual; Sub-divisions of Ahamkar -Mana (The Mind), Karmcndris, Jnancndris and Tanmatras (The Suksham Sharer)
Unit II:	<p>The Philosophy of Yoga and its relationship to Individual and Social upliftment:</p> <ul style="list-style-type: none"> • The meaning and definitions of Yoga; Yoga as a way to healthy and integrated living; Yoga as a way to socio-moral upliftment of man; Yoga as way to spiritual enlightenment - AtmanubhutiPratykshanubhuti.
Unit III:	<p>III: Types of Yoga Systems and Characteristics of Yoga Practitioner:</p> <ul style="list-style-type: none"> • Ashtanga yoga of Patanjali; Jnana yoga, Bhakti yoga and Karma yoga of the Bhagwadgita; Integral yoga of Aurobindo and modern off shoots of yoga; Characteristics of a practitioner of yoga.
Unit IV:	<p>The Instrumentals of Yoga (Sadhana pad):</p> <ul style="list-style-type: none"> • The five Yamas (observances); The five Niyamas (abstinences); Asans (The right postures); Pranayam (controlling the breath); Pratyahara (controlling the senses); Dharana (concentration) and its methods; Dhyana (meditation) and its kinds; Samadhi and its various types.
Unit V:	<p>Scientific basis of Yoga:</p> <ul style="list-style-type: none"> • Yoga and bio-fcedback; Therapeutic values of yoga.
Suggested Readings:	<ol style="list-style-type: none"> 1. Bajpai, R. S. (2002). The Splendors and Dimensions of Yoga. Vol. I atlantice Publishers and Distributors. 2. Bhattacharya, R. S. (1985). An Introduction to the Yogasutra. Delhi: Bharatiya Vidya Praksana. 3. Criswell, E. (1989). How Yoga Works: an Introduction to Somatic Yoga. Novato, California: Freeperson press. 4. Datta, A. K. (1981). Bhaktiyoga. Bombay: Bharatiya Vidya Bhawan. 5. Desikachan, T. K. V. (1995). The Heart of Yoga: Developing a personal practice. Rochester, Vt.: Inner traditions International. 6. Desai M, (1980). Nature Cure. New Delhi: S. Chand and Co. Ltd. 7. Dynamics of Yoga (1989). Monghur :BiharSchool of Yoga. 8. Feurstein G. (2002). The Yoga Tradition. New Delhi: Bhavana Books and prints. 9. Kapur C. L. (1982). Yoga and Education. Simla Hills: SCERT Himachal Pradesh. 10. Krishna G. (1991). Higher Consciousness. D. L. Taraporaovade Sons and Co. Pvt. Ltd. 11. The Science of Yoga (1988). Monghur: BiharSchool of Yoga. 12. Yoga Asanas in theory and practice (1975). Monghur: BiharSchool of Yoga. 13. Yoga for health and peace (2001). Mumbai: Yoga VidyaniketanonIllinois.

SEMESTER II

Course-I (2.2.1)	Curriculum Development and Pedagogical Analysis
Objectives:	After completion of the course the students will be able <ul style="list-style-type: none"> ● To develop an understanding about important principles of curriculum. ● To orient the students with curriculum development, design, process and construction of curriculum. ● To help students understand the bases of and determinants of curriculum. ● To acquaint students with curricular content, curriculum implementation and process of curriculum evaluation. ● To help students understand issues, trends and researches in the area of curriculum in India..
Unit I:	Curriculum Development: <ul style="list-style-type: none"> ● Concept and meaning of curriculum; ● Curriculum development, ● Theories and procedures
Unit II:	Bases of Determinants of Curriculum: <ul style="list-style-type: none"> ● Philosophical considerations; ● Psychological considerations; ● Sociological considerations; ● Discipline-oriented considerations
Unit III:	Curriculum Design and Organization: <ul style="list-style-type: none"> ● Components and source; ● Principles, ● Approaches ● Types of curriculum design
Unit IV:	Curriculum Construction: <ul style="list-style-type: none"> ● Models ● Principles; ● Grass-root level planning; ● System-analysis
Unit V:	Curriculum Evaluation: <ul style="list-style-type: none"> ● Importance of evaluation of curriculum; ● Models of curriculum evaluation; ● Interpretation of evaluation results and method.
Unit VI	Recent Curriculum Development: <ul style="list-style-type: none"> ● Issues and trends in curriculum development in higher education with special reference to UGC and Curriculum research in India.
Unit VII	Instructional System & Pedagogical Concerns <ul style="list-style-type: none"> ● Theoretical Paradigm of Instructional Objectives. ● Teacher Controlled Instruction; Learner Controlled Instruction; Group Controlled. ● Instruction; Instructional Planning- Issues in Instructional Planning, Steps in Instructional Planning. ● Instructional Strategy: Concept, Evolution, Determination; Managing Instruction; Resources for Instruction; System Approach.

Compendium

Practicum	<p>Undertake any one of the following activities</p> <ul style="list-style-type: none"> ● Students will prepare an observation schedule for curriculum implementation in any one-school subject. ● Student will observe and identify various methods, media & approaches used in implementation of curriculum for particular school subject/or course in teacher education Student will integrate ICT for particular unit in teacher education course to transact the same. ● Design an instructional plan of a unit in a subject at elementary level Prepare unit test, administer the test, determine gaps in attainment of objectives and plan remedial instruction.
Suggested Readings :	<ul style="list-style-type: none"> ● Agarwal, J. C. I. (1990) Curriculum Reform in India. Delhi: Doaba. ● Brent, Allen (1978). Philosophical Foundations for the Curriculum. Boston: Allen and Unwin. ● Das, R. C. (1987). Curriculum and Evaluation. New Delhi: NCERT. ● Dell, Ronald C. (1986). Curriculum Improvement: Decision Making & Process. (6th ed.). London: Allyn& Bacon Inc. ● Diamond, Robert M. (1989). Designing & Improving Courses & Curricula in Higher Education: A Systematic Approach. California: Jossey Bass Inc. Publishers. ● English, F. W. (2000). Deciding What to Teach and Test. CA: Corwin Press, Sage Publications, and Thousand Oaks. ● Erickson, H. L. (2000). Concept based Curriculum and Instruction. CA: Corwin Press, Sage Publications, Thousand Oaks. ● Flinders D. J. (1977). The Curriculum studies. New Delhi: Atlantic Publisher. ● Kridel, Craig. (2010). Encyclopedia of Curriculum Studies. New Delhi: Sage. ● MamidiMallaReddey&Ravishankar (eds.) 1984). Curriculum Development & Educational Technology. New Delhi: Sterling Publishers. ● McNeill, John D. & Wiles. John. (1990). The Essentials of Teaching: Decisions Plans and Methods. New York: Macmillan ● NCERT. (1984). Curriculum & Evaluation. New Delhi: NCERT. ● NCERT. (1988). National Curriculum for Elementary & Secondary Education: A Frame Work. New Delhi: NCERT. ● NCERT. (2005). National Curriculum Framework 2005. New Delhi: NCERT. ● Romiszowaski. A. J. (1988). The Selection Guide and Use of Instructional Media. London: Kogan Page. ● Saylor J. Galen; William, Alexander; & Arthur J. Lewis. (1980). Curriculum Planning for Better Teaching & Learning. (4th ed.). New York: Holt Ranehart& Winston. ● Trum J. Lyod. (1967). Secondary School Curriculum Improvement. New York: Prentice-Hall. ● Tyler, Ralp W. (1962). Curriculum Development: Theory and Practice. New York: Harcourl Brace, Jovanovich Inc. ● Tyler, Ralp W. (1974). Basic Principles of Curriculum & Instruction. Chicago: The University of Chicago Press. ● UNESCO (1981). Curricula & Lifelong Education. Paris: UNESCO. ● Wheeler, D. K. (1967). Curriculum Process. London: University of London Press

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Course 2 (2.2.2)	Educational Research and Statistics
Objectives	Objectives of the course are <ul style="list-style-type: none"> ● To develop the concept of research methodology and its importance in education ● To learn about different types of research and research design. ● To understand the various aspects of research process ● To know about sampling and tools of data collection. ● To understand descriptive and inferential statistics and learn their application ● To be able to write a research proposal
Unit I	Research - A scientific procedure. <ul style="list-style-type: none"> ● Meaning and assumption of research ● Characteristics and requirements of research ● Types of research
Unit II	Important aspects of educational research <ul style="list-style-type: none"> ● Reviewing literature- concept, importance and how to write it ● Formulating a research problem- its importance , sources and selecting it ● Writing research objectives and research questions ● Population and sampling- concept and types of sampling ● Concept of variables and types ● Constructing hypothesis
Unit III	Research Designs <ul style="list-style-type: none"> ● Study designs in quantitative research ● Study designs in qualitative research
Unit IV	Data Collection <ul style="list-style-type: none"> ● Methods of data collection in quantitative research ● Methods of data collection in qualitative research ● Some common methods of data collection- observation, interview, questionnaire, secondary sources of data
Unit V	Common Statistical Techniques of Processing data <ul style="list-style-type: none"> ● Descriptive statistics- measures of central tendency, measures of variability - Range, Mean Deviation, Quartile and Standard Deviation and graphical representation, ● Concept of skewness, and kurtosis ● Normal distribution; ● Measures of relative positions (percentile and percentile rank)
Unit VI	Inferential Statistics <ul style="list-style-type: none"> ● Concept of null hypothesis and alternative hypothesis, confidence limit ● T -test and ANOVA, concept of degree of freedom ● Non parametric tests- chi squared test , Wilcoxon matched -Pairs Signed test, Mann-Whitney U Test ● Correlation and regression ● Qualitative data analysis
Unit VII	Developing Proposal <ul style="list-style-type: none"> ● Writing Research Proposal ● Citing References, Writing Review of Literature ● Writing Research Reports, Presentation of Research Reports ● Referencing- APA style.

Compendium

Practicum	<p>The students will be required to present a term paper on review of literature from any area of teacher education</p> <p>They will also be assessed on the basis of statistical analysis of the given data, and statistical practice exercises.</p>
Suggested References	<ul style="list-style-type: none"> ● Best, J. W. & Kahn, J. V. (2008). Research in Education (10th edition). Delhi: Pearson Education. ● Bums, R. B. (2000) Introduction to Research Methods. New Delhi : Sage Publication. ● Flick, U. (2009). An introduction to Qualitative Research. Lon Angles: Sage. ● Kerlinger, F. N. (1978). Foundation of Behaviour Research, Delhi: Surjeet Publication. ● Koul, L. (2008). Methodology of Educational Research. New Delhi: Viksha publishing House Pvt. Ltd. ● Lichtman, M. (2010). Understanding and Evaluating Qualitative Educational Research. New Delhi: Sage. ● Lunenburg, F. C. (2008). Writing a Successful Thesis. California: Corwin Press. ● Machi, L. A. (2009). The Literature Review. California: Corwin Press. ● McNiff, Jean. (2009). Doing and Writing Action Research. Lon Angles: Sage. ● Mertens, D. M. (1997). Research Methods in Education and Psychology. New Delhi: Sage Publication. ● N.C.E.R.T. (1997). Fifth Survey of Educational Research: 1988-92. (Vol. I). New Delhi: NCERT. ● N.C.E.R.T. (2006). Sixth Survey of Educational Research: 1993-2000. (Vol. D). New Delhi: NCERT. ● N.C.E.R.T. (2007). Sixth Survey of Educational Research: 1993-2000. (Vol. ID). New Delhi: NCERT. ● Sax, Gilbert. (1979). Foundations of Educational Research. New Jersey : Prentice-Hall . ● Schmuck, R. A. (2006). Practical Action Research. California: Corwin Press. ● Seigal, Sydne, Y. (1978). Non-Parametric Statistics for Behavioral Science. New Delhi: McGraw Hill. ● Singh, Arun Kumar. (1986). Test, Measurement and Research Methods in Behavioral Sciences. New Delhi: McGraw Hill. ● Singh, S.P. (2002). Research Methods in Social Sciences. Kanishka: New Delhi. ● Thomas, R. Murray. (2008). Thesis and Dissertation. California: Corwin Press. ● Tuckman. B. W. (1979). Conducting Educational Research (2^{dn} edition). New York: Harcourt Brace Javanovich Inc. ● Van Dalen, D. B. & Meyer, W.J. (1979). Understanding Educational Research. New York: Mc-Grow-Hill Book Company. ● Walford, Geoffrey. (2005). Doing Qualitative Research. London: Continuum. ● Wiersma, W. & Jurs, S.G. (2009). Research Methods in education. ^ edition). Delhi: Pearson Education.

Course 3 (2.2.3)	Teacher Education
Objectives	<p>The objectives of the course are-</p> <ul style="list-style-type: none"> ● To enable the students to understand the meaning scope objectives of teacher education and its development in India ● To acquaint the students with various aspects of student - teaching programmes prevailing in the country.

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	<ul style="list-style-type: none"> ● To enable the students to understand the trends of teacher education. ● To acquaint students with origin and development of teacher education
Unit I	Introduction to Teacher Education: <ul style="list-style-type: none"> ● Meaning and scope of teacher education; ● Need for teacher education; ● Objective, structure & curricula of teacher education at Pre-Primary, Primary & Secondary levels; ● Teacher education in a changing society.
Unit II	Development of Teacher Education in India: Development of teacher education during different periods <ul style="list-style-type: none"> ● Ancient Period, ● Buddhist Period, ● Muslim Period, British Period, ● Post- Independence Period of India
Unit III	Teacher Education Organizations: <ul style="list-style-type: none"> ● NCTE, ● NCERT, ● SCERT, ● SIE ● DIET, IASE, College of Teacher Education, & UGC
Unit IV	Teacher Education Programmes: <ul style="list-style-type: none"> ● Pre - service teacher education, ● In -service teacher education; ● Integrated teacher education
Unit V	Pupil Teacher and Teaching: <ul style="list-style-type: none"> ● Models of teaching; ● Teaching techniques; ● Programmes of teaching practice and its Importance; ● Off campus teaching practice and internship; Lesson plan and unit plan; ● Teaching effectiveness; Micro-teaching, integration analysis and simulation; Supervision and evaluation of pupil teaching.
Unit VI	Comparative Study of Teacher Education: <ul style="list-style-type: none"> ● Teacher Education in India. ● USA, ● UK ● SAARC
Unit VII	Areas of Research: <ul style="list-style-type: none"> ● Teaching Effectiveness ● Modification of teacher behaviour ● School effectiveness. ● Cognitive Style & Learning Style ● Implementation of curricula of teacher education
Practicum	The students will be required to submit two term papers based on any two units.

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Suggested Reading	<ul style="list-style-type: none"> ● Aggarwal, J. C.(2009).Teacher and Education in a Developing Society. New Delhi:Vikas Publishing house Pvt. Ltd, ● Anand C. L. (1988).Aspects of Teacher Education. New Delhi: Chand and Co. ● NCTE (1996).NCTE Curriculum framework for Quality Teacher Education. NCTE: New Delhi. ● Sexena N. R. .Teacher Education. Meerut:R. Lall Book Depot. ● Sharma S. P. (2003). Teacher Education: Principle Theories and Practices, Aspects of Teacher Education.New Delhi: Kanishka Publishers Distributors. ● Singh, L. C. (1990).Teacher Education in India: A Resource Book. New Delhi: NCERT
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Course 4 (2.2.4)	Preparation of Teaching Learning Materials
	<p>The students will (Only one of the following)</p> <ul style="list-style-type: none"> ● Prepare/construct a teaching aid based on his/her subject of choice ● Develop a Programme Learning material for any class ● Prepare a power point presentation on any topic
	<p>Tool Development</p> <p>The students are required to construct an achievement test based on the subject of his/her choice, either for elementary school children or for secondary or higher secondary students. The student is also required to standardize it.</p>

SEMESTER III

Course 1 (2.3.1)	Educational Planning, Management and Administration (In the Context of Elementary Education)
Objectives	<p>The objectives of the course are the following</p> <ul style="list-style-type: none"> ● The student teachers will be able to understand the concepts of educational administration, management and planning. ● They will be able to develop concepts of human resources, financial resources with special reference to primary education ● They will gain insight into the educational planning and its different aspects ● They will acquire knowledge about different issues related to administration and management of elementary education.
Unit I	<p>Educational administration and management</p> <ul style="list-style-type: none"> ● Concept of educational administration and management and its importance ● Theories related to educational administration and management (Classical, Behaviouristic, Humanistic and System approach) ● Aspects of educational management- planning, organizing, supervising, motivating and controlling, decision making. ● Leadership in administration and management
Unit II	<p>Educational Administrative system in India</p> <ul style="list-style-type: none"> ● Educational directives and other provisions in the Constitution of India with reference to elementary education ● The role of central, State and Local Bodies in educational administration ● Agencies involved in the administration of elementary education ● Role of State government and local bodies in administration of elementary education.

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Unit III	Management of Resources in Education <ul style="list-style-type: none"> ● Concept of human resource and human capital and its development with reference to educational personnel ● Teacher as resources-performance appraisal and professional development ● Management of Finance-allocation and sources of educational finance, budgeting its concept, PPBS, school budget. Grant -in - aid and mobilization of local resources
Unit IV	Educational Planning <ul style="list-style-type: none"> ● Concept of educational planning , its importance ● Different types of planning- micro and macro planning, approaches to planning ● Decentralization of planning ● Role of Panchayats, Village Education Committee, DIET and SCERT
UnitV	Recent Schemes and Activities of the Govt, of India in the field of elementary education <ul style="list-style-type: none"> ● DPEP ● SSA ● RTE 2009 ● Information management system, DISE
Unit VI	Some administrative problems in elementary education <ul style="list-style-type: none"> ● Universalization of elementary education ● Lack of physical facilities ● Wastage and stagnation ● Mid day meal ● Equalization of educational opportunity ● Teacher accountability and absenteeism ● Local politics ● Problem of monitoring and supervision
VII	Modern techniques of management <ul style="list-style-type: none"> ● TQM ● SWOT ● PPBS
Practicum	The students will be required to write a term paper of 10 marks and a case study of 20 on an institution related to elementary education which will be evaluated internally.
Suggested Reading	<ul style="list-style-type: none"> ● Safaya, R.N., Shaida, B.D School Administration and Organization. . Dhanpat Rai Publishing Company, New Delhi ● Verma, R., Educational Administration. Anmol Publications Pvt.Ltd.New Delhi ● Josephine Y School Resource Planning and Management..ShipraPublication.Delhi ● Mohanty.J.,. Educational Administration, Supervision and School management. Deep and Deep Publications (P) Ltd.,New Delhi. ● Bhatnagar, R.P.Educational Administration..andAggrawal, V. International Publishing House. Meerut. ● Sindhu, I.S Educational Administration & Management. Pearson New Delhi ● Right to Education Act 2009

Compendium

Course 1 (2.3.1)	Educational Planning, Management and Administration (In the Context of Secondary Education)
Objectives	<p>The objectives of the course are the following</p> <ul style="list-style-type: none"> ● The student teachers will be able to understand the concepts of educational administration, management and planning. ● They will be able to develop concepts of human resources, financial resources with special reference to secondary education ● They will gain insight into the educational planning and its different aspects ● They will acquire knowledge about different issues related to administration and management of secondary education.
Unit I	<p>Educational administration and management</p> <ul style="list-style-type: none"> ● Concept of educational administration and management and its importance ● Theories related to educational administration and management (Classical, Behaviouristic, Humanistic and System approach) ● Aspects of educational management- planning, organizing, supervising, motivating and controlling, decision making. ● Leadership in administration and management
Unit II	<p>Educational Administrative system in India</p> <ul style="list-style-type: none"> ● Educational directives and other provisions in the Constitution of India with reference to secondary education ● The role of central, State and Local Bodies in educational administration ● Agencies involved in the administration of secondary education ● Role of State government and local bodies in administration of secondary education
Unit III	<p>Management of Resources in Education</p> <ul style="list-style-type: none"> ● Concept of human resource and human capital and its development with reference to educational personnel ● Teacher as resource-performance appraisal and professional development ● Management of Finance-allocation and sources of educational finance, Budgeting its concept, PPBS, school budget. Grant -in - aid and mobilization of local resources
Unit IV	<p>Educational Planning</p> <ul style="list-style-type: none"> ● Concept of educational planning , its importance ● Different types of planning- micro and macro planning, approaches to planning ● Decentralization of planning ● Role of Panchayets, Village Education Committee, DIET and SCERT ● Recommendation of the current Five Year Plan
Unit V	<p>Recent Schemes and Activities of the Govt, of India in the field of secondary education</p> <ul style="list-style-type: none"> ● NIOS ● RMSA ● SEMIS (Secondary Education management Information System) ● Private Public Partnership in secondary education
Unit VI	<p>Some administrative problems in secondary education</p> <ul style="list-style-type: none"> ● Access, equity and universalization of secondary education ● Rationale for Public Investment in secondary education ● Vocationalization of secondary education

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	<ul style="list-style-type: none"> ● Quality and Efficiency of secondary education ● Teacher accountability and absenteeism ● Local politics ● Problem of monitoring and supervision
Unit VII	<p>Modern techniques of management</p> <ul style="list-style-type: none"> ● TQM ● SWOT ● PPBS
Practicum	The students will be required write a term paper of 10 marks and a case study of 20 marks on an institution related to secondary education which will be evaluated internally.
Suggested Reading	<ul style="list-style-type: none"> ● Safaya, R.N., Shaida, B.D School Administration and Organization. DhanpatRai Publishing Company, New Delhi ● Verma, R., Educational Administration. Anmol Publications Pvt.Ltd.New Delhi ● Josephine Y School Resource Planning and Management..ShipraPublication.Delhi ● Mohanty,J... Educational Administration, Supervision and School management. Deep and Deep Publications (P) Ltd.,New Delhi. ● Bhatnagar, R.P.Educational Administration..andAggrawal, V. International Publishing House. Meerut. ● Sindhu, I.S Educational Administration & Management. Pearson New Delhi ● Report of the Govt, of India on Rashtriya Madhyamik Shiksha Abhijan

Course 2 (2.3.2)	Curriculum, Pedagogy and Evaluation (In the Context of Elementary Education)
Objectives	<p>The objectives of the course are</p> <ul style="list-style-type: none"> ● To understand the theories of curriculum construction at elementary level of education ● To know about the pedagogy of elementary level of education ● To know about assessment and evaluation with special reference to elementary education ● To be acquainted with issues related to curriculum, pedagogy and assessment in the context of elementary education
Unit I	<p>Advanced Curricula theories at Elementary Level</p> <ul style="list-style-type: none"> ● Principles of curriculum construction at elementary level ● Determinants of curriculum construction- constructing curriculum of language, science and social science at elementary level ● Curriculum planning and transaction at this stage ● Curriculum implementation evaluation and revision at the elementary stage of education.
Unit II	<p>Approaches to Pedagogy of Elementary Level</p> <ul style="list-style-type: none"> ● Concept of pedagogy at elementary level ● Models of instruction at elementary level ● Constructivist and creative knowledge generation at elementary level ● Multilingual and multiethnic classroom and their implication on pedagogy.
Unit III	<p>Evaluation and Assessment at elementary level</p> <ul style="list-style-type: none"> ● Concept of measurement and evaluation ● Taxonomies of educational objectives,. Assessment of learning dimensions, cognitive, affective and psychomotor. ● Summative and formative evaluation ● Norm referenced test and criteria referenced test

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Unit IV	Tools and Techniques of evaluation <ul style="list-style-type: none"> ● Essay type test ● Objective type test ● Achievement test and teacher made test ● Unit Test ● Item construction and analysis
Unit V	Some modern approaches to assessment <ul style="list-style-type: none"> ● Grading ● CRC ● Portfolio assessment and scoring rubrics. ● Question Bank ● Assessment of project
Unit VI	Integrating Curriculum, Pedagogy and Assessment in Elementary level <ul style="list-style-type: none"> ● Implementation and reporting of assessment in consonance with curricula and pedagogy ● Teaching, assessment and reporting of assessment results ● Issues, concerns and trends in curricula, pedagogy and assessment in elementary level.
Unit VII	Assessment of elementary schools <ul style="list-style-type: none"> ● School effectiveness ● Quality of education ● No detention policy ● Continuous comprehensive evaluation
Practicum	Term paper on curriculum analysis of elementary education
Suggested Reading	<ul style="list-style-type: none"> ● Bruner, J. S. (1960). <i>The Process of Education</i>, Cambridge, MA: Harvard University Press. ● Bruner, J. S. (1966). <i>Toward a Theory of Instruction</i>. Cambridge, MA: Belkapp Press. ● Bruner, J. S. (1971). <i>The Relevance of Education</i>. New York, NY: Norton ● Bruner, J. S., Goodnow, J. J., Austin, G. A. (1986). <i>A study of thinking</i>. New Brunswick, NJ: Transaction Press. ● Bruner, J.S. (1986). <i>A Study of Thinking</i>. New Brunswick, NJ: Transaction Press. ● Chaslain, K. (1970): <i>The Development of Modern Language Skills - Theory to Practice</i>. Rand Menally& Co., Chicago. ● Erickson, H.L. (2002): <i>Concept-based Curriculum and Instruction</i>. Crown Press, Inc. California. ● Freire, P. (1970). <i>Pedagogy of the Oppressed</i>. New York: Continuum ● In-service Teacher Education Package for Primary and Secondary Teachers (1988), Volume I & II, NCERT, New Delhi. ● Johann Karl Friedrich Rosenkranz (1848) <i>Pedagogics as a System</i>. Translated 1872 by AnnaC. Bracken, R.P. Studley Company ● Johann Karl Friedrich Rosenkranz (1899). <i>The philosophy of education</i>. D. Appleton and Co. ● Montessori, M. (1909). <i>11 Metododella Pedagogia Scientific aapplicato All'educazione Infantile Nelle Case dei Bambini</i>. ● Montessori, M. (1910). <i>Antropologia Pedagogica</i>. ● Montessori, M. (1921). <i>Manuale di PedagogiaScientifica</i>. ● Montessori, M. (1934). <i>PsicoAritmetica</i>.

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	<ul style="list-style-type: none"> ● Montessori, M. (1934). <i>PsicoGeometria</i>. ● National Curriculum for Elementary and Secondary Education (1998) - A Framework, NCERT, New Delhi. ● NCERT (2005): National Curriculum Framework, NCERT, New Delhi. ● Petty, W.T (1978): Curriculum for the Modern Elementary School, Rand Mentally College Public Co, Chicago
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Course 2 (2.3.2)	Curriculum Pedagogy and Evaluation (In the Context of Secondary Education)
Objectives	<p>The objectives of the course</p> <ul style="list-style-type: none"> ● To understand the theories of curriculum construction at secondary level of education ● To know about the pedagogy of secondary level of education ● To know about assessment and evaluation with special reference to secondary education ● To be acquainted with issues related to curriculum, pedagogy and assessment in the context of secondary education
Unit I	<p>Advanced Curricula theories at Secondary Level</p> <ul style="list-style-type: none"> ● Principles of curriculum construction at secondary level ● Determinants of curriculum construction- constructing curriculum of language, science and social science at secondary level ● Curriculum planning and transaction at this stage ● Curriculum implementation evaluation and revision at the secondary stage of education.
Unit II	<p>Approaches to Pedagogy of Secondary Level</p> <ul style="list-style-type: none"> ● Concept of pedagogy at secondary level ● Models of instruction at secondary level, direct method, group activity, peer tutoring, collaborative learning. ● Constructivist and creative knowledge generation at secondary level ● Multilingual and multiethnic classroom and their implication on pedagogy
Unit III	<p>Evaluation and Assessment at Secondary level</p> <ul style="list-style-type: none"> ● Concept of measurement and evaluation ● Taxonomies of educational objectives, Assessment of learning dimensions, cognitive, affective and psychomotor. ● Summative and formative evaluation ● Norm referenced test and criteria referenced test
Unit IV	<p>Tools and Techniques of evaluation</p> <ul style="list-style-type: none"> ● Essay type test ● Objective type test ● Achievement test and teacher made test ● Unit Test ● Item construction and analysis
Unit V	<p>Some modern approaches to assessment</p> <ul style="list-style-type: none"> ● Grading ● CRC

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	<ul style="list-style-type: none"> ● Portfolio assessment and scoring rubrics. ● Question Bank ● Assessment of project
Unit VI	Integrating Curriculum, Pedagogy and Assessment in Secondary level <ul style="list-style-type: none"> ● Implementation and reporting of assessment in consonance with curricula and pedagogy ● Teaching, assessment and reporting of assessment results ● Issues, concerns and trends in curricula, pedagogy and assessment in secondary level.
Unit VII	Assessment of Secondary schools <ul style="list-style-type: none"> ● School effectiveness ● Quality of education ● No detention policy ● Continuous comprehensive evaluation
Practicum	Term paper on curriculum analysis of Secondary schools
Suggested Reading	<ul style="list-style-type: none"> ● Bruner, J. S. (1960). <i>The Process of Education</i>, Cambridge, MA: Harvard University Press. ● Bruner, J. S. (1966). <i>Toward a Theory of Instruction</i>. Cambridge, MA: Belkapp Press. ● Bruner, J. S. (1971). <i>The Relevance of Education</i>. New York, NY: Norton ● Bruner, J. S., Goodnow, J. J., Austin, G. A. (1986). <i>A study of thinking</i>. New Brunswick, NJ: Transaction Press. ● Bruner, J.S. (1986). <i>A Study of Thinking</i>. New Brunswick, NJ: Transaction Press. ● Eggen and Kauchak(2001) <i>Educational Psychology</i>. Merrill prentice Hall. ● Erickson, H.L. (2002): <i>Concept-based Curriculum and Instruction</i>. Crown Press, Inc. California. ● Freire, P. (1970). <i>Pedagogy of the Oppressed</i>. New York: Continuum ● In-service Teacher Education Package for Primary and Secondary Teachers (1988), Volume I & II, NCERT, New Delhi. ● Johann Karl Friedrich Rosenkranz (1848) <i>Pedagogics as a System</i>. Translated 1872 by Anna C. Brackett, R.P. Studley Company

Course 2.3.3 Internship	Internship in Elementary Stage of Education	Internship in Secondary stage of Education
	Supervise the B.Ed, students practice teaching at elementary level (40 marks)	Supervise the B.Ed, students practice teaching at secondary level (40 marks)
	Teach at B.Ed, level (20 marks)	Teach at B.Ed, level (20marks)
	Seminar presentation (20)	Seminar presentation (20)
	School /training college survey (20)	School / training college survey

2.3.4 Dissertation I (Review and Proposal)

After the selection of research topic the students will study the related literature and then the proposal will have to be submitted. The proposal should be written as per the format and should be within 3000 words.

SEMESTER IV

Course 1 (2.4.1)	Educational Technology and ICT
Objectives	<p>On completion of this course, the students will be able to:</p> <ul style="list-style-type: none"> ● understand the concept of educational technology; ● understand the nature and scope of educational technology ● understand the various forms of educational technology ● understand the approaches of educational Technology ● design instruction in various systems of education ● know the instructional design and modes of development of self learning material ● understand the scope of ICT and its applications in teaching learning ● understand the concept and different approaches of e-learning ● know the recent innovations and future perspectives of Education Technology
Unit I	<p>Concept of Educational Technology:</p> <ul style="list-style-type: none"> ● Meaning, nature, objectives, scope and significance of educational technology; ● Technology in Education and Technology of Education; ● Systems approach to educational technology; ● Hardware and software technology in education
Unit II	<p>Multi-media Approach in Educational Technology:</p> <ul style="list-style-type: none"> ● Programmed Instruction; ● Computer Assisted Instruction; ● Personalized System of Instruction.
Unit III	<p>Models of Teaching:</p> <ul style="list-style-type: none"> ● Models of teaching: Meaning, Function and Types (Modern Models of Teaching)- Development Model, Concept Attainment Model, Advance Organizer Model, Non Directive Learning Model, Assertiveness Training Model ● Modification of Teacher Behaviour: Microteaching, Simulations, Flander's Interaction Analysis, Reciprocal Category System
Unit IV	<p>Communication:</p> <ul style="list-style-type: none"> ● Definitions, characteristics and types of Communication; ● Mass media and computer: Communication cycle: Classroom communication; ● Barriers of Communication.
Unit V	<p>Information and Communication Technology (ICT):</p> <ul style="list-style-type: none"> ● Information technology Influencing Information communication; ● Computer communication; ● Foundations of information society; ● Economic change and information technology
Unit VI	<p>Emerging Trend and Research:</p> <ul style="list-style-type: none"> ● Video tape, Radio- vision, Teleconferencing, CCTV, CAI, and INSAT; ● Problems of technology; ● Evaluation and educational technology; ● Current researches in education technology

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Unit VII	<p>ICT and Teaching</p> <ul style="list-style-type: none"> ● Global Context; ● ICT in teacher education; ● The traditional view of the learning process; ● Changes in views of learning process; ● Theories supporting the new view of the learning process
Practicum	<p>Undertake any one of the following activities:</p> <ul style="list-style-type: none"> ● Critical analysis of an instructional system based on components of systems approach ● Critical analysis of the different instructional designs based on the various instructional design models. ● Preparation of a trend report on researches on instructional design.. ● Visit to local TV/Radio Station and analyzing the educational radio broadcast or TV telecast for quality and content. ● Preparation of a report on interventions of educational technology in the current practices of teacher training programmes in India.
Suggested reading	<ul style="list-style-type: none"> ● Alexey Semenov, UNESCO, (2005): Information and Communication Technologies in Schools: A Handbook for Teachers. ● Bhatia, K.K. (2001). Foundation of teaching learning process. Ludhiyana: Tandon Publishers. ● Bhatt, B. D., Sharma, S. R. (1992). Educational technology: concept and technique. New Delhi: Kanishka. ● Dahiya, S.S. (2008). Educational technology: towards better teaches preference. Delhi: Shipra Publication. ● Das, R.C. (1992). Educational Technology: A Basic Text. New Delhi: Sterling. ● Dececco. J.P. (1964). Educational Technolgy, New York: HRW. ● Hcinich, Robert, Molcnda, Michael, Russell, James D. (1989). Instructional media and the new technologies of instruction. New York: Macmillan. ● Information and Communication Technologies in Education: A Curriculum for School and Programme of Teacher Development, Handbook of UNESCO. ● Information and Communication Technologies in Teacher Education: A Planning Guide, Handbook. ● Jain, Purabi. (2004). Educational technology. New Delhi: Dominant. ● Joyce, Bruce (2009). Models of teaching. New Delhi: Phi Learning. ● Kumari, S. (2006). Increasing role of technology in education. Delhi: Isha. ● Mangal, S.K. (2002). Essentials of teaching learning and information technology. Ludhiyana: Tandon. ● Pachauri, Suresh Chandra (2011). Educational technology. New Delhi: Aph Publishing. ● Rao. V. (1991). Educational Technology. Delhi: Himalayan Publishing House. ● Sampath, K Etal (1990). Educational Technology. New Delhi: Sterling. ● Sethi, Deepa (2010). Essentials of educational technology and management. New Delhi: Jagdamba Publishing Company. ● Sharma, A.R. (2001). Educational technology. Agra: Vinod. ● Sharma. R.A. (1983). Technology of Teaching. Meerut: International. ● Singh, CP. (2011). Advanced educational technology. New Delhi: Lotus Press. ● Verma, M. (2006). Online Teaching-Tools and Methods. New Delhi: MurariLal& Sons.

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Course 2 (2.4.2)	Inclusive Education
Objectives	<p>The objectives are</p> <ul style="list-style-type: none"> ● To acquire the concept. Need, Importance and Objectives of inclusive education. ● To explain the Concept, Identification, Causes Prevention and Remedies for Various Disabilities. ● To analyze Special Education, Integrated Education and Inclusive Education practices and identify and utilize existing resources for promoting Inclusive practice. ● To acquire basic knowledge on Teaching Learning Strategies, Vocational Training, Curriculum Adjustment for Disabled. ● To understand the policy perspectives, Schemes and role of the National Institutes and Other agencies for rehabilitation of Disabled. ● To realize the causes of educational backwardness of socially disadvantaged sections. ● To understand the various National Policies and National Commissions related to disadvantaged sections. ● To know about several Efforts, Schemes and Programmes for Empowerment of disadvantaged sections.
Unit I	<p>An Introduction to Special Education</p> <ul style="list-style-type: none"> ● Historical Perspective (In India and the World). ● Concept of Impairment, Disability and Handicap. ● Concept of Various disabilities (According to PWD Act, National Trust and Learning Disabilities). ● Identification and causes of various disabilities. ● Prevention and Remedies for Various Disabilities
Unit II	<p>Inclusive Society: Overview</p> <ul style="list-style-type: none"> ● What is meant by an inclusive society? ● Elements necessary for creating an inclusive society ● Exclusion and Inclusion in Education: Conceptual overview ● Understanding social inclusion: role of education
Unit III	<p>Educational Reforms for Inclusive Society.</p> <ul style="list-style-type: none"> ● Building an Inclusive school: desired changes in System, Structure, Practice and Culture, ● Education for a multicultural society, ● Principles of teaching and learning in a multicultural society. ● Education for peaceful co-existence.
Unit IV	<p>Assessment and Teaching Learning Strategies for the Disabled</p> <ul style="list-style-type: none"> ● Need and process of early identification and assessment ● Special, Integrated and Inclusive Education ● Curriculum adjustment and adaptation, Classroom Management, Peer tutoring, assistive devices, Barrier free Environment and Teaching Strategies ● Vocational Training, Employment and Rehabilitation, Individualized Education Programme and Computer Assisted Instruction. ● Use of Information and Communication Technologies, Audio-Visual Aids, Multi-Sensory Approach, Individualized Education Programme, Computer assistive Instruction

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<p>Unit V</p>	<p>Policy Perspective and Legal Framework for Disabled</p> <ul style="list-style-type: none"> ● International Declarations, Salamanca Statement, UNESCAP Decade for Person with Disabilities and other Declarations. ● Provisions of Indian Constitution, NPE, 1986; Mental Health Act, 1987; RCI Act, 1992; PWD, Act, 1995; National Trust Act, 1999; National Policy on Disabilities, 2006. ● Schemes for Education of Disabled: Integrated Education for Disabled Children, SarvaSikshaAbhiyan, Inclusive Education for Child and Youth with Disabilities, District Primary Education Programme, Project Integrated Education for the Disabled. ● Concessions: Transport, Income Tax, Age Concessions, Reservation, Exemption from Examination Fee, Family Pension ● National Institutes and National Handicap Finance and Development Corporation.
<p>Unit VI</p>	<p>Educational Empowerment</p> <ul style="list-style-type: none"> ● Empowerment of Minorities: ● Educational Problems, Present Status, ● National and State Commissions, Recommendations of various Commissions, Schemes and Programmes for Educational Empowerment
<p>Unit VII</p>	<p>Educational Empowerment of Weaker Sections:</p> <ul style="list-style-type: none"> ● SC: Reasons of Educational backwardness, Present Status, Indian Constitution and SCs, National Commission for SCs, Schemes and Programmes for Educational Empowerment ● ST: Reasons of Educational backwardness, Present Status, Indian Constitution and ST, National Commission for STs, Schemes and Programmes for Educational Empowerment ● OBC: Reasons of Educational backwardness, Present Status, Indian Constitution and OBCs, Schemes and Programmes for Educational Empowerment ● Empowerment of Marginalized Gender Groups: women: Historical background. Problems of Women Education, Present Status, Recommendations of various committees and commissions, NPEW, National Mission, Schemes and Programmes for Educational Empowerment ● Third Gender: Concept, Equalize acceptance, Social Equality and Respect, Equal Rights and Opportunities. Third Gender and Human Rights ● Child Rights and Education: Child Labour, Recommendations of various committees and commissions, Schemes and Programmes for Educational Empowerment
<p>Practicum</p>	<p>Any (One)</p> <ol style="list-style-type: none"> 1. Visit any one Institution for Children with visual impairment, Hearing Impairment, Mental Retardation or Orthopedically Handicapped and make a report. The report must include reflections on problems faced by Disabled Children, resources, infrastructure, assistive devices, aids and appliances and support services 2. Critical review of policies programmes and schemes for Children with Disability/Deprived Sections of the society. 3. Case Study of any two Children with Disability and make an Individualized Education Programme. 4. Conduct surveys of various schools to identify various forms of inequality with reference to Disadvantaged Sections of the society and submit a report.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Suggested Reading	<ul style="list-style-type: none"> ● Panda, K.C. (1997). Education of Exceptional Children. New Delhi Vikas Publication. ● Pandey, R.S. and Advani, Lai (1995) Perspective in Disability and Rehabilitation. New Delhi: Vikas Publishing House. ● UNESCO (1997). International Consultation on Early Childhood Education and Special Educational Needs. Paris. ● NCERT (2006) National focus group report on education of SCs and STs. New Delhi. ● Ainscow, M., Booth. T (2003): The Index for Inclusion: Developing Learning and Participation in Schools. Bristol: Center for Studies in Inclusive Education ● Jha. M.(2002) Inclusive Education for All: Schools Without Walls, Heinemann Educational publishers, Multivista Global Ltd, Chennai, 600042, India. ● Sharma, P.L. (1990) Teachers handbook on IED-Helping children with special needs NCERT Publication. ● Sharma P.L. (2003) Planning Inclusive Education in Small Schools, RIE Mysore ● Yadav, S.K. (1986) Education Schemes for scheduled castes. ● NCERT (2005) National Curriculum Framework, New Delhi. ● Chatterjee S.K(2000): Educational Development of scheduled castes. ● CowelsMilly (1969):Perspectives in the education of Disadvantaged children. ● Beg, M.A. <i>Q.0A</i>).<i>Inclusive Growth</i>, New Delhi: A.K.Publishers ● Ministry of Law and Justice (2009) Right to Education. Govt of India ● NCF (2006). <i>Gender Issues in Education (Ø Position Pap r</i>. New Delhi: NCERT ● Salamatullah, (1979). <i>Education in Social context</i>, New Delhi: NCERT. ● UNESCO. (2004) <i>Education for All: The Quality Imp rative. EFA Globl Monitoring Repr t</i>. Paris. ● Chauhan, S. S. (1989). Education of Exceptional Children, New Delhi: Indus Publishing Company. ● Wehman, P & Melaughlin P. T. (1981). Programme Development in Special Education New Delhi: Paul McGraw hill Publishers. ● Dash, N. (2006). Inclusive Education. New Delhi: Atlantic Publication. ● Baine, D. (1988).Handicapped children in developing countries: Assessment curriculum and instruction. Albverta: Universityof Alberta. ● Baver. A. M. & Shea, M. (1989). Teaching exceptional students in your classroom. Boston: Allyn and Bacon.
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Course 3 (2.4.3) Dissertation II (Report Writing and Viva Voce)		
Course 4 (2.4.4)	Community work	Practicum on ICT
	The students are required to participate in community work programmes e.g Environmental awareness campaign Adult Literacy programme Health and Hygiene programme Cleanliness programme Or any other such activities	i) Tool developed in Course 224 will have to be entered in excel sheet and descriptive analysis has to be done ii) Preparing on PPT

Compendium

**UNIFORM CURRICULUM STRUCTURE
AND EXAMINATION PATTERN FOR
2 YEARS B.P.Ed. COURSE IN
WEST BENGAL
FOLLOWING
NCTE REGULATIONS, 2014**



सत्यमेव जयते

**Higher Education Department Government
of West Bengal**

Bikash Bhavan, Kolkata - 700091

REGULATIONS RELATING TO CONDUCT OF EXAMINATION OF BACHELOR OF PHYSICAL EDUCATION (B.P.ED) COURSE UNDER SEMESTER SYSTEM (I+I+I+I) WITH EFFECT FROM 2015 - 2017 SESSION

1. In all there shall be 16 (Sixteen) theoretical papers of which 04 (Four) papers will be evaluated in each semester. Total distribution of marks for B.P.Ed, course under four semester will be as follows:

Semester	Theory Course	Practical Course	Teaching Practice
I	04 Papers = 400 marks	400 marks	—
II	04 Papers = 400 marks	300 marks	100
III	04 Papers = 400 marks	300 marks	100
IV	04 Papers = 400 marks	200 marks	200
Total	16 Papers = 1600 marks	1200 marks	400

The candidates will be evaluated out of 3200 mark (Semester I, II, III and IV) including theory course, practical course and teaching practice.

2. Each candidate appearing in the B.P.Ed, examination shall submit the examination form duly filled in together with prescribed fees within stipulated time period before each semester.
3. **Condonation:** Student must have 75% of attendance in each course for appearing the examination. Students who have 74% to 65% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 64% to 50% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 50% of attendance are not eligible to appear for the examination.
4. **Examinations:**
- There shall be examinations at the end of each semester, for first semester in the month of November /December: for second semester in the month of May / June. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in November /December or May / June.
 - A candidate should get enrolled /registered for the first semester examination. If enrollment/ registration is not possible owing to shortage of attendance beyond condonation limit / rules prescribed OR belated joining OR on medical grounds, such candidates are not permitted to proceed to the next semester. Such candidates shall redo the semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully kept the term in first semester.
5. A candidate shall be allowed to answer in the University examination either in Bengali or in English language.
6. If a candidate after completion of regular course of study in any of the semester fails to enroll as a candidate to present him/her in the examination or appears but fails to complete the respective semester examination due to any reason, he/she will have a chance to appear in the same examination in the following semester.

Compendium

7. To pass a particular semester examination a candidate must secure at least 40% marks in the theory course for CIA and external examination and 50% marks for the practical courses.
8. If a candidate fails to secure 40% marks in any of the theory course or 50% marks in any of the practical course in a semester he/she will have to appear in the respective theory and practical course alongwith the following semester examination.
9. If a candidate fails to secure 50% marks in teaching practice he/she will have one chance to qualify the same.
10. Questions are to be set in Bengali and in English version as well.
11. A candidate shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.
12. A candidate of either semester shall be allowed to attend classes of following semester if he/she does not have two back papers either in theory, practical course or teaching practice.
13. Format of question papers for four units: Each question paper shall have five questions and the patterns are as follows:

Question No.	Description	Marks
1	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 1)	15
2	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 2)	15
3	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 3)	15
4	Write short notes: Any two out of four (From Unit 4)	15
5	M.C.Q. type questions (10 out of 12 questions) (Three questions from each unit)	10
	Total	70

14. (a) Each theory paper will be set by two examiners and one of them will act as examiner
(b) For evaluation of practical course and teaching practice the external examiner be appointed in such a way that he/she does not represent the home college or department.
(c) Re assessment system of answer scripts is to be exercised by the university.
(d) For each theory, practical and teaching practice 30% marks are assigned for CIA and 70% marks for term end examination.
15. Spot evaluation procedures are to be followed for examining the theory course in respective semester and the result for each semester is to be published before commencement of following semester.
16. Provision of awarding two (+01) grace mark for securing 1st class in the final end semester examination be rest upon the decretory authority of the Hon'ble Vice Chancellor.
17. The proposed curriculum of B.P.Ed, programme as per NCTE Regulations, 2014 shall replace the existing content and structure of B.P.Ed, course.
18. Notwithstanding anything covered in the above regulations, Hon'ble Vice Chancellor shall have the authority to exercise his decretory power from time to time.

Duration of the Course

Bachelor of Physical Education (B.P.Ed.) is a professional programme of two academic year duration consists of four semesters Choice Based Credit System (CBCS) meant for preparing teachers of Physical Education.

However, the students shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.

COURSE STRUCTURE: AIMS AND OBJECTIVES

- Semester I :** To enhance the basic knowledge on Physical Education including history and Olympic movement, concept on human body and its functioning and introduction of indigenous games and some mass demonstration activities.
- Semester I I:** To impart knowledge of the educational technology and teaching methodology, yoga education, organization and administration, weight management and nutrition.
- Semester I II:** To enhance knowledge on Sports training, use of computer application, measures of rehabilitation and preparation of curriculum, application of psychology in physical education and society. To increase team spirit and leadership qualities among school students.
- Semester I V:** To increase specialized knowledge on measurement and evaluation, to impart knowledge on application of statistics and research and mechanics of movements.

COURSE STRUCTURE FOR BACHELOR OF PHYSICAL EDUCATION (B.P.ED.) PROGRAMME

PART A THEORETICAL COURSE		
SEMESTER - I		
COURSE	SUBJECT	MARKS
CC-101	History, Principles and Foundation of Physical Education	100
CC-102	Anatomy and Physiology, Sports Medicine, Physiotherapy and Rehabilitation	100
CC-103	Health Education and Environmental Studies	100
CC-104	Olympic Movement	100

SEMESTER - II		
COURSE	SUBJECT	MARKS
CC-201	Yoga Education	100
CC - 202	Educational Technology and Methods of Teaching in Physical Education	100
CC - 203	Organisation, Administration and Sports Management	100
CC - 204	Contemporary Issues in Physical Education: Fitness and Wellness. Sports Nutrition and Weight Management	100

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SEMESTER - III		
COURSE	SUBE CT	MARKS
CC - 301	Sports Training	100
CC - 302	Computer Applications in Physical Education	100
CC - 303	Sports Psychology and Sociology	100
CC - 304	Curriculum Design	100

SEMESTER - IV		
COURSE	SUBE CT	MARKS
CC -401	Measurement and Evaluation in Physical Education	100
CC - 402	Kinesiology and Biomechanics	100
CC - 403	Research and Statistics in Physical Education	100
CC - 404	Theory of Sports and Games	100

PART -B PRACTICAL ACTIVITIES		
SEMESTER-I		
COURSE	ACTIVITIES	MARKS
PC-101	Track and Field (Running Events)	100
PC-102	Gymnastics/Swimming/Shooting : Any one out of three	100
PC-103	Indigenous Sports / Activities: Kabaddi / Malkambh / Brotochary / Hindustani Lezium / Ghati Lezium / Mass P.T. Exercise / March Past (Any two out of these)	100
PC-104	Mass Demonstration Activities: Kho Kho / Dumbbell / Wand / Hoop / Umbrella / Tipri: Fundamental Skills (Any one out of these)	100

SEMESTER-II		
COURSE	ACTIVITIES	MARKS
PC-201	Track and Field (Jumping Event)	100
PC-202	Yoga / Aerobics / Gymnastics / Swimming (Any two out of these)	100
PC-203	Racket Sports: Badminton / Table Tennis / Squash / Tennis (Any two out of these)	100

SEMESTER - III		
COURSE	ACTIVITIES	MARKS
PC-301	Track and Field (Throwing Events)	100
PC-302	Combative Sports: Martial Art / karate / Hudo / Fencing / Boxing / Taekwondo / Wrestling / Lathi (Any two out of these)	100
PC-303	Team Game: Group-A: Volleyball / Football / Hockey / Basketball / Cricket (Any two of these) Group-B: Handball / Netball Baseball / Softball / (Any two of these)	100

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SEMESTER - IV		
COURSE	ACTIVITIES	MARKS
PC-401	Track and Field (Long Jump / Triple Jump) University will elaborate skills Swimming: University will elaborate skills Gymnastics: University will elaborate skills	100
PC-402	Kabaddi / Kho-Kho / Baseball / Cricket / Football / Hockey / Softball / Volleyball / Handball / Basketball / Netball / Badminton / Table Tennis / Squash / Tennis (Any Two of these)	100

**PART - C
TEACHING PRACTICE
SEMESTER - II/III/IV**

SEMESTER - II		
COURSE	ACTIVITIES	MARKS
TP-201	10 teaching practice lessons out of which 5 lessons in class-room situation and 5 lessons for out-door activities within the college premises on the students of B.P.Ed course.	100

SEMESTER - III		
COURSE	ACTIVITIES	MARKS
TP-301	Teaching practices: 10 teaching lesson plans for Racket Sport/ Team Games/ Indigenous Sports out of which 5 lessons internal and 5 lessons external at school.	100

SEMESTER - IV		
COURSE	ACTIVITIES	MARKS
TP-401	Sports Specialization Track and fField/Gymnastics/Swimming (4 internal lesson at practicing school and 1 final external lesson on the students of practicing school as a sports specialization of any discipline mentioned above.)	100
PC-402	Teaching practices Games Specialization: Kabaddi. Kho-Kho. Baseball, Cricket. Football. Hockey. Softball Volleyball. Handball. Basketball. Netball. Badminton. Table Tennis. Squash. Tennis (4 internal lessons at practicing school and 1 final external lesson on the students of practicing school as a games specialization of any discipline mentioned above.)	100

SEMESTERWISE DISTRIBUTION OF MARKS FOR B.P.ED. PROGRAMME

SEMESTER	THEORETICAL COURSE	PRACTICAL COURSE	TEACHING PRACTICE	TOTAL MARKS
I	400	400	000	800
II	400	300	100	800
III	400	300	100	800
IV	400	200	200	800
TOTAL	1600	1200	400	3200

Compendium

INTAKE: As per NCTE norms

ELIGIBILITY CRITERIA:

As per with the NCTE norms and regulations which has been notified in the Gazette.

ADMISSION PROCEDURE:

- (1) Physical Fitness Test - {Minimum 4 (Four test items)} 10 X 4 = 40 marks
- (2) Knowledge Test - (Covering the syllabus of Physical Education) 15 marks
 - (a) Multiple Choice Questions: 10 marks
 - (b) Small Answer Type: 05 marks
(Maximum 100 words)
- (3) Viva Voce - **05 marks**
(Knowledge about recent and past of the Country/State, Vocabulary and Expression)

The CBCS System

All programmes shall run on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students, to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

Course

The term course usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise Lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/ self-study etc. or a combination of some of these.

Semesters

An academic year is divided into two semesters. Each semester will consist of 17-20 weeks of academic work equivalent to 100 actual teaching days. The odd semester may be scheduled from May/June to November/December and even semester from November / December to May/June. The institution shall work for a minimum of 36 working hours in a week (five or six days a week).

Credits

The term 'Credit' refers to a unit by which the programme is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one and half / two hours of practical work/field work per week. The term 'Credit' refers to the weight given to a course, usually in relation to the instructional hours assigned to it. The total minimum credits, required for completing a B.P.Ed, programme is 90 credits and for each semester 20 credits.

Provision of Bonus Credits (Maximum 06 Credits in each Semester)

Sr. No.	Special Credits for Extra Co-curricular Activities	Credit
1	Sports Achievement at State level Competition (Medal Winner)	1
	Sports Achievement National level Competition (Medal Winner)	2
	Sports participation (International level Competition)	4
2	Inter Uni. Participation (Any one game)	2
3	Inter College Participation (min. two game)	1
4	National Cadet Corps / National Service Scheme	2
5	Blood donation / Cleanliness drive / Community services	2
6	Mountaineering - Basic Camp, Advance Camp / Adventure Activities	2
7	Organization / Officiating - State / National level in any two game	2
8	News Reposting / Article Writing / book writing / progress report writing	1
9	Research Project	4

Students can earn maximum 06 Bonus credits in each semester by his/her participation in the above mentioned activities duly certified by the Head of the institution / Department. This Bonus credit will be used only to compensate loss of credits in academic activities.

Examinations:

i. There shall be examinations at the end of each semester, for first semester in the month of November /December: for second semester in the month of May / June. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in December or June.

ii. A candidate should get enrolled /registered for the first semester examination. If enrolment/ registration is not possible owing to shortage of attendance beyond condonation limit / rules prescribed OR belated joining OR on medical grounds, such candidates are not permitted to proceed to the next semester. Such candidates shall rejoin the semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully kept the term in first semester.

Condonation:

Student must have 75% of attendance in each course for appearing the examination. Students who have 74% to 65% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 64% to 50% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 50% of attendance are not eligible to appear for the examination.

Pattern of Question Papers

Question Papers shall have five questions corresponding to four units of each theory course.

B.P.Ed.: Format of Question Paper for 4 Units

Each question paper shall have five questions. The pattern will be as follows:

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Question No.	Description	Marks
1	Answer in detail (Long Question) or Answer in detail (Long Question) (Form Unit 1)	15
2	Answer in detail (Long Question) or Answer in detail (Long Question) (Form Unit 2)	15
3	Answer in detail (Long Question) or Answer in detail (Long Question) (Form Unit 3)	15
4	Write short notes: any two out of four (Form Unit 4)	15
5	M.C.Q. Type Questions (10 out of 12 Que.) (3 Questions, from each unit)	10
	Total	70

Evaluation

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade point. Evaluation for each course shall be done by a continuous internal assessment (CIA) by the concerned course teacher as well as by end semester examination and will be consolidated at the end of course. The components for continuous internal assessment are;

One Test	15 Marks
Seminar/ Quiz	5 Marks
Assignments	5 Marks
Attendance	5 Marks
Total	30 Marks

Attendance shall be taken as a component of continuous assessment, although the students should have minimum 75% attendance in each course. In addition to continuous evaluation component, the end semester examination, which will be written type examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 30:70. The evaluation of practical work, wherever applicable, will also be based on continuous internal assessment and on an end-semester practical examination.

Minimum Passing Standard

The minimum passing standard for CIA (Continuous Internal Assessment) and External Examinations shall be 40%, i.e. 12 marks out of 30 marks and 28 marks out of 70 marks respectively for theory courses. The minimum passing for both CIA & external examination shall be 50%, i.e. 15 marks out of 30 and 35 marks out of 70 marks for the practical courses.

Grading System

Once the marks of the CIA (Continues Internal Assessment) and SEA (Semester End Assessment) for each of the courses are available, both (CIA and SEA) will be added. The marks thus obtained for each of the courses will then be graded as per details provided below from the first semester onwards the average performance within any semester from the first semester is indicated by Semester Grade Point Average (SGPA) while continuous performance (including the performance

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of the previous semesters also) starting from the first semester is indicated by Cumulative Grade Point Average (CGPA). These two are calculated by the following formula:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$
$$CGPA = \frac{\sum_{j=1}^n SGPA_j}{N}$$

Where C_i is the Credit earned for the course in any semester; G_i is the Grade point obtained by the student for the course i and n number of courses obtained in that semester; $SGPA_j$ is SGPA of semester j and N number of semester. Thus CGPA is average of SGPA of all the semesters starting from the first semester to the current semester.

Classification of Final Results

For the purpose of declaring a candidate to have qualified for the Degree of Bachelor of Physical Education in the First class / Second class / Pass class, the marks and the corresponding CGPA earned by the candidate in Core Courses will be the criterion. It is further provided that the candidate should have scored the First / Second Class separately in both the grand total and end Semester (External) examinations.

Award of the B.P.Ed. Degree

A candidate shall be eligible for the award of the degree of the B.P.Ed, only if he/she has earned the minimum required credit including Bonus Credits of the programme prescribed above.

Letter Grades and Grade Points

i. Two methods-relative grading or absolute grading- have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students in the course and the grades are awarded based on a cut-off mark or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.

ii. The grades for each course would be decided on the basis of the percentage marks obtained at the end-semester external and internal examinations as per following table:

Grade Conversion Table (GCT)

Percentage	Grade Point	Latter Grade	Description	Classification of final result
85 & above	8.5-10.0	O	Outstanding	First class with Distinction
70-84.99	7.0-8.49	A+	Excellent	
60-69.99	6.0-6.99	A	Very Good	First Class
55-59.99	5.5-5.99	B+	Good	Higher Second Class
50-54.99	5.0-5.49	B	Above Average	Second Class
40-49.99	4.0-4.99	C	Average	Pass Class
Below 40	0.0	F	Fail/ Dropped	Dropped
	0	AB	Absent	

Grade Point Calculation

Calculation of Semester Grade Point Average (SGPA) and Credit Grade Point (CGP) and declaration of class for B. P. Ed. Programme

The credit grade points are to be calculated on the following basis:

Course No.	Credit	Course No.	Credit	Course No.	Credit	Course No.	Credit
CC-101	4	CC-201	4	CC-301	4	CC-401	4
CC-102	4	CC-202	4	CC-302	4	CC-402	4
CC-103	4	CC-203	4	CC-303	4	CC-403	4
CC-104	4	CC-204	4	CC-304	4	CC-404	4
PC-101	4	PC-201	4	PC-301	4	PC-401	4
PC-102	4	PC-202	4	PC-302	4	PC-402	4
PC-103	4	PC-203	4	PC-303	4	TP-401	4
PC-104	4	TP-201	4	TP-301	4	TP-402	4
Total	32		32		32		32

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Credit Table

Example: 1

Marks obtained by a student in course CC101 =65 out of 100 % of Marks = 65

Grade: A

Grade Point = $6.0 + 5 \left(\frac{0.99}{9.99}\right) = 6.0 + 5 \times 0.1 = 6.5$

[Hints: $6.99 - 6.00 = 0.99$ and $69.99 - 60.00 = 9.99$]

(Corresponding to the class of GC Table)

The course credit = 04

Therefore, Credits Grade Point (CGP) = $6.5 \times 0.4 = 26$

Semester-I

Course No.	Marks out of 100 (%)	Grade	Grade Point	Credit Grade Point
CC-101	65	A	6.5	26
CC-102	60	A	6.0	24
CC-103	62	A	6.2	24.8
CC-104	57	B+	5.7	22.8
PC-101	55	B+	5.5	22
PC-102	72	A+	7.2	28.8
PC-103	66	A	6.6	26.4
PC-104	72	A+	7.2	28.8
Total				203.6

Calculation for conversion of marks into grade points

$$\text{CC-102 } 60 = 6.0$$

$$\text{CC-103 } 62 = 60 + 2 = 6.0 + 2 \times \frac{0.99}{9.99} = 6 + 2 \times 0.1 = 6.0 + 0.2 = 6.2$$

[Hints: $6.99 - 6.00 = 0.99$ and $69.99 - 60.00 = 9.99$]

(Corresponding to the class of GC Table)

$$\text{CC-104 } 5.7 = 55 + 2 = 5.5 + 2 \times \frac{0.49}{4.99} = 5.5 + 2 \times 0.1 = 5.5 + 0.2 = 5.7$$

[Hints: $5.99 - 5.50 = 0.49$ and $59.99 - 55.00 = 4.99$]

(Corresponding to the class of GC Table)

$$\text{PC-101 } 55 = 5.5$$

$$\text{PC-102 } 72 = 70 + 2 = 7.0 + 2 \times \frac{1.49}{14.99} = 7.0 + 2 \times 0.1 = 7.2$$

Similarly, PC-103 66 = 6.6 and PC-104 72 = 7.2

$$\begin{aligned} \text{CGP} &= (6.5 \times 4) + (6.0 \times 4) + (6.2 \times 4) + (5.7 \times 4) + (5.5 \times 4) + (7.2 \times 4) + (6.6 \times 4) + (7.2 \times 4) \\ &= 26 + 24 + 24.8 + 22.8 + 22 + 28.8 + 26.4 + 28.8 = 203.6 \end{aligned}$$

$$\text{Semester Grade Point Average (SGPA)} = \frac{\text{Total Credit Grade Points}}{\text{Total Credits}} = \frac{203.6}{32} = 6.3625$$

$$\text{SGPA of Sem.-I} = 6.3625$$

At the end of Semester-I

$$\text{Total SGPA} = 6.3625$$

$$\text{Cumulative Grade Point Average (CGPA)} = 6.3625 \div 1 = 6.3625$$

Semester-II

Course No.	Marks out of 100 (%)	Grade	Grade Point	Credit Grade Point
CC-201	76	A+	7.6	30.4
CC-202	64	A	6.4	25.6
CC-203	59	B+	5.9	23.6
CC-204	80	A+	8.0	32
PC-201	49	B+	4.9	19.6
PC-202	64	C	6.4	25.6
PC-203	55	A	5.5	22
TP-201	72	B+	7.2	28.8
Total				207.6

$$\text{SGPA of Semester-II} = \frac{207.6}{32} = \mathbf{6.4875}$$

$$\text{At the end of Semester-II, Total SGPA for two Semester} = (6.3625 + 6.4875) = 24.85$$

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{12.85}{2} = \mathbf{6.425}$$

Semester-III

Course No.	Marks out of 100 (%)	Grade	Grade Point	Credit Grade Point
CC-301	64	A	6.4	25.6
CC-302	64	A	6.4	25.6
CC-303	59	B+	5.9	23.6
CC-304	81	A+	8.1	32.4

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PC-301	49	C	4.9	19.6
PC-302	64	A	6.4	25.6
PC-303	68	A	6.8	27.2
TP-301	75	A+	7.5	30.0
Total				209.6

SGPA of Semester-III = $\frac{209.6}{32} = 6.55$

At the end of Semester-III, Total SGPA for two Semester = $(6.3625 + 6.4875 + 6.55) = 19.4$

Cumulative Grade Point Average (CGPA) = $\frac{19.4}{3} = 6.466667$

Semester-IV

Course No.	Marks out of 100 (%)	Grade	Grade Point	Credit Grade Point
CC-401	83	A	8.3	33.2
CC-402	76	A	7.6	30.4
CC-403	59	B+	5.9	23.6
CC-404	81	A+	8.1	32.4
PC-401	49	C	4.9	19.6
PC-402	78	A	7.8	31.2
TP-401	81	A	8.1	32.4
TP-402	75	A+	7.5	30.0
Total				232.8

SGPA of Semester-IV = $\frac{232.8}{32} = 7.275$

At the end of Semester-IV, Total SGPA for two Semester = $(6.3625 + 6.4875 + 6.55 + 7.275) = 26.675$

Cumulative Grade Point Average (CGPA) = $\frac{26.675}{4} = 6.66875$

Final Result:

CGPA	Grade	Class
6.66875	A	1st Class

Note:

1. SGPA is calculated only if the candidate passes in all the courses i.e. get minimum C grade in all the courses.
2. CGPA is calculated only when the candidate passes in all the courses of all the previous and current semesters.
3. The cumulative grade point average will be calculated as the average of the SGPA of all the semesters continuously, as shown above.
4. For the award of the class, CGPA shall be calculated on the basis of
 - a. Marks of each Semester End Assessment and
 - b. Marks of each Semester Continuous Internal Assessment for each course.

The final Class for B.P.Ed. Degree shall be awarded on the basis of last CGPA (grade) from all the four semester examinations.

COURSE DETAILS

PART-A

Theory Course

Semester -1

CC - 101 History, Principles and Foundation of Physical Education

Subject Code	Name of the Paper Internal	Marks		Total Marks
		Internal	External	
CC-101	HISTORY, PRINCIPLES AND FOUNDATION OF PHYSICAL EDUCATION	30	70	100
Unit -2	Introduction			
Sub-units 1 Credit	1.1. Meaning, Definition and Scope of Physical Education 1.2. Aims and Objective of Physical Education 1.3. Importance of Physical Education in present era. 1.4. Misconceptions about Physical Education. 1.5. Relationship of Physical Education with General Education. 1.6. Physical Education as an Art and Science.			
Unit-2	Historical Development of Physical Education in India			
Sub-units 1 Credit	2.1. Indus Valley Civilization Period. (3250 BC - 2500 BC) 2.2. Vedic Period (2500 BC - 600 BC) 2.3. Early Hindu Period (600 BC - 320 AD) and Later Hindu Period (320 AD - 1000 AD) 2.4. Medieval Period (1000 AD - 1757 AD) 2.5. British Period (Before 1947) with reference to development of Physical Education in West Bengal 2.6. Physical Education in India (After 1947) with reference to development of Physical Education in West Bengal 2.7. Contribution of Akhadas, Vyayamshals and Bratachari movement 2.8. Y.M.C.A. and its contributions.			
Unit-3	Foundation of Physical Education			
Sub-units 1 Credit	3.1. Philosophical foundation: 3.2. Idealism, Pragmatism, Naturalism. Realism, Humanism, Existentialism and Indian Philosophy and Culture. 3.3. Fitness and wellness movement in the contemporary perspectives 3.4. Sports for all and its role in the maintenance and promotion of fitness.			
Unit-4	Principles of Physical Education			
Sub-units 1 Credit	4.1. Biological 4.1.1. Growth and development 4.1.2. Age, gender characteristics 4.1.3. Body Types 4.1.4. Anthropometric differences 4.2. Psychological 4.2.1. Learning types, learning curve 4.2.2. Laws and principles of learning 4.2.3. Attitude, interest, cognition, emotions and sentiments			

Compendium

	4.3. Sociological 4.3.1. Society and culture 4.3.2. Social acceptance and recognition 4.3.3. Leadership 4.3.4. Social integration, cohesiveness and facilitation			
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Note: 1 Credit = 17 to 20 hours.

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2. Bucher, C. A. (n.d.) *Foundation of physical education*. St. Louis: The C.V. Mosby Co.
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7. Sharman, J. R. (1964). *Introduction to physical education*. New York: A.S. Barnes & Co.
8. William, J. F. (1964). *The principles of physical education*. Philadelphia: W.B. Saunders Co.
9. Dr. Ajmer Singh, Dr. Jagdish Bains, Jagtar Singh Gill, Dr. R.S. Brar and Dr. Nirmaljit Rathee *Essentials of Physical Education*:
10. Prof. Banerjee, A.K. & Dr Konar. J. *Physical Education in Bengal 1882-1982*, Pustak Bipani
11. Reet Howell, Maxwell Howell, A.K. Uppal *Foundation of P.E.*
12. Dr. M.L. Kamlesh *Foundation of Physical Education*,
13. Dr. N. P. Sharma, *Sports History*, KSK publishers & Distributors
14. Bhattacharyya, A.K. & Bhowmick, *Sarir Siksha*, Paschimbanga Rajya Pustak Parshad Parshad, Kolkata

CC - 102 Anatomy, Physiology, Sports Medicine, Physiotherapy and Rehabilitation

Subject Code	Name of the Paper Internal	Marks		Total Marks
		Internal	External	
CC-102	ANATOMY AND PHYSIOLOGY, SPORTS MEDICINE, PHYSIOTHERAPY AND REHABILITATION	30	70	100
Unit -1	Introduction			
Sub-units 1 Credit	1.1. Brief Introduction of Anatomy and Physiology 1.2. Need and Importance of Anatomy and Physiology 1.3. Meaning and definition of Sports medicine, Physiotherapy and Rehabilitation 1.4. Need and importance of Physiotherapy and Rehabilitation 1.5. Guiding principles of Physiotherapy			

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Unit-2	Systems-Effect of Exercise on Various Systems			
Sub-units 1 Credit	2.1. cardio-respiratory System 2.2. Skeletal System 2.3. Muscular System 2.4. Nervous System 2.5. Endocrine System 2.6. Digestive and Excretory System			
Unit-3	Sports Medicine			
Sub-units 1 Credit	3.1. Meaning and concept of Sports Medicine 3.2. Aim and Objectives of Sports Medicine 3.3. Common regional injuries and their management- shoulder, elbow, wrist, knee and ankle 3.4. Low back problem and management, stretching and strengthening exercise in sports. 3.5. Doping-agents, effects and dope test 3.7. Role of oxygen- physical training, oxygen debt, second wind, vital capacity.			
Unit-4	Athletic Care and Rehabilitation			
Sub-units 1 Credit	4.1. Rehabilitation in sports- Meaning, Principles, Means and Methods 4.2. Diagnosis of injuries-signs and symptoms of injuries 4.3. Different forms of Hydrotherapy and Thermo-therapy- hot and cold packs, whirlpool, contrast bath, infra-red, short wave diathermy and ultrasound 4.4. First Aid- meaning and principles 4.5. Athletic bandage and massage-its classification, indication & contraindication, general principles of massage			

References

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3. Guyton, A.C. (1996). *Textbook of Medical Physiology*, 9th edition. Philadelphia: W.B. Saunders.
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6. Moorthy, A. M. (2014). *Anatomy physiology and health education*. Karaikudi: Madalayam Publications.
7. Morehouse, L. E. & Miller, J. (1967). *Physiology of exercise*. St. Louis: The C.V. Mosby Co.
8. Pearce, E. C. (1962). *Anatomy and physiology for nurses*. London: Faber & Faber Ltd.
9. Sharma, R. D. (1979). *Health and physical education*, Gupta Prakashan.
10. Singh, S. (1979). *Anatomy of physiology and health education*. Ropar: Jeet Publications.
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CC - 103 Health Education and Environmental Studies

Subject Code	Name of the Paper Internal	Marks		Total Marks
		Internal	External	
CC-103	HEALTH EDUCATION AND ENVIRONMENTAL STUDIES	30	70	100
Unit-1	Health Education			
Sub-units	1.1. Concept, Dimensions, Spectrum and Determinants of Health 1.2. Aim, objectives and Principles of Health Education 1.3. Definition of Health, Health Education, Health Instruction, Health Supervision 1.4. Health Services and guidance instructions in personal hygiene			
Unit-2	Health Problems in India			
Sub-units	2.1. Communicable and Non Communicable Diseases 2.2. Obesity, Malnutrition, Adulteration in food, Environmental sanitation. Explosive Population. 2.3. Environmental Hygiene for school 2.4. Objectives of school health service, Role of health education in school 2.4. Health Services - Care of skin, Nails, Eye health service, Nutritional service, Health appraisal, Health record, Healthful school environment, First- Aid and emergency care			
Unit-3	Environmental Science			
Sub-units	3.1. Definition, Scope, Need and Importance of environmental studies. 3.2. Concept of environmental education and Historical background of environmental education, 3.3. Celebration of various days in relation with environment. 3.4. Plastic recycling & probation/prohibition of plastic bag / cover. 3.5. Role of school in environmental conservation and sustainable development.			
Unit-4	Natural Resources and related environmental issues:			
Sub-units	4.1. Water resources, Food resources and Land resources 4.2. Definition, effects and control of- Air Pollution, Water Pollution, Soil Pollution, Noise Pollution, Thermal Pollution 4.3. Management of environment and Govt. Policies. Role of pollution control board.			

References

1. Agrawal, K.C. (2001). *Environmental b ology*. Bikaner: Nidhi publishers Ltd.
2. Frank, H. & Walter, H., (1976). *Turners school health education*. Saint Louis: The C.V. Mosby Company.
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CC - 104

Olympic Movement

Subject Code	Name of the Paper Internal	Marks		Total Marks
		Internal	External	
CC-104	OLYMPIC MOVEMENT	30	70	100
Unit -1	Origin of Olympic Movement			
Sub-units	1.1. Philosophy of Olympic movement 1.2. History of the Olympic movement 1.3. The significant stages in the development of the modern Olympic movement 1.4. Educational and cultural values of Olympic movement			
Unit-2	Modern Olympic Games			
Sub-units	2.1. Significance of Olympic Ideals, Olympic Rings, Olympic Flag, Olympic oath. 2.2. Olympic Protocol for member countries 2.3. Olympic Code of Ethics 2.4. Olympism in action			
Unit-3	Different Olympic Games			
Sub-units	3.1. Para Olympic Games 3.2. Summer Olympics 3.3. Winter Olympics 3.4. Youth Olympic Games			
Unit-4	Committees of Olympic Games			
Sub-units	4.1. International Olympic Committee - Structure and Functions 4.2. National Olympic committees and their role in Olympic movement 4.3. Olympic commission and their functions 4.4. Olympic medal winners of India			

References

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2. Burbank, J. M., Andranovich, G. D. & Heying Boulder, C. H. (2001). *Olympic dreams: the impact of mega-events on local politics*: Lynne Rienner
3. *A World History of Physical Education Culture, Philosophy, Comparative*: D.B. Van Dalen & B. L. Bennett
4. *Sports History*, Dr. N. P. Sharma, KSK publishers & Distibutors

Compendium

PART-A
Theory Course
Semester-II

CC - 201

YOGA EDUCATION

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-201	YOGA EDUCATION	30	70	100
Unit -1	Introduction of Yoga			
Sub-units 1 Credit	1.1. Meaning and Definition of Yoga 1.2. Aim and Objectives of Yoga 1.3. Yoga in Upanisads 1.4. The Yoga Sutras: General Consideration 1.5. Need and Importance of Yoga in Physical Education and Sports			
Unit-2	Foundation of Yoga			
Sub-units 1 Credit	2.1. The Astanga Yoga: Yama, Niyama, Asana, Pranayama, Pratyahara, Dharana, Dhyana and Samadhi 2.2. Yoga in the Bhagavadgita - Karma Yoga, Raja Yoga, Jnana Yoga and Bhakti Yoga			
Unit-3	Yogic Practices			
Sub-units 1 Credit	3.1. Effect of Asanas and Pranayamas on various systems of the body 3.2. Classification of Asanas with special reference to Physical Education and Sports 3.3. Influences of relaxative, meditative posture on various system of the body 3.4. Types of Bandhas, Mudras and Kriyas			
Unit-4	Yoga Education			
Sub-units 1 Credit	4.1. Basic, applied and action research in Yoga 4.2. Difference between yogic practices and physical exercises 4.3. Yoga education centers in India and abroad 4.4. Competitions in Yogasanas			

References:

1. Brown, F. Y.(2000). *How to use yoga*. Delhi:Sports Publication.
2. Gharote, M. L. &Ganguly, H. (1988). *Teaching methods for yogic p actices*.Lonawala: Kaixydahmoe.
3. Rajjan, S. M. (1985). *Yoga strenthening of relaxation for spr ts man*. New Delhi:Allied Publishers.
4. Shankar, G.(1998). *Holistic ap oach of yoga*. New Delhi: Aditya Publishers.
5. Shekar,K. C. (2003). *Yoga for health*. Delhi: Khcl Sahitya Kendra.
6. Swami Kuvalananda, *Asanas Kaivalyadhama*, Lonavla, Maharashtra

CC - 202 EDUCATIONAL TECHNOLOGY AND METHODS OF TEACHING IN PHYSICAL EDUCATION

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-202	EDUCATIONAL TECHNOLOGY AND METHODS OF TEACHING IN PHYSICAL EDUCATION	30	70	100
Unit -1	Introduction			
Sub-units 1 Credit	1.1. Education and Education Technology- Meaning and Definitions 1.2. Types of Education- Formal. Informal and Non- Formal education. 1.3. Educative Processes 1.4. Importance of Devices and Methods of Teaching.			
Unit-2	Teaching Technique			
Sub-units 1 Credit	2.1. Teaching Techniques - Lecture method. Command method. Demonstration method, Imitation method. Project method etc. 2.2. Teaching Procedure - Whole method, Whole - part - whole method, Part - whole method. 2.3. Presentation Technique - Personal and Technical preparation 2.4. Command- Meaning, Types and its uses in different situations.			
Unit-3	Teaching Aids			
Sub-units 1 Credit	3.1. Teaching Aids - Meaning, Importance and its criteria for selecting teaching aids. 3.2. Types of Teaching aids - Audio aids. Visual aids. Audio - visual aids, 3.3. Meaning, Principles and advantage of team teaching. 3.4. Difference between Teaching Methods and Teaching Aid.			
Unit-4	Lesson Plan and Teaching Innovations			
Sub-units 1 Credit	4.1. Meaning. Types and principles of lesson plan. 4.2. General and specific lesson plan. 4.3. Meaning, Types and steps of Micro and Macro teaching. 4.4. Simulation Teaching - Meaning. Types and steps of simulation teaching			

References:

1. Bhardwaj, A. (2003). *New media of educational planning*. New Delhi: Sarup of Sons.
2. Bhatia, & Bhatia, (1959). *The principles and methods of teaching*. New Delhi: Doaba House.
3. Kochar, S.K. (1982). *Methods and techniques of teaching*. New Delhi: Sterling Publishers Pvt. Ltd.
4. Sampath, K., Pannirselvam, A. & Santhanam, S. (1981). *Introduction to educational technology*. New Delhi: Sterling Publishers Pvt. Ltd.
5. Walia, J.S. (1999). *Principles and methods of education*. Jaipur: Landhar. Pau Publishers.

CC - 203 ORGANIZATION, ADMINISTRATION SPORTS MANAGEMENT

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-203	ORGANIZATION, ADMINISTRATION SPORTS MANAGEMENT	30	70	100
Unit-1	Organization and administration			
Sub-units I Credit	1.1. Administration in School Education 1.2. Meaning and importance of Organization and Administration in Physical Education 1.3. Brief introduction of Sports Management (Meaning, Definition, Purpose and Scope) 1.4. Essential Skills of Sports Manager 1.5. Qualification and Responsibilities of Physical Education teacher and pupil leader 1.6. Planning and their basic principles, 1.7. Program planning: Meaning, Importance, Principles of program planning in physical education.			
Unit-2	Office Management, Record, Register & Budget			
Sub-units I Credit	2.1. Office Management: Meaning, definition, functions and kinds of office management 2.2. Records and Registers: Maintenance of attendance Register, Stock register. Cash register, Physical efficiency record, Medical examination Record. 2.3. Budget: Meaning, Importance of Budget making, 2.4. Criteria of a good Budget, Sources of Income, Expenditure, Preparation of Budget. 2.5. Principles and Scope of Budgeting			
Unit-3	Facilities, & Time-Table Management			
Sub-units I Credit	3.1. Facilities and Equipment management: Types of facilities: Infrastructure-indoor, outdoor, academic & administrative blocks, research wing, library etc. 3.2. Care and Maintenance of school building. Gymnasium, swimming pool. Play fields. Play grounds 3.3. Equipment: Need, importance, purchase, care and maintenance. 3.4. Time Table Management: Meaning. Need. Importance and Factor affecting time table. 3.5. Sports Management System in School. College and University			
Unit-4	Competition Organization			
Sub-units	4.1. Importance of Tournament, 4.2. Types of Tournament and its organizational structure - Knock-out, League or Round Robin, Combination and challenge Tournaments. 4.3. Organizational structure of Athletic Meet 4.4. Intramurals & Extramurals			

References:

1. Broyles, F. J. & Rober, H. D. (1979). *Administration of spr ts, Athletic p ogramme: AManagerial Ap oach*. New York: Prentice hall Inc.
2. Bucher, C. A. (1983). *Administration of Physical Education and Athletic p ogramme*. St.Lolis: The C.V. Hosby Co.
3. Kozman, H.C. Cassidy, R. & Jackson, C. *Methods in Physical Education*. London: W.B. Saunders Co.
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7. Tirunarayanan, C. & Hariharan, S. (1969). *Methods in Physical Ediication*. Kara\kudv. South India Press.
8. Voltmer, E. F. & Esslinger, A. A. (1979). *The organization and administration of Physical Education*. New York: Prentice Hall Inc.

CC - 204 CONTEMPORARY ISSUES IN PHYSICAL EDUCATION: FITNESS AND WELLNESS, SPORTS NUTRITION AND WEIGHT MANAGEMENT

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-204	CONTEMPORARY ISSUES IN PHYSICAL EDUCATION: FITNESS AND WELLNESS, SPORTS NUTRITION AND WEIGHT MANAGEMENT	30	70	100
Unit - 1	Concept of Physical Education and Fitness			
Sub-units 1 Credit	1.1. Definition, Physiological, Psychological and Sociological objectives of Fitness and Wellness 1.2. Fitness- Types of Fitness and Components of Fitness 1.3. Importance and scope Fitness and Wellness 1.4. Physical activity and Health benefits			
Unit-2	Principles of Exercise Program	06	14	20
Sub-units 1 Credit	2.1. Means of Fitness development - aerobic and anaerobic exercises 2.2. Exercises and Heart rate Zones for various aerobic exercise intensities 2.3. Concept of free weight Vs Machine, Sets and Repetition etc. 2.4. Concept of designing different fitness training program for different age groups.			
Unit-3	Introduction to Sports Nutrition	09	21	30
Sub-units 1 Credit	3.1. Meaning and Definition of Sports Nutrition 3.2. Role of Nutrition in sports 3.3. Carbohydrate, Protein, Fat, Vitamins, Minerals, Water- Meaning, classification and their functions 3.4. Role of hydration during exercise, Water balance, Nutrition- daily calorie requirement and expenditure			

Compendium

Unit-4	Nutrition and Weight Management	09	21	30
Sub-units 1 Credit	4.1. Concept of BMI (Body mass index). Obesity and its hazard, Myth of Spot reduction, Dieting versus exercise for weight control. Common Myths about Weight Loss 4.2. Health Risks Associated with Obesity, Obesity - Causes and Solutions for Overcoming Obesity. 4.3. Nutrition - Daily calorie intake and expenditure. Determination of desirable body weight 4.4. Weight management program for sporty child. Role of diet and exercise in weight management. Design diet plan and exercise schedule for weight gain and loss			

References:

1. Difiore, J.(1998). *Complete guide to postnatal fitness*. London: A & C Black,.
2. Giam, C.K & The, K.C. (1994). *Sport medicine exercise and fitness*. Singapore: P.G. Medical Book.
1. Mcglynn, G., (1993). *Dynamics of fitness*. Madison: W.C.B Brown.
2. Sharkey, B. J.(1990). *Physiology of fitness*. Human Kinetics Book.
3. Bhattacharjee, A.K. Debnath P. & Bhowmick S., *Therap utic Dimensions of Physical Education and Spr ts*, Classique Books, Kolkata

PART-A Theory Course Semester-III

CC - 301 SPORTS TRAINING

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-301	Sports Training	30	70	100
Unit - 1	Introduction to Sports Training			
Sub-units 1 Credit	1.1. Meaning and Definition of Sports Training 1.2. Aim and Objectives of Sports Training 1.3. Principles of Sports Training 1.4. System of Sports Training - Basic Performance, Good Performance and High Performance Training			
Unit-2	Training Components			
Sub-units 1 Credit	2.1. Strength - Means and Methods of Strength Development 2.2. Speed - Means and Methods of Speed Development 2.3. Endurance - Means and Methods of Endurance Development 2.4. Coordination - Means and Methods of coordination Development 2.5. Flexibility - Means and Methods of Flexibility Development			
Unit-3	Training Process			
Sub-units 1 Credit	3.1. Definition and Types of Training Load 3.2. Principles of Intensity and Volume of stimulus			

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	3.3. Technical Training - Meaning and Methods 3.4. Tactical Training - Meaning and Methods			
Unit-4	Training programming and planning			
Sub-units	4.1. Periodization - Meaning and types 4.2. Aim, Objectives and Content of Periods - Preparatory, Competition, Transitional etc. 4.3. Planning - Training sessions 4.4. Talent Identification and Development			

References

1. Dick, W. F. (1979). *Sports training principles*. London: Lepus Books.
2. Harre, D. (1982). *Principles of sports training*. Berlin: Sporulated.
3. Jensen, R. C. & Fisher, A.G. (1979). *Scientific basis of athletic conditioning*. Philadelphia: Lea and Fibiger, 2nd Edn.
4. Matvyew, L.P. (1981). *Fundamental of sports training*. Moscow: Progress Publishers.
5. Singh, H. (1984). *Sports training, general theory and methods*. Faliyal: NSNIS.
6. Uppal, A.K., (1999). *Sports Training*. New Delhi: Friends Publication.
7. Basics of Sports Training Methodology, Oleksandr Krasilshchikov, Sports & Spiritual Science

CC - 302 COMPUTER APPLICATIONS IN PHYSICAL EDUCATION

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-302	COMPUTER APPLICATIONS IN PHYSICAL EDUCATION	30	70	100
Unit - 1	Introduction to Computer Application			
Sub-units	1.1. Meaning, need and importance of information and communication technology (ICT). 1.2. Application of Computers in Physical Education 1.3. Components of computer, input and output device 1.4. Application software used in Physical Education and sports			
Unit-2	MS Word			
Sub-units	2.1. Introduction to MS Word 2.2. Creating, saving and opening a document 2.3. Formatting, Editing features, Drawing tables 2.4. Page setup, Paragraph alignment, Spelling and grammar check, Printing option, Inserting page number, Graph, Footnote and Notes			
Unit-3	MS Excel			
Sub-units	3.1. Introduction to MS Excel 3.2. Creating, saving and opening spreadsheet 3.3. creating formulas			
	3.4. Format and editing features- adjusting columns' width and row- height for understanding charts.			

Compendium

Unit-4	MS Power Point			
Sub-units	4.1. Introduction to MS Power Point 4.2. Creating, saving and opening a PPT. file 4.3. Format and Editing features- slide show , design , inserting slide number 4.4. Picture .graph ,table 4.4. Preparation of Power point presentations 4.5. Animation			

References

1. Irtegov, D. (2004). *Operating system fundamentals*. Firewall Media.
2. Marilyn, M.& Roberta, B.(n.d.). *Computers in your future*. 2nd edition, India: Prentice Hall.
3. Milke, M.(2007). *Absolute beginner's guide to computers*. Pearson Education Asia.
4. Sinha, P. K. & Sinha. P. (n .d.). *Computer fundamentals*. 4th edition, BPB Publication.

CC - 303 SPORTS PSYCHOLOGY AND SOCIOLOGY

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC - 303	SPORTS PSYCHOLOGY AND SOCIOLOGY	30	70	100
Unit-1	Introduction	06	14	20
Sub-units	1.1. Meaning, Importance and scope of Sports Psychology and Sports Sociology 1.2. General characteristics of Various Stages of growth and development 1.3. Types and nature of individual differences; Factors responsible for -Heredity and environment 1.4. Psycho-social aspects of Human behavior in relation to Physical Education and Sports			
Unit-2	Sports Psychology	12	28	40
Sub-units	2.1. Nature of learning, theories of learning, Laws of learning, 2.2. Plateau in Learning & transfer of training 2.3. Meaning and definition of personality, characteristics of personality 2.4. Dimension of personality, Personality and Sports performance 2.5. Nature of motivation: Factors influencing motivation; Motivation and techniques and its impact on sports performance. 2.6. Mental Preparation Strategies: Attention focus, Self- talk, Relaxation, Imagery. 2.7. Aggression and Sports; Meaning and nature of anxiety, Kinds of anxiety 2.8. Stress: Meaning and nature, Types of stress, Anxiety, Arousal and their effects on sports performance			

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Unit-3	Relation between Social Science and Physical Education.			
Sub-units	3.1. Orthodoxy, customs, Tradition and Physical Education. 3.2. Festivals and Physical Education. 3.3. Socialization through Physical Education. 3.4. Social Group life, Social conglomeration and Social group, Primary group and Remote group.			
Unit-4	Culture : Meaning and Importance.	06	14	20
Sub-units	4.1. Features of culture, 4.2. Importance of culture. 4.3. Effects of culture on people life style. 4.4. Different methods of studying Observation/Inspection method. Questionnaire method. Interview method			

References

1. Ball, D. W. & Loy, J. W. (1975). *Sport and social order; Contribution to the sociology of sport*. London: Addison Wesley Publishing Co., Inc.
1. Blair, J. & Simpson, R. (1962). *Educational psychology*, New York: McMillan Co.
2. Cratty, B. J. (1968). *Psychology and physical activity*. Eaglewood Cliffs. Prentice Hall.
4. Kamlesh, M.L. (1998). *Psychology in physical education and sport*. New Delhi: Metropolitan Book Co.
5. Loy, J. W., Kenyon, G. S. & McPherson, B. D. (1978). *Sport and social system*. London: Addison Wesley Publishing Company Inc.
6. Loy, J. W., Kenyon, G. S. & McPherson, B. D. (1978). *Sport's culture and society*. Philadelphia: Lea & Febiger.
7. Mathur, S.S., (1962). *Educational psychology*. Agra. Vinod PustakMandir.
8. Skinner, C. E., (1984). *Education psychology*. New Delhi: Prentice Hall of India.
9. William, F. O. & Meyer, F. N. (1979). *A handbook of sociology*. New Delhi: Eurasia Publishing House Pvt Ltd.

CC - 304

CURRICULUM DESIGN

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-304	CURRICULUM DESIGN	30	70	100
Unit -1	Modern concept of the curriculum			
Sub-units	1.1. Need and importance of curriculum, Curriculum development, Role of teacher in curriculum development. 1.2. Factors affecting curriculum: Social factors, Personnel qualifications, Climatic consideration, Equipment and facilities, Time suitability of hours. 1.3. National and Professional policies, Research findings			

Compendium

Unit-2	Basic Guide lines for curriculum construction and contexts (selection and expansion).			
Sub-units	2.1.Focalization 2.2.Socialization 2.3. Individualization 2.4. Sequence and operation 2.5. Steps in curriculum construction.			
Unit-3	Curriculum-Old and new concepts, Mechanics of curriculum planning.			
Sub-units	3.1. Basic principles of curriculum construction. 3.2. Curriculum Design- Meaning, Importance and factors affecting curriculum design. 3.3. Principles of Curriculum design according to the need of the students and state and national level policies. 3.4. Role of Teachers			
Unit-4	Under-graduate preparation of professional preparation.			
Sub-units	4.1. Areas of Health Education, Physical Education and Recreation. 4.2. Curriculum design-Experience of Education, Field and Laboratory. 4.3. Teaching practice-Age, gender, climatic condition, equipment and facilities 4.4. Enhancing Professional Competencies- Facilities and special resources for library, laboratories etc.			

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1. Barrow, H. M. (1983). *Man and movement: principles of physical education*. Philadelphia: Lea and Febiger.
2. Bucher, C. A. (1986). *Foundation of physical education*: St. Louis: The C. V. Mosby & Company.
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5. Larson, L.A. (n.d.). *Curriculum foundation in physical education*. Englewood Cliffs: N.J. Prentice Hall Inc.
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7. Willgoose, C.E. (1979). *Curriculum in physical education*. 3rd Ed. Englewood Cliffs.: N.J. Prentice Hall, Inc.

PART -A
Theory Course
Semester-IV

CC - 401 MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC - 401	MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION	30	70	100
Unit-1	Introduction to Test, Measurement & Evaluation			
Sub-units	1.1. Meaning of Test, Measurement & Evaluation in Physical Education 1.2. Need & Importance of Test, Measurement & Evaluation in Physical Education 1.3. Principles of Evaluation			
Unit-2	Criteria, Classification and Administration of test			
Sub-units	2.1. Criteria of a good Test and Scientific authenticity (reliability, objectivity, validity and availability of norms) 2.2. Types and classification of Test 2.3. Administration of test, Advance preparation. Duties during after testing.			
Unit-3	Physical Fitness Tests			
Sub-units	3.1. AAHPER Youth Fitness Test 3.2. National Physical Fitness Test 3.3. Indiana Motor Fitness Test 3.4. JCR test 3.5. U.S Army Physical Fitness Test			
Unit-4	Sports Skill Tests			
Sub-units	4.1. Lockhart and McPherson Badminton Test 4.2. Johnson Basketball Test 4.3. McDonald Soccer Test 4.3. S.A.I Volleyball Test 4.4. S.A.I Hockey Test			

References

1. Bangsbo, J. (1994). *Fitness training in football: A scientific approach*. Bagsvaerd, Denmark: Ho Storm.
2. Barron, H. M., & Mchee, R. (1997). *A practical approach to measurement in physical education*. Philadelphia: Lea and Febiger.
3. Barron, H.M. & Mchee, R. (1997). *A Practical approach to measurement in physical education*. Philadelphia: Lea and Febiger.
4. Kansal, D.K. (1996). *Test and measurement in sports and physical education*. New Delhi: D.V.S. Publications.

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5. Mathews, D.K., (1973). *Measurement in physical education*, Philadelphia: W.B. Saunders Company.
6. Pheasant, S. (1996). *Body space: anthropology, ergonomics and design of work*. Taylor & Francis, New York.
7. Phillips, D. A., & Hornak, J. E. (1979). *Measurement and evaluation in physical education*. New York: John Wiley and Sons.
8. Sodhi, H.S., & Sidhu, L.S. (1984). *Physique and selection of sports - a kinanthropometric study*. Patiala: Punjab Publishing House.

CC - 402

KINESIOLOGY AND BIOMECHANICS

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-402	KINESIOLOGY AND BIOMECHANICS	30	70	100
Unit -1	Introduction to Kinesiology and Sports Biomechanics	09	21	30
Sub-units	1.1. Meaning and Definition of Kinesiology and Sports Biomechanics 1.2. Importance of Kinesiology and Sports Biomechanics to Physical Education Teacher, Athletes and Sports Coaches. 1.3. Terminology of Fundamental Movements 1.4. Fundamental concepts of following terms - Axes and Planes, Centre of Gravity, Equilibrium, Line of Gravity			
Unit -2	Fundamental Concept of Anatomy and Physiology	06	14	20
Sub-units	2.1. Classification of Joints and Muscles 2.2. Types of Muscle Contractions 2.3. Posture - Meaning, Types and Importance of good posture. 2.4. Fundamental concepts of the following terms- Angle of Pull, All or None Law, Reciprocal Innervation			
Unit-3	Mechanical Concepts	06	14	20
Sub-units	3.1. Force - Meaning, definition, types and its application to sports activities 3.2. Lever - Meaning, definition, types and its application to human body. 3.3. Newton's Laws of Motion - Meaning, definition and its application to sports activities. 3.4. Projectile - Factors influencing projectile trajectory.			
Unit-4	Kinematics and Kinetics of Human Movement	09	21	30
Sub-units	4.1. Linear Kinematics - Distance and Displacement, speed and velocity, Acceleration 4.2. Angular kinematics - Angular Distance and Displacement, Angular Speed and velocity. Angular Acceleration. 4.3. Linear Kinetics - Inertia, Mass, Momentum, Friction. 4.4. Angular Kinetics - Moment of inertia, Couple, Stability.			

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

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1. Bunn, J. W. (1972). *Scientific principles of coaching*. Englewood Cliffs, N.J.: Prentice Hall Inc.
2. Hay, J. G. & Reid, J. G. (1982). *The anatomical and mechanical basis of human motion*. Englewood Cliffs, N.J.: prentice Hall Inc.
3. Hay, J. G. & Reid, J. G. (1982). *Anatomy, mechanics and human motion*. Englewood Cliffs, N.J.: prentice Hall Inc.
4. Hay, J. G. (1970). *The biomechanics of sports techniques*. Englewood Cliffs, N.J.: Prentice Hall, Inc.
5. Simonian, C. (1911). *Fundamentals of sports biomechanics*. Englewood Cliffs, N.J.: Prentice Hall Inc.

CC - 403 RESEARCH AND STATISTICS IN PHYSICAL EDUCATION

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
CC-403	RESEARCH AND STATISTICS IN PHYSICAL EDUCATION	30	70	100
Unit - 1	Introduction to Research	06	14	20
Sub-units	1.1. Definition of Research 1.2. Need and importance of Research in Physical Education and Sports. 1.3. Scope of Research in Physical Education & Sports. 1.4. Classification of Research 1.5. Research Problem, Meaning of the terms, Location and criteria of Selection of Problem, Formulation of a Research Problem, Limitations and Delimitations.			
Unit-2	Survey of Related Literature	12	28	40
Sub-units	2.1. Need for surveying related literature. 2.2. Literature Sources, Library Reading 2.3. Research Proposal- Meaning and Significance of Research Proposal. 2.4. Preparation of Research proposal / project. 2.5. Research Report: A group project is to be undertaken by a small batch of students under the supervision of a teacher, wherein it is expected to survey school facilities of physical education, health assessment programme evaluation, fitness status of the students, staff and other stakeholders etc. and submit the report to the institution.			

Compendium

Unit-3	Basics of Statistical Analysis	06	14	20
Sub-units	3.1. Statistics: Meaning, Definition, Nature and Importance 3.2. Class Intervals: Raw Score, Continuous and Discrete Series, Class Distribution, Construction of Tables 3.3. Graphical Presentation of Class Distribution: Histogram, Frequency Curve. Cumulative Frequency Polygon, O-give, Pie Diagram			
Unit-4	Statistical Models in Physical Education and Sports	06	14	20
Sub-units	4.1. Measures of Central Tendency: Mean, Median and Mode-Meaning, Definition, Importance, Uses, Advantages, Disadvantages and Calculation from Group and Ungrouped data 4.2. Measures of Variability: Meaning, importance, computing from group and ungroup data 4.3. Percentiles and Quartiles: Meaning, importance, computing from group and ungroup data			

References

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3. Brown, L. E., & Ferrigno, V. A. (2005). *Training for speed, agility and quickness*, 2nd ed. Champaign, IL: Human Kinetics.
4. Brown, L.E. & Miller, J., (2005). *How the training work*. In: *Training Speed, Agility, and Quickness*. Brown, L.E. & Ferrigno, V.A & Ferrigno, V.A., eds. Champaign, IL: Human Kinetics.
5. Carl, E. K., & Daniel, D. A. (1969). *Modern principles of athletes training*. St. Louis: St. Louis's Mosby Company.
6. Clark, H. H., & Clark, D. H. (1975). *Research process in physical education*. Englewood cliffs, New Jersey: Prentice Hall, Inc.
7. Garrett, H.E. (1981). *Statistics in psychology and education*. New York: VakilsFeffer and Simon Ltd.
8. Oyster, C. K., Hanten, W. P., & Llorens, L. A. (1987). *Introduction to research: A guide for the health science professional*. Landon: J.B. Lippincott Company.
9. Thomas, J.R., & Nelson J.K. (2005). *Research method in physical activity*. U.S.A: Champaign, IL: Human Kinetics Books.
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12. Verma, J. P. (2000). *A text book on sports statistics*. Gwalior: Venus Publications.

CC - 404 THEORY OF SPORTS AND GAMES, OFFICIATING AND COACHING

Subject Code	Name of the Paper	Marks		Total Marks
		Internal	External	
EC-401	THEORY OF SPORTS AND GAMES	30	70	100
Unit -1	Introduction of Officiating and Coaching	09	21	30
Sub-units	1.1. Concept of officiating and coaching 1.2. Philosophy of Officiating and Coaching			
	1.3. Duties of coach in general, pre, during and post game. 1.4. Responsibilities of a coach on and off the field			
Unit-2	Qualities and Qualifications of Coach and Official	09	21	30
Sub-units	4.1. Qualities and qualification of coach and official 4.2. General rules of games and sports 4.3. Eligibility rules of intercollegiate and inter-university tournaments. Preparation of eligibility proforma 4.4. Integrity and values of sports			
Unit-3	Theories of Sports and Games	06	14	20
Sub-units	1.1. General Introduction of specialized games and sports-Athletics, Badminton, Basketball, Cricket, Football, Gymnastic, Hockey, Handball, Kabaddi, Kho-Kho, Tennis, Volleyball and Yoga (Any two). Each game or sports to be dealt under the following heads 1.1.1. History and development of the Game and Sports 1.1.2. Ground preparation, dimensions and marking 1.1.3 Standard equipment and their specifications 1.1.4. Ethics of sports and sportsmanship			
Unit-4	Advance Training (for particular specialized Games or Sports)	06	14	20
Sub-units	4.1. Concept of Conditioning and warming up. 4.2. Role of weight training in games and sports. 4.3. Teaching of fundamental skill & their mastery (technique, tactic and different phases of skill acquisition). 4.4. Recreational and Lead up games 4.5. Strategy - Offence and defence, Principles of offence and defence.			

References

1. Bunn, J. W. (1968). *The art of officiating sports*. Englewood cliffs N.J. Prentice Hall.
2. Bunn, J. W. (1972). *Scientific principles of coaching*. Englewood cliffs N. J. Prentice Hall.
3. Dyson, G. H. (1963). *The mechanics of athletics*. London: University of London Press Ltd.
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Compendium

Part - B
Practical Courses
Semester -1

PC - 101 Track and Field (Running Events)

PC-101	Track and Field (Running Events)	Marks		
		Internal	External	Total
		30	70	100
	Running Event	15	35	50
	Starting techniques: Standing start, Crouch start and its variations, Proper use of blocks. <ul style="list-style-type: none"> ○ Finishing Techniques: Run, Through, Forward lunging, Shoulder Shrug ○ Ground Marking, Rules and Officiating o Hurdles: ○ Fundamental Skills- Starting, Clearance and Landing Techniques. ○ Types of Hurdles ● Ground Marking and Officiating. 			
	Relays: Fundamental Skills	15	35	50
	<ul style="list-style-type: none"> ○ Various patterns of Baton Exchange ○ Understanding of Relay Zones ○ Ground Marking ○ Interpretation of Rules and Officiating. 			

PC - 102 Gymnastics/ Swimming/ Shooting (Any One out of Three)

PC-102	(Gymnastics/ Swimming/ Shooting-Any One out of three)	Marks		
		Internal	External	Total
	Gymnastics: Floor Exercise	30	70	100
	<ul style="list-style-type: none"> ○ Forward Roll, Backward Roll, Sideward Roll, different kinds of scales, Leg Split, Bridge, ○ Dancing steps, Head stand, Jumps-leap, scissors leap. ○ Vaulting Horse ○ Approach Run, Take off from the beat board, Cat Vault, Squat Vault. 			
PC-102	Swimming: Fundamental Skills			
	Entry into the pool. <ul style="list-style-type: none"> ○ Developing water balance and confidence ○ Water fear removing drills. ○ Floating-Mushroom and Jelly fish etc. ○ Gliding with and without kick board. ○ Introduction of various strokes ○ Body Position, Leg, Kick, Arm pull. Breathing and Co ordination. ○ Start and turns of the concerned strokes. 			

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

	<ul style="list-style-type: none"> ○ Introduction of Various Strokes. ○ Water Treading and Simple Jumping. ○ Starts and turns of concerned strokes. ○ Rules of Competitive swimming-officials and their duties, pool specifications, seeding heats and finals, Rules of the races. 			
PC-102	Shooting Fundamental Skills			
	Basic stance, grip, Holding rifle/ Pistol, aiming target <ul style="list-style-type: none"> ○ Safety issues related to rifle shooting ○ Rules and their interpretations and duties of officials 			

PC-103 Indigenous Sports/Activities

PC-103	Indigenous sports/Activities: Kabaddi/ Malkambh/Bratachari/ Hindustani Lezium/Ghati Lezium/Mass P.T. Exercise/March past (Any two out of these)	Marks		
		Internal	External	Total
PC-103	Kabaddi:	30	70	100
	<ul style="list-style-type: none"> ○ Fundamental Skills: Skills in Raiding-Touching with hand, various kicks, crossing of baulk line, Crossing of Bonus line, luring the opponent to catch, Pursuing. ○ Skills of Holding the Raider-Variou formations, Catching from particular position, o Different catches, Luring the raider to take particular position so as to facilitate catching, catching formations and techniques. ○ Additional skills in raiding-Bringing the antis in to particular position, Escaping from various holds, Techniques of escaping from chain formation, Combined formations in offence and defense, o Ground Marking, Rules and Officiating 			
PC -103	Malkambh/Bratachari			
	<ul style="list-style-type: none"> ○ Salaami, Hold, Saadiudi, Bagaludi, Dashrangudi, Bagliudi, Veludi, Soydoro, o Phirki, Padmasana, T.Balance, Pataka, Landing, o Rope Malkhamb-Salaami, Padmasana Chadh, 			
PC -103	Ghati Lezuim			
	<ul style="list-style-type: none"> ○ Aath Aawaaz, Bethakawaaz, AagePaon, Aagekadam, Do pherawaaz, Chau pherawaaz, Kadamtaal, Pavitra, Uchhakpavitra, Kadampavitra. 			
PC -103	Hindustani Lezuim			
	<ul style="list-style-type: none"> ○ Char Awaaz, EkJagah, AantiLagaav, Pavitra, Do Rukh, Chau Rukh, Chau rukhbethak, Momiya. 			
PC -103	Mass P.T. Exercises			
	<ul style="list-style-type: none"> ○ Two count, four count and eight count exercises. 			
PC -103	Hindustani Lezuim			
	<ul style="list-style-type: none"> ○ Char Awaaz, EkJagah, AantiLagaav, Pavitra, Do Rukh. Chau Rukh. Chau rukhbethak. Momiya. 			

Compendium

PC -103	Marching			
	<ul style="list-style-type: none"> ○ Sabdhan, Bishram, Diane moor, Biye moor, Piche moor, Diane ghum, Biye ghum, Kadam tal, Tcj Chal, Samne salute, Dine dekh, 			

PC - 104 Mass Demonstration Activities

Mass Demonstration Activities:Kho-Kho, Dumbells/ Wands/ Hoop/ Umbrella/ Tipri: Fundamentals skills (Any one out of these)		Marks		
		Internal	External	Total
		30	70	100
PC-104	Kho Kho:			
	<ul style="list-style-type: none"> ○ General skills of the game-Running, chasing, Dodging, Faking etc. ○ Skills in chasing-Correct Kho, Moving on the lanes, Pursuing the runner, Tapping the inactive runner, Tapping the runner on heels, Tapping on the pole. Diving, Judgement in giving Kho, Rectification of Foul, ○ Skills in Running-Zig zag running, Single and double chain, Ring play, Rolling in the sides, Dodging while facing and on the back, fakes on the pole, fake legs, body arm etc, Combination of different skills, ○ Ground Marking ○ Rules and their interpretations and duties of officials. 			
PC-104	Dumbells/ Wands/ Hoop/ Umbrella/ Tipri: Fundamentals skills (Any one out of these)			
	<ul style="list-style-type: none"> ○ Apparatus/ Light apparatus Grip ○ Attention with apparatus/ Light apparatus ○ Stand - at - ease with apparatus/ ligfht apparatus ○ Exercise with verbal command, drum, whistle and music - Two count, Four count. Eight count and Sixteen count. ○ Standing Exercise ○ Jumping Exercise ○ Moving Exercise ○ Combination of above all 			

Part - B Practical Courses Semester - II

PC - 201 Track and Field (ꣳ mping Event)

Track and Field (ꣳ mping Event)		Marks		
		Internal	External	Total
		30	70	100
PC-201	Athletics: ꣳ mping Events			
	<ul style="list-style-type: none"> ○ High Jump (Straddle Roll/Fosbury Hop) ○ Approach Run, Take off, Clearance over the bar, Landing 			

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PC - 202 Yoga/ Aerobics / Gymnastics / Swimming

PC-202	Yoga/Aerobics/Gymnastics/Swimming (Any two out of these)	Marks		
		Internal	External	Total
PC-202	Gymnastics	30	70	100
PC-202	<p>Parallel Bar:</p> <ul style="list-style-type: none"> ○ Mount from one bar, Straddle walking on parallel bars, ○ Single and double step walk, Perfect swing, Shoulder stand on one bar and roll forward, Roll side, Shoulder stand, Front on back vault to the side(dismount) <p>Horizontal /Single Bar:</p> <ul style="list-style-type: none"> ○ Grip, Swings, Fundamental Elements, Dismount <p>Uneven Parallel Bar:</p> <ul style="list-style-type: none"> ○ Grip, Swings, Fundamental Elements, Dismount 			
PC-202	Yoga			
	<p>Surya Namaskara,</p> <ul style="list-style-type: none"> ○ Pranayams ○ Corrective Asanas ○ Kriyas <p>Asanas</p> <ul style="list-style-type: none"> ○ Sitting ○ Standing ○ Laying Prone Position, ○ Laying Spine Position 			
PC-202	Swimming			
	<p>Introduction of water polo game</p> <ul style="list-style-type: none"> ○ Fundamental skills, Swimming with the ball, Passing, Catching, Shooting, Goal keeping, Rules of the games and responsibility of officials <p>Introduction of Diving sports.</p> <ul style="list-style-type: none"> ○ Basic Diving Skills from spring boards ○ Basic Diving Skills from platform 			
PC-202	Aerobics			
	<p>Introduction of Aerobics</p> <ul style="list-style-type: none"> ○ Rhythmic Aerobics - dance ○ Low impact aerobics ○ High impact aerobics ○ Aerobics kick boxing ○ Postures - Warm up and cool down ○ THR Zone - Being successful in exercise and adaptation to aerobic workout. 			

Compendium

PC - 203 Racket Sports: Badminton/Table Tennis/Squash/Tennis

	Racket Sports: Badminton/Table Tennis/Squash/Tennis (Any two out of these)	Marks		
		Internal	External	Total
PC-203	Badminton	30	70	100
	Fundamental Skills <ul style="list-style-type: none"> ○ Racket parts, Racket grips, Shuttle Grips, ○ The basic stances. ○ The basic strokes-Serves, Forehand-overhead and underarm, Backhand-overhead and underarm ○ Drills and lead up games ○ Types of games-Singles, doubles, including mixed doubles. ○ Rules and their interpretations and duties of officials. 			
PC-203	Table Tennis:			
	Fundamental Skills <ul style="list-style-type: none"> ○ The Grip-The Tennis Grip, Pen Holder Grip, ○ Service-Forehand, Backhand, Side Spin, High Toss, ○ Strokes-Push, Chop, Drive, Half Volley, Smash, Drop-shot, Balloon, Flick Shot, Loop Drive. ○ Stance and Ready position and foot work. ○ Rules and their interpretations and duties of officials. 			
PC-203	Squash			
	Fundamental Skills <ul style="list-style-type: none"> ○ Service- Under hand and Over hand ○ Service Reception ○ Shot- Down the line, Cross Court ○ Drop ○ Half Volley ○ Tactics - Defensive, attacking in game ○ Rules and their interpretations and duties of officials. 			
PC-203	Tennis			
	Fundamental Skills. <ul style="list-style-type: none"> ○ Grips- Eastern Forehand grip and Backhand grip, Western grip, Continental grip, Chopper grip. ○ Stance and Footwork. ○ Basic Ground strokes-Forehand drive. Backhand drive. ○ Basic service. ○ Basic Volley. ○ Over-head Volley. ○ Chop ○ Tactics - Defensive, attacking in game ○ Rules and their interpretations and duties of officials. 			

PART -B
Practical Course
Semester - III

PC - 301 Track and Field (Throwing Events)

PC-301	Track and field (Throwing Events)	Marks		
		Internal	External	Total
		30	70	100
	<ul style="list-style-type: none"> ○ Discus Throw, Javelin, Hammer throw, shot-put ○ Basic Skills and techniques of the Throwing events ○ Ground Marking / Sector Marking ○ Interpretation of Rules and Officiating. ○ Grip ○ Stance ○ Release ○ Reserve/ (Follow through action) ○ Rules and their interpretations and duties of officials 			

PC-302 Combative Sports: Martial Art/ Karate/ Judo/ Fencing/ Boxing/ Taekwondo/ Wrestling/Lathi (Any two out of these)

PC-302	Combative Sports: Martial Art/ Karate/ Judo/Fencing/ Boxing/ Taekwondo/ Wrestling/Lathi (Any two out of these)	Marks		
		Internal	External	Total
		30	70	100
PC-302	Boxing	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Player stance ○ Stance - Right hand stance, left hand stance, ○ Footwork - Attack, defense. ○ Punches - Jab, cross, hook, upper cut, combinations, ○ Defense slip - bob and weave, parry/block, cover up, clinch, counter attack ○ Tactics - Toe to toe, counter attack, fighting in close, feinting ○ Rules and their interpretations and duties of officials. 			
PC-302	Martial Arts/Karate:	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Player Stances - walking, hand positions, front-leaning, side-fighting. ○ Hand Techniques - Punches (form of a punch, straight punch, and reverse punch), Blocks (eight basic). ○ Leg Techniques - Snap kicks, stretching straight leg, thrust kicks, sidekicks, round house, ○Forms - The first cause Katas. ○ Self Defense - against punches, grabs and strikes, against basic weapons (knife, club sticks). ○ Sparring - One step for middle punch, high punch and groin punch. (Defended by appropriate block from eight basic blocks). ○ Rules and their interpretations and duties of officials. 			

Compendium

PC-302	Taekwondo	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Player Stances - walking, extending walking, L stance, cat stance. ○ Fundamental Skills - Sitting stance punch, single punch, double punch, triple punch, ○ Punching Skill from sparring position - front-fist punch, rear fist punch, double punch, and four combination punch. ○ Foot Techniques (Balgisul) - standing kick (soseoChagi), Front kick (AP Chagi), Arc kick (BandalChagi), Side kick, (YeopChagi), Turning kick (DollyoChagi), Back kick (Twit Chagi), Reverse turning kick (BandaedollyoChagi), Jump kick (TwimyoChagi), ○ Poomsae (Forms) - Jang, Yi Jang, Sam Jang, Sa Jang, O Jang, Yook Jang, Chil Jang, Pal Jang (Fundamental Movement - eye control, concentration of spirit, speed control, strength control, flexibility, balance, variety in techniques) ○ Sparring (Kyorugi) - One Step Sparring (hand techniques, foot techniques, self defense techniques, combination kicks), Free Sparring. ○ Board Breaking (Kyokpa) - eye control, balance, power control, speed, point of attack. ○ Rules and their interpretations and duties of officials. 			
PC-302	Judo	15	35	50
	<p>Fundamental skills</p> <ul style="list-style-type: none"> ○ Rei (Salutation)-Ritsurei(Salutation in standing position), Zarai (Salutation in the sitting position) ○ Kumi kata (Methods of holding judo costume) ○ Shisei (Posture in Judo) ○ Kuzushi (Act of disturbing the opponent posture) ○ Tsukuri and kake (Preparatory action for attack) ○ Ukemi (Break Fall)-UrhoUkemi (Rear break Fall), Yoko Ukemi (Side Break Fall), Mae Ukemi (Front Break Fall), Mae mawariUkemi (Front Rolling break fall) ○ Shin Tai (Advance or retreat foot movement)-Suri-ashi (Gliding foot), Twugi-ashi (Following footsteps), Ayumi-ashi (Waling steps) ○ Tai Sabaki (Management of the body) ○ NageWaza (Throwing techniques)-HizaGuruma (Knee wheel), SesaeTwurikomi-ashi (Drawing ankle throw), De ashihari (Advance foot sweep), O Goshi (Major loim), SeoiNage (Shoulder throw). ○ Katamawaza(Grappling techniques)-Kcsagatame (Scaff hold), Kata gatame (Shoulder hold), Kami shihogatama (Locking of upper four quarters), Method of escaping from each hold. 			

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

PC-302	Wrestling	15	35	50
	Fundamental Skills <ul style="list-style-type: none"> ○ Take downs. Leg tackles, Arm drag. ○ Counters for take downs, Cross face, Whizzer series. ○ Escapes from under-sit-out turn in tripped. ○ Counters for escapes from under-Basic control back drop. Counters for stand up. ○ Pinning combination-Nelson series(Half Nelson, Half Nelson and Bar arm), Leg lift series, Leg cradle series, Reverse double bar arm, chicken wing and half Nelson. ○ Escapes from pinning: Wing lock series, Dossible arm lock roll, Cridge. ○ Standing Wrestling-Head under arm series, whizzer series ○ Referees positions. 			
PC-302	Fencing	15	35	50
	Fundamental Skill <ul style="list-style-type: none"> ○ Basic Stance - on-guard position (feet and legs) ○ Footwork - advance, retire, lunge, Step-lunge ○ Grip - hold a foil correctly. Etiquette - salute and handshake to coaches and partners ○ Hit a target (glove, mask, person) at riposte distance ○ Lunge from an on-guard position. ○ Attack - simple attacks from sixte - direct, disengage, double” attack, compound attacks high line - one-two and cut-over disengage. Cut-over attack, Low line attacks ○ Semi circular parries - octave and septime ○ Understand the layout of a piste. ○ Compound or successive parries. ○ Lateral parry and direct riposte ○ Fence a bout - judges etc. salutes and handshakes ○ Rules and their interpretations and duties of officials. 			
PC-302	Lathi			
	Two counts exercises, Four Count exercises, eight count exercises, sixteen count exercises.			

PC - 303 Team Game: Group-A: Volleyball/ Football/Hockey/ Basketball/ Cricket (Any two of these)

Group-B: Handball/ /Netball Baseball/Softball/ (Any two of these)

PC - 303	Team Game: Group-A: Volleyball/ Football/Hockey/ Basketball/ Cricket (Any two of these) Group-B: Handball/ /Netball Baseball/Softball/ (Any two of these)	Marks		
		Internal	External	Total
		30	70	100
PC-303	Base Ball	15	35	50
	Fundamental Skills <ul style="list-style-type: none"> ○ Player Stances - walking, extending walking, L stance, cat stance. ○ Grip - standard grip, choke grip, ○ Batting - swing and bunt. 			

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	<ul style="list-style-type: none"> ○ Pitching - ○ Baseball : slider, fast pitch, curve ball, drop ball, rise ball, change up, knuckle ball, screw ball, ○ Softball: windmill, sling shot, ○ starting position: wind up, set. ○ Fielding ○ Catching: basics to catch fly hits, rolling hits, ○ Throwing: over arm, side arm. ○ Base running ○ Base running: single, double, triple, home run, ○ Sliding: bent leg slide, hook slide, head first slide, ○ Rules and their interpretations and duties of officials. 			
PC-303	Netball	15	35	50
	<p>: Fundamental Skills</p> <ul style="list-style-type: none"> ○ Catching: one handed, two handed, with feet grounded, in flight. ○ Throwing (different passes and their uses): one handed passes (shoulder, high shoulder, underarm, bounce, lob); two handed passes (push, overhead, bounce), ○ Footwork: landing on one foot; landing on two feet; pivot; running pass. ○ Shooting: one hand; two hands; forward step shot; backward step shot. ○ Techniques of getting free: dodge and sprint; sudden sprint; sprint and stop; sprinting with change of speed, ○ Defending: marking the player; marking the ball; blocking; inside the circle; outside the circle (that is, defending the circle edge against the pass in), ○ Intercepting: pass; shot, ○ The toss-up. ○ Role of individual players ○ Rules and their interpretations and duties of officials. 			
PC-303	Cricket:	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Batting-Forward and backward defensive stroke ○ Bowling-Simple bowling techniques ○ Fielding-Defensive and offensive fielding ○ Catching-High catching and Slip catching ○ Stopping and throwing techniques ○ Wicket keeping techniques 			
PC-303	Football:	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Kicks-Inside kick, Instep kick, Outer instep kick, lofted kick ○ Trapping-trapping rolling the ball, trapping bouncing ball with sole ○ Dribbling-With instep, inside and outer instep of the foot. 			

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	<ul style="list-style-type: none"> ○ Heading-From standing, running and jumping, ○ Throw in ○ Feinting-With the lower limb and upper part of the body. ○ Tackling-Simple tackling, Slide tackling, ○ Goal Keeping-Collection of balls, Ball clearance-kicking, throwing and deflecting. 			
PC-303	Hockey	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Player stance & Grip ○ Rolling the ball ○ Dribbling ○ Push ○ Stopping ○ Hit ○ Flick ○ Scoop ○ Passing - Forward pass, square pass, triangular pass, diagonal pass, return pass, ○ Reverse hit ○ Dodging ○ Goal keeping - Hand defence, foot defence ○ Positional play in attack and defense. ○ Rules and their interpretations and duties of officials. ○ Rules and their interpretations and duties of officials. ○ Ground Marking. 			
PC-303	Softball	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Catching: one handed, two handed, with feet grounded, in flight. ○ Throwing (different passes and their uses): one handed passes (shoulder, high shoulder, underarm, bounce, lob); two handed passes (push, overhead, bounce), ○ Footwork: landing on one foot; landing on two feet; pivot; running pass. ○ Shooting: one hand; two hands; forward step shot; backward step shot. ○ Techniques of getting free: dodge and sprint; sudden sprint; sprint and stop; sprinting with change of speed, ○ Defending: marking the player; marking the ball; blocking; inside the circle; outside the circle (that is, defending the circle edge against the pass in), ○ Intercepting: pass; shot, ○ The toss-up. 			

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	<ul style="list-style-type: none"> ○ Role of individual players ○ Rules and their interpretations and duties of officials. 			
PC-303	Volleyball	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Players Stance-Receiving the ball and passing to the team mates, ○ The Volley (Over head pass), ○ The Dig(Under hand pass). ○ Service-Under Arm Service, Side Arm Service, Tennis Service, Round Arm Service. ○ Rules and their interpretations and duties of officials. 			
PC-303	Handball	15	35	50
	<p>Fundamental Skills-Catching, Throwing, Ball Control, Goal Throws-Jump Shot, Centre Shot, Dive Shot, Reverse Shot, Dribbling-High and Low, Attack and Counter Attack, Simple Counter Attack, Counter Attack from two wings and centre. Blocking, Goal keeping, Defense.</p> <ul style="list-style-type: none"> ○ Rules and their interpretations and duties of officials. 			
PC-303	Basketball	15	35	50
	<p>Fundamental Skills</p> <ul style="list-style-type: none"> ○ Player stance and ball handling ○ Passing-Two Hand chest pass, Two hand Bounce Pass, One Hand Base ball pass, Side Arm Pass, Over Head pass, Hook Pass. ○ Receiving-Two Hand receiving, One hand receiving, Receiving in stationary position, Receiving while jumping. Receiving while running. ○ Dribbling-How to start dribble, How to drop dribble, High dribble. Low dribble. Reverse dribble. Rolling dribble. ○ Shooting-Layup shot and its variations, one hand set shot, One hand jump shot, Hook shot, Free throw, ○ Rebounding-Defcnsive rebound, Offensive rebound, Knock out, Rebound Organization, ○ Individual Defensive-Guarding the man with the ball and without ○ Shooting-Layup shot and its variations, one hand set shot, One hand jump shot, Hook shot, Free throw, ○ Rebounding-Defcnsive rebound, Offensive rebound, Knock out, Rebound Organization, ○ Individual Defensive-Guarding the man with the ball and without the ball, ○ Pivoting. ○ Rules and their interpretations and duties of the officials. ○ Rules and their interpretations and duties of the officials. 			

PART -B
Practical Course
Semester - IV

PC-401 Track and Field/Swimming/ Gymnastics (Any one out of three)

PC-401	Track and Field	Marks		
		Internal	External	Total
	Long 1 mp/Triple 1 mp	30	70	100
	University will elaborate skills			
PC-401	Swimming			
	University will elaborate skills			
PC-401	Gymnastics			
	University will elaborate skills			

PC - 402 Kabaddi/Kho-Kho/Baseball/Cricket/Football/Hockey/Softball/ Volleyball/ Handball/Basketball/Netball/Badminton/Table Tennis/Sciush/Tennis (Any Two of these)

PC-402	Kabaddi/Kho-Kho/Baseball/Cricket/Football/Hockey/ Softball/Volleyball/Handball/Basketball/Netball/Bad minton/ Table Tennis/Squash/Tennis (Any Two of these)	Marks		
		Internal	External	Total
PC-402	Students will be taught the advance skills of the games	30	70	100

PART -C
Teaching Practice
Semester - II / III / IV

TP - 201 Teaching Practices

TP-201	Teaching practices	Marks		
		Internal	External	Total
		30	70	100
	10 teaching practice lessons out of which 5 lessons in class-room situation and 5 lessons for out-door activities within the college premises on the students of B.P.Ed course.			
TP-301	Teaching practices:			
	10 teaching lesson plans for Racket Sport/ Team Games/ Indigenous Sports out of which 5 lessons internal and 5 lessons external at school.			
TP-401	Sports Specialization: Track and field / Gymnastics / Swimming			
	(4 internal lesson at practicing school and 1 final external lesson on the students of practicing school as a sports specialization of any discipline mentioned above.)			
TP-402	Teaching practices: Games Specialization: Kabaddi, Kho-Kho, Baseball, Cricket, Football, Hockey, Softball Volleyball, Handball, Basketball, Netball, Badminton, Table Tennis, Squash, Tennis			
	(4 internal lessons at practicing school and 1 final external lesson on the students of practicing school as a games specialization of any discipline mentioned above.)			

TABLE -1 SEMESTER WISE DISTRIBUTION OF HOURS PER WEEK

SEMESTER	THEORY	PRACTICUM	TEACHING PRACTICE	TOTAL
I	16	24	00	40
II	16	18	06	40
III	16	18	06	40
IV	16	12	12	40
TOTAL	64	72	24	160
Minimum of 36 teaching hours per week is required in five or six days in a week				

TABLE - II NUMBER OF CREDIT PER SEMESTER

SEMESTER	THEORY	PRACTICUM	TEACHING PRACTICE	TOTAL
I	16	16	00	32
II	16	12	04	32
III	16	12	04	32
IV	16	08	08	32
TOTAL	64	48	16	128
Minimum of 36 teaching hours per week is required in five or six days in a week				

ACADEMIC CALENDER FOR B.P.ED. PROGRAMME

The Board of Studies shall prepare the Academic Calender for the course for the entire session of the two year programme. This will include Academic Activities (Teaching Learning), Internal and External Examinations (Practical) for each semester, School Internship and Final Theory Examination for the semester concerned.

Any change in the said programme shall be brought to the notice of the Chairperson of the Board of Studies of the concerned University for necessary action.

Necessary regulations for conducting B.P.Ed. Examination under semester system shall be followed by the respective University of the state. The University authority shall formulate guidelines in this respective Department or Institute offering B.P.Ed, programme before the commencement of the session.

**UNIFORM CURRICULUM STRUCTURE
AND EXAMINATION PATTERN FOR
2 YEARS M.P.Ed. COURSE IN
WEST BENGAL
FOLLOWING
NCTE REGULATIONS, 2014**



सत्यमेव जयते

**Higher Education Department Government
of West Bengal**

Bikash Bhavan, Kolkata - 700091

Compendium

REGULATIONS RELATING TO CONDUCT OF EXAMINATION OF MASTER OF PHYSICAL EDUCATION (M.P.ED) COURSE UNDER SEMESTER SYSTEM (I+I+I+I) WITH EFFECT FROM 2015 - 2017 SESSION

1. In all there shall be 16 (Sixteen) theoretical papers of which 04 (Four) papers will be evaluated in each semester. Total distribution of marks for B.P.Ed, course under four semester will be as follows:

Semester	Theory Course	Practical Course	Teaching Practice
I	04 Papers = 400 marks	400 marks	—
II	04 Papers = 400 marks	300 marks	100
III	04 Papers = 400 marks	300 marks	100
IV	04 Papers = 400 marks	200 marks	200
Total	16 Papers = 1600 marks	1200 marks	400

The candidates will be evaluated out of 3200 mark (Semester I, II, III and IV) including theory course, practical course and teaching practice.

2. Each candidate appearing in the M.P.Ed. Examination shall submit the examination form duly filled in together with prescribed fees within stipulated time period before each semester.
3. **Condonation:** Student must have 75% of attendance in each course for appearing the examination. Students who have 74% to 65% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 64% to 50% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 50% of attendance are not eligible to appear for the examination.
4. **Examinations:**
 - i. There shall be examinations at the end of each semester, for first semester in the month of November /December: for second semester in the month of May / June. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in December or June.
 - ii. A candidate should get enrolled /registered for the first semester examination. If enrollment/ registration is not possible owing to shortage of attendance beyond condonation limit / rules prescribed OR belated joining OR on medical grounds, such candidates are not permitted to proceed to the next semester. Such candidates shall redo the semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully kept the term in first semester.
5. A candidate shall be allowed to answer in the University examination either in Bengali or in English language.
6. If a candidate after completion of regular course of study in any of the semester fails to enroll as a candidate to present him/her in the examination or appears but fails to complete the respective semester examination due to any reason, he/she will have a chance to appear in the same examination in the following semester.

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7. To pass a particular semester examination a candidate must secure at least 40% marks in the theory course for CIA and external examination and 50% marks for the practical courses.
8. If a candidate fails to secure 40% marks in any of the theory course or 50% marks in any of the practical course in a semester he/she will have to appear in the respective theory and practical course alongwith the following semester examination.
9. If a candidate fails to secure 50% marks in teaching practice he/she will have one chance to qualify the same.
10. Questions are to be set in English version only.
11. A candidate shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.
12. A candidate of either semester shall be allowed to attend classes of following semester if he/she does not have two back papers either in theory, practical course or teaching practice.
13. Format of question papers for four units: Each question paper shall have five questions and the patterns are as follows:

Question No.	Description	Marks
1	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 1)	15
2	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 2)	15
3	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 3)	15
4	Write short notes: Any two out of four (From Unit 4)	15
5	M.C.Q. type questions (10 out of 12 questions) (Three questions from each unit)	10
	Total	70

14. (a) Each theory paper will be set by two examiners and one of them will act as examiner
(b) For evaluation of practical course and teaching practice the external examiner be appointed in such a way that he/she does not represent the home college or department.
(c) Re assessment system of answer scripts be exercised by the university.
(d) For each theory, practical and teaching practice 30% marks are assigned for CIA and 70% marks for term end examination.
15. Spot evaluation procedures be followed for examining the theory course in respective semester and the result for each semester be published before commencement of following semester.
16. Provision of awarding two (+02) grace mark for securing 1st class in the final end semester examination be rest upon the decretory authority of the Hon'ble Vice Chancellor.
17. A Board of Study for M.P.Ed, course shall be formed with 07 (Seven) members (As per provision of the University Statue). The B.O.S. shall recommend the panel of paper setters,

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examiners, moderators and head examiners and forwarded the same to the Hon'ble Vice Chancellor for approval.

18. The proposed curriculum of M.P.Ed, programme as per NCTE Regulations, 2014 shall replace the existing content and structure of M.P.Ed, course.
19. Notwithstanding anything covered in the above regulations, Hon'ble Vice Chancellor shall have the authority to exercise his decretory power from time to time.

M. P. ED. PROGRAMME

Preamble

The Master of Physical Education (M.P.Ed.) two years (Four Semesters, Choice Based Credit System) programme is a professional programme meant for preparing Physical Education Teachers for senior secondary (Class XI and XII) level as well as Assistant Professor/Directors/ Sports Officers in Colleges/Universities and Teacher Educators in College of Physical Education. The M.P.Ed, programme is designed to integrate the study of childhood, social context of Physical Education, subject knowledge, pedagogical knowledge, aim of Physical Education and communication skills. The programme comprise of compulsory and optional theory as well as practical courses and compulsory school internship in School/ College/Sports Organizations/ Sports Academy/Sports Club.

Intake, Eligibility and Admission Procedure

The Intake, Eligibility and Admission Procedure is as per the NCTE norms and standards.

Duration

The M.P.Ed programme is of duration of two academic years, that is, four semesters. However, the students shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.

C.B.C.S. System

All programmes shall run on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students, to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

Course

The term course usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise Lectures/ Tutorials/Laboratory Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/VIVA/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study etc. or a combination of some of these.

Courses of Programme

The M.P.Ed, programme consists of a number of courses, the term 'Course' applied to indicate a logical part of subject matter of the programme and is invariably equivalent to the

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subject matter of a “paper” in the conventional sense. The following are the various categories of courses suggested for the M.P.Ed. Programme.

- **Theory**
 - Core Course
 - Elective Course
- **Practicum**
 - Compulsory Course (Track and Field)
 - Elective Course
 - Teaching/Coaching Practices
 - Internship

Semesters

An academic year is divided into four semesters. Each semester will consist of 17-20 weeks of academic work equivalent to 100 actual teaching days. The institution shall work for a minimum of 36 working hours in a week (five or six days a week).

Working Days

There shall be at least 200 working days per year exclusive of admission and examination processes etc.

Credits

The term ‘Credit’ refers to a unit by which the programme is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one and half / two hours of practical work/field work per week. The term ‘Credit’ refers to the weight given to a course, usually in relation to the instructional hours assigned to it. The total minimum credits, required for completing M.P.Ed, programme is 90 credits and for each semester 20 credits.

Provision of Bonus Credits Maximum 06 Credits in each Semester

	Special Credits forte Extra Co-curricular Activities	Credit
1	Sports Achievement at State level Competition (Medal Winner)	1
	Sports Achievement National level Competition (Medal Winner)	2
	Sports participation International level Competition	4
2	Inter Uni. Participation (Any one game)	2
3	Inter College Participation (min. two games)	1
4	National Cadet Corps / National Service Scheme	2
5	Blood donation / Cleanliness drive / Community services /	2
6	Mountaineering - Basic Camp, Advance Camp / Adventure Activities	2
8	News Reporting / Article Writing / book writing / progress report Writing	1

Students can earn maximum 06 Bonus credits in each semester by his/her participation in the above mentioned activities duly certified by the Head of the institution / Department. This Bonus credit will be used only to compensate loss of credits in academic activities.

Evaluation

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade point. Evaluation for each course shall be done by a continuous internal assessment (CIA) by the concerned course teacher as well as by end semester examination and will be consolidated at the end of course. The components for continuous internal assessment are;

One Test	15 Marks
Assignments / Lab Practical	10 Marks
Attendance	5 Marks
Total	30 Marks

Attendance shall be taken as a component of continuous assessment, although the students should have minimum 75% attendance in each course. In addition to continuous evaluation component, the end semester examination, which will be written type examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 30:70. The evaluation of practical work, wherever applicable, will also be based on continuous internal assessment and on an end-semester practical examination.

Grading

Once the marks of the CIA (Continuous Internal Assessment) and SEA (Semester End Assessment) for each of the courses are available, both (CIA and SEA) will be added. The marks thus obtained for each of the courses will then be graded as per details provided in R. M.P.Ed. 12 from the first semester onwards the average performance within any semester from the first semester is indicated by Semester Grade Point Average (SGPA) while continuous performance (including the performance of the previous semesters also) starting from the first semester is indicated by Cumulative Grade Point Average (CGPA). These two are calculated by the following formula:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

$$CGPA = \frac{\sum_{j=1}^n SGPA_j}{N}$$

Where C* is the Credit earned for the course in any semester; Gi is the Grade point obtained by the student for the course and n number of courses obtained in that semester is SGPA of semester j and N number of semester. Thus CGPA is average of SGPA of all the semesters starting from the first semester to the current semester.

Classification of Final Results

For the purpose of declaring a candidate to have qualified for the Degree of Master of Physical Education in the First class / Second Class / Pass Class, the marks and the corresponding CGPA earned by the candidate in Core Courses will be the criterion. It is further provided that the candidate

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should have scored the First / Second Class separately in both the grand total and end Semester (External) examinations.

Letter Grades and Grade Points

- i. Two methods-relative grading or absolute grading- have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students in the course and the grades are awarded based on a cut-off mark or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.
- ii. The grades for each course would be decided on the basis of the percentage marks obtained at the end-semester external and internal examinations as per following table:

Percentage	Grade Point	Letter Grade	Description	Classification of final res
85 & above	8.5-10.0	O	Outstanding	First class with Distinction
70-84.99	7.0-8.49	A+	Excellent	
60-69.99	6.0-6.99	A	Very Good	First Class
55-59.99	5.5-5.99	B+	Good	Higher Second Class
50-54.99	5.0-5.49	B	Above Averag	Second Class
40-49.99	4.0-4.99	C	Average	Pass Class
Below 40	0.0	F	Fail/ Dropped	Dropped
	0	AB	Absent	

Grade Point Calculation

Calculation of Semester Grade Point Average (SGPA) and Credit Grade Point (CGP) and declaration of class for M. P. Ed. Programme.

The credit grade points are to be calculated on the following basis

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Example -1

Marks obtained by Student in course MPCC101 = 65/100

Percentage of marks = 65 %

Grade from the conversion table is = A

Grade Point = 6.0 + 5 (0.99/9.99)

= 6.0 + 5 × 0.1 = 6.0 + 0.5 = 6.5

The Course Credits = 03

Credits Grade Point (CGP) = 6.5 × 03 = 19.5

The semester grade point average (SGPA) will be calculated as a weighted average of all the grade point of the semester courses. That is Semester grade point average (SGPA) = (sum of grade Points of all cicht courses of the semester) / total credit of the semester as Dcr example eiven below:

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SEMESTER-1

Courses Code	Credit	Marks out of 100 (%)	Grade	Grade P	Credit Grade point
MPCC-101	3	65	A	6.5	19.5
MPCC-102	3	60	A	6	18
MPCC-103	3	62	A	6.2	18.6
MPEC-101/MPEC-102	3	57	B+	5.7	17.1
MPPC-101	3	55	B+	5.5	16.5
MPPC-102	3	72	A+	7.2	21.6
MPPC-103	3	66	A	6.6	19.8
MPPC - 104	3	72	A+	7.2	21.6
	24				152.7

Examples: Conversion of marks into grade points

$$\text{MPCC-101 } 65 = 60 + 5 = 6.0 + 5 \times (0.99/9.99) = 6.0 + 5 \times 0.1 = 6.0 + 0.5 = 6.5$$

$$\text{MPCC-102 } 60 = 6.0$$

$$\text{MPCC-103 } 62 = 60 + 2 = 6.0 + 2 \times (0.99/9.99) = 6.0 + 2 \times 0.1 = 6.0 + 0.2 = 6.2$$

$$\text{MPEC-101/MPEC-102 } 57 = 55 + 2 = 5.5 + 2 \times (0.49/4.99) = 5.5 + 2 \times 0.1 = 5.5 + 0.2 = 5.7$$

$$\text{MPPC-101 } 55 = 5.5$$

$$\text{MPPC-102 } 72 = 70 + 2 = 7.0 + 2 \times (1.49/14.99) = 7.0 + 2 \times 0.1 = 7.0 + 0.2 = 7.2$$

$$\text{MPPC-103 } 66 = 60 + 6 = 6.0 + 6 \times (0.99/9.99) = 6.0 + 6 \times 0.1 = 6.0 + 0.6 = 6.6$$

$$\text{MPPC-104 } 72 = 70 + 2 = 7.0 + 2 \times (1.49/14.99) = 7.0 + 2 \times 0.1 = 7.0 + 0.2 = 7.2$$

$$\text{SEMESTER GRADE POINT AVERAGE (SGPA)} = \text{Total Credit Grade Points} = 152.7/24 = 6.3625$$

$$\text{SGPA Sem. I} = .3625 \text{ at the end of Semester-1 Total SGPA} = 6.3625$$

$$\text{Cumulative Grade Point Average (CGPA)} = 6.3625/1 = 6.3625$$

$$\text{CGPA} = 6.66875, \text{ Grade} = \text{A, Class} = \text{First Class}$$

SEMESTER-2

Courses No.	Credi	Marks out of 100 (%)	Grade	Grade Point	Credit Grade point
MPCC-201	3	76	A+	7.6	
MPCC-202	3	64	A	6.4	
MPCC-203	3	59	B+	5.9	
MPEC-201/MPEC-202	3	80	A+	8	
MPPC-201	3	49	C	4.9	
MPPC-202	3	64	A	6.4	
MPPC-203	3	55	B+	5.5	
MPPC - 204	3	72	A+	7.2	
	24				

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SGPA Sem. II = 6.4875

At the end of Semester-2

Total SGPA for two Semesters =12.85

Cumulative Grade Point Average (CGPA) = $12.85/2 = 6.425$

CGPA = 6.66875, Grade = A, Class = First Class

SEMESTER - 3

Courses No.	Credit	Marks out of 100 (%)	Grade	Grade Point	Credit Grade point
MPCC-301	3	64	A	6.4	19.2
MPCC-302	3	64	A	6.4	19.2
MPCC-303	3	59	B+	5.9	17.7
MPEC-301/MPEC-302	3	81	A+	8.1	24.3
MPPC-301	3	49	C	4.9	14.7
MPPC-302	3	64	A	6.4	19.2
MPPC-303	3	68	A	6.8	30.4
MPPC - 304	3	75	A+	7.5	22.5
	24				157.2

SGPA Sem. III = 6.55

At the end of Semester-3

Total SGPA for three Semesters = 19.4

Cumulative Grade Point Average (CGPA) = $19.4/3 = 6.466$

CGPA = 6.66875, Grade = A, Class = First Class

SEMESTER - 4

Courses No.	Credit	Marks out of 100 (%)	Grade	Grade Point	Credit Grade point
MPCC-401	3	83	A+	8.3	24.9
MPCC-402	3	76	A+	7.6	22.8
MPCC-403	3	59	B+	5.9	17.7
MPEC-401/MPEC-402	3	81	A+	8.1	24.3
MPPC-401	3	49	C	4.9	14.7
MPPC-402	3	78	A+	7.8	23.4
MPPC-403	3	81	A+	8.1	24.3
MPPC-404	3	75	A+	7.5	22.5
	24				174.6

SGPA Sem. IV = 7.275. At the end of Semester-4

Total SGPA for all the four semesters = 26.675

Cumulative Grade Point Average (CGPA) = $26.675 /4 = 6.66875$

CGPA = 6.66875, Grade = A, Class = First Class

Compendium

Note:

- (1) SGPA is calculated only if the candidate passes in all the courses i.e. get minimum C grade in all the courses.
- (2) CGPA is calculated only when the candidate passes in all the courses of all the previous and current semesters.
- (3) The cumulative grade point average will be calculated as the average of the SGPA of all the semesters continuously, as shown above.
- (4) For the award of the class, CGPA shall be calculated on the basis of:
 - (a) Marks of each Semester End Assessment And
 - (b) Marks of each Semester Continuous Internal Assessment for each course. The final Class for M.P.Ed. Degree shall be awarded on the basis of last CGPA (grade) from one to four semester examinations.

Grievance Redressal Committee

The college/department shall form a Grievance Redressal Committee for each course in each college/department with the course teacher / Principal / Director and the HOD of the faculty as the members. This Committee shall solve all grievances of the students.

Revision of Syllabi:

1. Syllabi of every course should be revised according to the NCTE.
2. Revised Syllabi of each semester should be implemented in a sequential way.
3. In courses, where units / topics related to governmental provisions, regulations or laws, that change to accommodate the latest developments, changes or corrections are to be made consequentially as recommended by the Academic Council.
4. All formalities for revisions in the syllabi should be completed before the end of the semester for implementation of the revised syllabi in the next academic year.

COURSE STRUCTURE FOR MASTER OF PHYSICAL EDUCATION (M.P.ED.) PROGRAMME

PART A: THEORETICAL COURSE		
SEMESTER I		
Objectives: To enhance the basic knowledge on human body and its functioning and to make them aware about research process, measurement and evaluation and concept on yoga. To orient about laboratory works, and make them specialized in games and sports.		
COURSE	SUBJECT	MARKS
MPCC-101	Research Process in Physical Education and Sports Sciences (RPPESS)	100
MPCC-102	Physiology of Exercise (PE)	100
MPCC-103	Yogic Science (YS)	100
Elective Course (Any One)		
MPEC-101	Test, Measurement and Evaluation in Physical Education (TMEPE)	100
MPEC-102	Sports Technology (ST)	100

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

SEMESTER I		
OBJECTIVES: To impart knowledge on application of statistics, biomechanics, management, sports journalism and curriculum design. To aware about rehabilitative measures for athletic injuries. To introduce classroom teaching.		
COURSE	SUBJECT	MARKS
MPCC-101	Applied Statistics in Physical Education and Sports (ASPES)	100
MPCC-202	Sports Biomechanics and Kinesiology (SBK)	100
MPCC-203	Athletic Care and Rehabilitation (ACR)	100
Elective Course (Any One)		
MPEC-201	Sports Journalism and Mass Media (SJMM)	100
MPEC-202	Sports Management and Curriculum Design (SMCD)	100

SEMESTER II		
OBJECTIVES: To enhance knowledge on scientific principles of Sports training, sports medicine, nutritive values and health education. To enhance knowledge on application of engineering in the field of sports and concept on fitness and wellness. To prepare them for coaching and the way to execute lessons in different sports and games.		
COURSE	SUBJECT	MARKS
MPCC-301	Scientific Principles of Sports Training (SPST)	100
MPCC-302	Sports Medicine (SM)	100
MPCC-303	Health Education and Sports Nutrition (HESN)	100
Elective Course (Any One)		
MPEC-301	Sports Engineering (SE)	100
MPEC-302	Physical Fitness and Wellness (PFW)	100

SEMESTER V		
OBJECTIVES: To increase specialized knowledge on information and communication technology, sports psychology and educational technology. To impart knowledge on application of statistics and research		
COURSE	SUBJECT	MARKS
MPCC-401	Information and Communication Technology (ICT)	100
MPCC-402	Sports Psychology (SP)	100
MPCC-403	Dissertation	100
Elective Course (Any One)		
MPEC-401	Value and Environmental Education (VEE)	100
MPEC-402	Educational Technology in Physical Education (ETPE)	100

PRACTICAL ACTIVITIES		
SEMESTER I		
COURSE	ACTIVITIES	MARKS
MPPC-101	Track and Field - I (Running Events), Gymnastics/Swimming	100
MPPC-102	Laboratory Practical	100
MPPC-103	Sports Specialization - I (Yoga and any one activity)	100
MPPC-104	Adventure/Mass Demonstration Activities	100

Compendium

PRACTICAL ACTIVITIES		
SEMESTER I		
COURSE	ACTIVITIES	MARKS
MPPC-201	Track and Field—II Jumping (Events + Hurdles), Gymnastics / Swimming	100
MPPC-202	Sports Specialization - II (Any two Games)	100
MPPC-203	Teaching Lessons	100
MPPC-204	Classroom Teaching	100

PRACTICAL ACTIVITIES		
SEMESTER - III		
COURSE	ACTIVITIES	MARKS
MPPC-301	Track and Field-III (Throwing Events), Gymnastics / Swimming	100
MPPC-302	Sports Specialization - III (Any two)	100
MPPC-303	Coaching Lessons Track and Field / Gymnastics / Swimming	100
MPPC-304	Coaching Lesson (Sports Specialization)	100

PRACTICAL ACTIVITIES		
SEMESTER - II		
COURSE	ACTIVITIES	MARKS
MPPC-401	Track and Field-IV (Decathlon), Gymnastics / Swimming	100
MPPC-402	Sports Specialization - IV (Practical Skills any two)	100
MPPC-403	Officiating Lessons of Track and Field/Gymnastics/Swimming	100
MPPC-404	Officiating Lesson of Sports Specializations	100

SEMESTER WISE DISTRIBUTION OF MARKS FOR M.P.ED. PROGRAMME			
SEMESTER	THEORITICAL COURSE	PRACTICAL COURSE	TOTAL MARKS
I	400	400	800
II	400	400	800
III	400	400	800
IV	400	400	800
TOTAL	1600	1600	3200

ELIGIBILITY CRITERIA:

As per with the NCTE norms and regulations which has been notified in the Gazette.

ADMISSION PROCEDURE:

- (1) Physical Fitness Test — {Minimum 4 (Four test items)} 10 × 4 = 40 marks
- (2) Knowledge Test — (Covering the syllabus of Physical Education) 15 marks
 - (a) Multiple Choice Questions : 10 marks
 - (b) Small Answer Type : 05 marks
(Maximum 100 words)
- (3) Viva Voce - 05 marks
(Knowledge about recent and past of the Country/State, Vocabulary and Expression)

SEMESTER I

Part A : Theoretical Course						
Course Code	Title of the Papers	Total Hours	Credit	Internal Marks	External Marks	Total Marks
Core Course						
MPCC-101	Research Process in Physical Education & Sports Sciences	3	3	30	70	100
MPCC-102	Physiology of Exercise.	3	3	30	70	100
MPCC-103	Yogic Sciences	3	3	30	70	100
Elective Course (Anyone)						
MPEC-101	Tests, Measurement and Evaluation in Physical Education	3	3	30	70	100
MPEC-102	Sports Technology					
Part -B Practical Course						
MPPC-101	Track and Field I: Running Events & Gymnastics/ Swimming (Any one)	6	3	30	70	100
MPPC-102	Laboratory Practical Sports Psychology, Physiology of Exercise, Sports Biomechanics and Kinesiology (Two practicals for each subject)	6	3	30	70	100
MPPC-103	Sport Specialization-I: Yoga *Aerobics/ Self Defence Techniques - Martial Arts, Taekwon-do/Shooting/Archery - (Any One activity + Yoga)	6	3	30	70	100
MPPC-104	Adventure Activities/Mass demonstration Activities	6	3	30	70	100
	Total	36	24	240	560	800

Note: Total number of hours required to earn 3 credits for each theory course are 51-60 hours per semester whereas 102-120 hours for each practicum course.

SEMESTER I

Part A : Theoretical Course						
Course Code	Title of the Papers	Total Hours	Credit	Internal Marks	External Marks	Total Marks
Core Course						
MPCC-201	Applied Statistics in Physical Education & Sports	3	3	30	70	100
MPCC-202	Sports Biomechanics & Kinesiology	3	3	30	70	100
MPCC-203	Athletic Care and Rehabilitation	3	3	30	70	100
Elective Course (Anyone)						
MPEC-201	Sports Journalism and Mass Media	3	3	30	70	100
MPEC-202	Sports Management and Curriculum Design in Physical Education					

Compendium

PartB Practical Course						
MPPC- 201	Track and Field II: Jumping events + Hurdles Gymnastics/ Swimming (Any one)	6	3	30	70	100
MPPC- 202	Sport Specialization-II: Kabaddi, Kho-Kho, Badminton/Table Tennis/Tennis/ Squash/Baseball/Volleyball/ Basketball/ Cricket/Football/ Handball/Hockey/ Netball/Softball (Any two games)	6	3	30	70	100
MPPC- 203	Teaching Lessons of Indigenous Activities and Sports- 5 Lessons (4 Internal & External)	6	3	30	70	100
MPPC- 204	Class room Teaching Lessons on theory of different Sports & Games-5 Lessons (4 Internal & 1 external)	6	3	30	70	100
Total		36	24	240	560	800

Note: Total number of hours required to earn 3 credits for each theory course are 51-60 hours per semester whereas 102-120 hours for each practicum course.

SEMESTER - III

Part A : Theoretical Course						
Course Code	Title of the Papers	Total Hours	Credit	Internal Marks	External Marks	Total Marks
Core Course						
MPC-301	Scientific Principles of Sports Training	3	3	30	70	100
MPC-302	Sports Medicine	3	3	30	70	100
MPC-303	Health Education and Sports Nutrition	3	3	30	70	100
Elective Course (Anyone)						
MPE-301	Sports Engineering	3	3	30	70	100
MPE-302	Physical Fitness and Wellness					
PartB : Practical Course						
MPPC-301	Track and Field III: Throwing Events + introduction of Heptathlon events. Gymnastics/ Swimming (Any One)	6	3	30	70	100
MPPC-302	Sport Specialization-III Boxing/ Fencing/Judo/Karate/ Wrestling/Wushu (Any Two)	6	3	30	70	100
MPPC-303	Coaching Lessons of Track and Field/ Gymnastics/ Swimming - 5 Lessons (4 Internal & 1 External)	6	3	30	70	100
MPPC-304	Coaching Lessons of Sport Specializations - 5 Lessons (4 Internal & 1 External)	6	3	30	70	100
Total		36	24	240	560	800

Note: Total number of hours required to earn 3 credits for each theory course are 51-60 hours per semester whereas 102-120 hours for each practicum course.

SEMESTER - IV

Part A : Theoretical Course						
Course Code	Title of the Papers	Total Hours	Credit	Internal Marks	External Marks	Total Marks
Core Course						
MPCC-401	Information & Communication Technology (ICT) in Physical Education	3	3	30	70	100
MPCC-402	Sports Psychology	3	3	30	70	100
MPCC-403	Dissertation	3	3	30	70	100
Elective Course (Anyone)						
MPEC-401	Value and Environmental Education	3	3	30	70	100
MPEC-402	Education Technology in Physical Education					
PartB : Practical Course						
MPPC-401	Track and Field IV: Introduction of Decathlon events & gymnastics/ Swimming Practical Skill (any one)	6	3	30	70	100
MPPC-402	Sport Specialization: Practical skills (any two)	6	3	30	70	100
MPPC-403	Officiating Lessons of . Track and Field/ Gymnastic/ Swimming - 5 Lessons (4 Internal & 1 External)	6	3	30	70	100
MPPC-404	Officiating Lessons of Sport Specializations - 5 Lessons (4 Internal & 1 External)	6	3	30	70	100
	Total	36	24	240	560	800
		144			2240	3200

Note: Total number of hours required to earn 3 credits for each theory course are 51-60 hours per semester whereas 102-120 hours for each practicum course.

Compendium

**SCHEME OF EXAMINATION
SEMESTER-I**

Course Code	Subject	Internal	External	Total Marks
Part-A: THEORY (400)				
MPCC-101	Research Process in Physical Education & sports Sciences	30	70	100
MPCC-102	Physiology of Exercises	30	70	100
MPCC-103	Yogic Sciences	30	70	100
MPEC-101/102	Tests, Measurement and Evaluation in Physical	30	70	100
	Education or Sports Technology (Elective)			
Part-B: PRACTICAL (400)				
MPPC-101	Track and Field I: Running Events & Gymnastics/ Swimming	30	70	100
MPPC-102	Laboratory Practical – Sports Psychology Physiology of Exercise, Sports Biomechanics & Kinesiology (two practicals for each subjects)	30	70	100
MPPC-103	Yoga (Performance in Asanas, Kriyas, Bandhas & Pranayama) & One activity among (Aerobics/ Self defense/ Shooting/ Archery)	30	70	100
MPPC-104	Adventure activities/Mass Demonstration Activities	30	70	100
Total		240	560	800

SEMESTER-II

Course Code	Subject	Internal	External	Total Marks
Part-A: THEORY (400)				
MPCC-201	Applied Statistics in Physical Education & Sports	30	70	100
MPCC-207	Sports Biomechanics & Kinesiology	30	70	100
MPCC-203	Athletic Care and Rehabilitation	30	70	100
MPEC-201/202	1. Sports Journalism and Mass Media, or	30	70	100
	2. Sports Management and Curriculum			
Part-B: PRACTICAL (400)				
MPPC-201	Track and Field II: Jumping Events+ Hurdles & Gymnastics/ Swimming	30	70	100
MPPC-202	Sport Specialization- II (Any two Sport)	30	70	100
	(Individual skills, game situation, officiating, lead-up g			
MPPC-203	Teaching Lessons of Track and Field, Gymnastics/Swimming and Activity/Sport Specialization I & II - 5 lessons (4 Internal & 1 External)	30	70	100
MPPC-204	Classroom Teaching of different Sports 5 lessons (4 Internal+1 external)	30	70	100
Total		240	560	800

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

SEMESTER -III

Course Code	Subject	Internal	External	Total Marks
Paper-A: THEORY (400)				
MPCC-301	Scientific Principles of Sports Training (Lab. Practical - Treadmill, Bicycle Ergometer, strength, endurance & fitness testing.)- Internal.	30	70	100
MPCC-302	Sports Medicine (Lab Practical's)-Internal	30	70	100
MPCC-303	Health Education and Sports Nutrition	30	70	100
MPEC-301/302	Sports Engineering OR Physical Fitness and Wellness (Elective)	30	70	100
Paper-B: PRACTICAL (400)				
MPPC-301	Track and Field III: Throwing Events+ Introduction of Heptathlon Events & Gymnastics/ Swimming -(anyone)	30	70	100
MPPC-302	Sport Specialization- III Boxing/ Fencing/ Judo/ Karate/ Wrestling/ Wushu -(any two)	30	70	100
MPPC-303	Coaching Lessons of Track and Field/ Gymnastics/ Swimming - 5 lessons (4 Internal + 1 external)	30	70	100
MPPC-304	Coaching Lessons of Sport Specialization-5 lessons (4 Internal + 1 external)	30	70	100
Total		240	560	800

SEMESTER - IV

Paper	Subject	Internal	External	Total Marks
THEORY (400)				
MPCC-401	Information & Communication Technology (ICT) in Physical Education	30	70	100
MPCC-402	Sports Psychology	30	70	100
MPCC-403	Dissertation	30	70	100
MPEC-401/402	1. Value and Environmental Education or 2. Education Technology In Physical Education (Elective)	30	70	100
PRACTICAL (400)				
MPPC-401	Track and Field IV: Introduction of Decathlon Events & Gymnastics/ Swimming - (anyone)	30	70	100
M P P C - 402	Sports Specialization- I, II,& III (Practical Skill -any two) (Individual skills, game situation, officiating, lead-up games)	30	70	100
MPPC-403	Officiating Lessons of Track and Field/Gymnastics/ Swimming: 5 lesson (4 Internal + 1 External)	30	70	100
MPPC-404	Officiating Lessons of Sport Specializations – 5 lessons (4 Internal + 1 external)	30	70	100
Total		240	560	800

Compendium

SEMESTER -I

THEORY COURSES

MPCC-101 RESEARCH PROCESS IN PHYSICAL EDUCATION AND SPORTS SCIENCES

UNIT I - Introduction

Meaning and Definition of Research - Need, Nature and Scope of research in Physical Education. Classification of Research, Location of Research Problem, Criteria for selection of a problem, Qualities of a good researcher.

UNIT II - Methods of Research

Descriptive Methods of Research; Survey Study, Case study, Introduction of Historical Research, Steps in Historical Research, Sources of Historical Research. Primary Data and Secondary Data, Historical Criticism: Internal Criticism and External Criticism.

UNIT III - Experimental Research

Experimental Research - Meaning, Nature and Importance, Meaning of Variable, Types of Variables. Experimental Design - Single Group Design, Reverse Group Design, Repeated Measure Design, Static Group Comparison Design, Equated Group Design, Factorial Design.

UNIT IV-Sampling

Meaning and Definition of Sample and Population. Types of Sampling; Probability Methods; Systematic Sampling, Cluster sampling, Stratified Sampling. Area Sampling - Multistage Sampling. Non- Probability Methods; Convenience Sampling, Judgement Sampling, Quota Sampling.

UNIT V - Research Proposal and Report

Chapterization of Thesis / Dissertation, Front Materials, Body of Thesis - Back materials. Method of Writing Research proposal, Thesis / Dissertation; Method of writing abstract and full paper for presenting in a conference and to publish in journals ,Mechanics of writing Research Report, Footnote and Bibliography writing.

REFERENCE:

- Best J. W (1971) Research in Education, New Jersey; Prentice Hall, Inc
- Clarke David. H & Clarke H, Harrison (1984) Research processes in Physical Education, New Jersey; Prentice Hall Inc.
- Craig Williams and Chris Wragg (2006) Data Analysis and Research for Sport and Exercise Science, Londonl Routledge Press
- Jerry R Thomas & Jack K Nelson (2000) Research Methods in Physical Activities; Illonosis; Human Kinetics;
- Kamlesh, M. L. (1999) Reserach Methodology in Physical Education and Sports, New Delhi
- Moses, A. K. (1995) Thesis Writing Format, Chennai; Poompugar Pathippagam
- Rothstain, A (1985) Research Design and Statistics for Physical Education, Englewood Cliffs: Prentice Hall, Inc

Subramanian, R, Thirumalai Kumar S & Arumugam C (2010) Research Methods in Health, Physical Education and Sports, New Delhi; Friends Publication Moorthy A. M. Research Processes in Physical Education (2010); Friend Publication, New Delhi

SEMESTER -I

THEORY COURSES

MPCC-102 PHYSIOLOGY OF EXERCISE

UNIT I - Skeletal Muscles and Exercise

Macro & Micro Structure of the Skeletal Muscle, Chemical Composition. Sliding Filament theory of Muscular Contraction. Types of Muscle fibre. Muscle Tone, Chemistry of Muscular Contraction - Heat Production in the Muscle, Effect of exercises and training on the muscular system.

UNIT II - Cardiovascular System and Exercise

Heart Valves and Direction of the Blood Flow - Conduction System of the Heart - Blood Supply to the Heart - Cardiac Cycle - Stroke Volume - Cardiac Output - Heart Rate - Factors Affecting Heart Rate - Cardiac Hypertrophy - Effect of exercises and training on the Cardio vascular system.

UNIT III - Respiratory System and Exercise

Mechanics of Breathing - Respiratory Muscles, Minute Ventilation - Ventilation at Rest and During Exercise. Diffusion of Gases - Exchange of Gases in the Lungs - Exchange of Gases in the Tissues - Control of Ventilation - Ventilation and the Anaerobic Threshold. Oxygen Debt - Lung Volumes and Capacities - Effect of exercises and training on the respiratory system.

UNIT IV - Metabolism and Energy Transfer

Metabolism - ATP - PC or Phosphagen System - Anaerobic Metabolism - Aerobic Metabolism - Aerobic and Anaerobic Systems during Rest and Exercise. Short Duration High Intensity Exercises - High Intensity Exercise Lasting Several Minutes - Long Duration Exercises.

UNIT V - Climatic conditions and sports performance and ergogenic aids

Variation in Temperature and Humidity - Thermoregulation - Sports performance in hot climate, Cool Climate, high altitude. Influence of: Amphetamine, Anabolic steroids, Androstenedione, Beta Blocker, Choline, Creatine, Human growth hormone on sports performance. Narcotic, Stimulants: Amphetamines, Caffeine, Ephedrine, Sympathomimetic amines. Stimulants and sports performance.

Note: Laboratory Practical in Physiology is designed and arranged internally.

REFERENCES:

Amrit Kumar, R, Moses. (1995). Introduction to Exercise Physiology. Madras: Poompugar Pathipagam.
Beotra Alka, (2000) Drug Education Handbook on Drug Abuse in Sports: Sports Authority of India Delhi.

Compendium

- Clarke, D.H. (1975). Exercise Physiology. New Jersey: Prentice Hall Inc., Englewood Cliffs.
- David, L Costill. (2004). Physiology of Sports and Exercise. Human Kinetics.
- Fox, E.L., and Mathews, D.K. (1981). The Physiological Basis of Physical Education and Athletics. Philadelphia: Sanders College Publishing.
- Guyton, A.C. (1976). Textbook of Medical Physiology. Philadelphia: W.B. Sanders co. Richard, W. Bowers. (1989). Sports Physiology. WMC: Brown Publishers.
- Sandhya Tiwaji. (1999). Exercise Physiology. Sports Publishers.
- Shaver, L. (1981). Essentials of Exercise Physiology. New Delhi: Subject Publications.
- Vincent, T. Murche. (2007). Elemental) Physiology. Hyderabad: Sports Publication. William, D. Mc Aradle. (1996). Exercise Physiology, Energy, Nutrition and Human Performance. Philadelphia: Lippincott Williams and Wilkins Company.

SEMESTER -1

THEORY COURSES

MPCC-103 YOGIC SCIENCES

Unit I - Introduction

Meaning and Definition of Yoga. Astanga Yoga: Yama, Niyama, Aasna, Pranayama, Prathyahara, Dharana, Dhyana, Samadhi, Concept of Yogic Practices; Principles of Breathing

- Awareness - Relaxation, Sequence - Counter pose - Time - Place - Clothes - Bathing - Emptying the bowels - Stomach - Diet - No Straining - Age - Contra- Indication - Inverted asana - Sunbathing.

Unit II - Aasanas and Pranayam

Loosening exercise: Techniques and benefits. Asanas: Types- Techniques and Benefits, Surya Namaskar: Methods and benefits. Pranayama: Types- types, means/ methods and benefits of balancing their functions. Nadis: Meaning, types, means/methods and benefits of balancing their functions. Chakras: Major Chakaras- Benefits of clearing and balancing Chakras.

Unit III - Kriyas

Shat Kriyas- Meaning, Techniques and Benefits of Neti - Dharti - Kapalapathi- Trataka - Nauli - Basti, Bandhas: Meaning, Techniques and Benefits of Jalendra Bandha, Jihva Bandha, Uddiyana Bandha, Mula Bandha.

Unit IV - Mudras

Meaning, Techniques and Benefits of Hasta Mudras. Asamyukta hastam, Samyukta hastam , Mana Mudra, Kaya Mudra, Banda Mudra, Adhara Mudra. Meditation: Meaning, Techniques and Benefits of Meditation - Passive and active, Saguna Meditation and Nirguna Meditation.

Unit V - Yoga and Sports

Yoga Supplemental Exercise - Yoga Compensation Exercise - Yoga Regeneration Exercise-Power Yoga. Role of Yoga in Psychological Preparation of athlete: Mental Wellbeing, Anxiety, Depression

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Concentration, Self Actualization. Effect of Yoga on Physiological System: Circulatory, Skeletal, Digestive, Nervous, Respiratory, Excretory System.

Note: Laboratory Practical be designed and arranged internally.

REFERENCE:

- George Feuerstein, (1975). Text Book of Yoga. London: Motilal Bansaridass Publishers (P) Ltd.
- Gore, (1990), Anatomy and Physiology of Yogic Practices. Lonavala: Kanchan Prakashan. Helen Purperhart (2004), The Yoga Adventure for Children. Netherlands: A Hunter House book.
- Iyengar, B.K.S. (2000), Light on Yoga. New Delhi: Harper Collins Publishers.
- Karbelkar N.V.(1993) Patanjali Yogasutra Bhashya (Marathi Edition) Amravati: Hanuman Vyayam Prasarak Mandal
- Kenghe. C.T. (1976). Yoga as Depth-Psychology and para-Psychology (Vol-I): Historical Background, Varanasi: Bharata Manishai.
- Kuvalyananada Swami & S.L. Vinekar, (1963), Yogic Therapy - Basic Principles and Methods. New Delhi: Govt, of India, Central Health Education and Bureau.
- Moorthy A.M. & Alagesan. S. (2004) Yoga Therapy. Coimbatore: Teachers Publication House.
- Swami Kuvalayanda, (1998), Asanas. Lonavala: Kaivalyadhama.
- Swami Satyananada Sarasvati. (1989), Asana Pranayama Mudra Bandha. Munger: Bihar School of Yoga.
- Swami Satyananda Saraswathi. (1984), Kundalini and Tantra. Bihar: Yoga Publications Trust.
- Swami Sivananda, (1971), The Science of Pranayama. Chennai: A Divine Life Society Publication.
- Thirumalai Kumar. S and Indira. S (2011) Yoga in Your Life, Chennai: The Parkar Publication.
- Tiwari O.P. (1998), Asanas-Why and How. Lonavala: Kaivalyadham.

SEMESTER -I

THEORY COURSES

MPEC-101

**TEST, MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION
(ELECTIVE)**

UNIT I - Introduction

Meaning and Definition of Test, Measurement and Evaluation. Need and Importance of Measurement and Evaluation. Criteria for Test Selection - Scientific Authenticity. Meaning, definition and establishing - Validity, Reliability, Objectivity. Norms - Administrative Considerations.

UNIT II - Motor Fitness Tests

Meaning and Definition of Motor Fitness. Test for Motor Fitness; Indiana Motor Fitness Test (for elementary and high school boys, girls and College Men) Oregon Motor Fitness Test (Separately for boys and girls) - JCR test. Motor Ability; Barrow Motor Ability Test - Newton Motor Ability

Compendium

Test -Muscular Fitness - Kraus Weber Minimum Muscular Fitness Test.

UNIT III - Physical Fitness Tests

Physical Fitness Test: AAHPERD Health Related Fitness Battery (revised in 1984), ACSM Health Related Physical Fitness Test, Roger's Physical Fitness Index. Cardio vascular test; Harvard step test, 12 minutes run / walk test, Multi-stage fitness test (Beep test)

UNIT IV - Anthropometric and Aerobic-Anaerobic Tests

Physiological Testing: Aerobic Capacity: The Bruce Treadmill Test Protocol, 1.5 Mile Run test for college age males and females. Anaerobic Capacity: Margaria-Kalamen test, Wingate Anaerobic Test, Anthropometric Measurements: Method of Measuring Height: Standing Height, Sitting Height. Method of measuring Circumference: Arm, Waist, Hip, Thigh. Method of Measuring Skin folds: Triceps, Sub scapular, Suprailiac.

UNIT V - Skill Tests

Specific Spots Skill Test: Badminton: Miller Wall Volley Test. Basketball: Johnson Basketball Test, Harrison Basketball Ability Test. Cricket: Sutcliff Cricket test. Hockey: Friendel Field Hockey Test, Harban's Hockey Test, Volleyball, Russel Lange Volleyball Test, Brady Volleyball Test. Football: Mor-Christian General Soccer Ability Skill Test Battery, Johnson Soccer Test, McDonald Volley Soccer Test. Tennis: Dyer Tennis Test.

Note: Practical of indoors and out-door tests be designed and arranged internally.

REFERENCES:

- Authors Guide (2013) ACSM's Health Related Physical Fitness Assessment Manual, USA: ACSM Publications
- Collins, R.D., & Hodges P.B. (2001) A Comprehensive Guide to Sports Skills Tests and Measurement (2nd edition) Lanham: Scarecrow Press
- Cureton T.K. (1947) Physical Fitness Appraisal and Guidance, St. Louis: The C. Mosby Company
- Getchell B (1979) Physical Fitness A Way of Life, 2nd Edition New York, John Wiley and Sons, Inc
- Jenson, Clayne R and Cynt ha, C. Hirst (1980) Measurement in Physical Education and Athletics, New York, Macmillan Publishing Co. Inc
- Kansal D.K. (1996), "Test and Measurement in Sports and Physical Education. New Delhi: DVS Publications
- Krishnamurthy (2007) Evaluation in Physical Education and Sports, New Delhi; Ajay Verma Publication
- Vivian H. Heyward (2005) Advance Fitness Assessment and Exercise Prescription, 3rd Edition, Dallas TX: The Cooper Institute for Aerobics Research
- Wilmore JH and Costill DL. (2005) Physiology of Sport and Exercise: 3rd Edition. Champaign IL: Human Kinetics
- Yobu, A (2010), Test, Measurement and Evaluation in Physical Education in Physical Education and Sports. New Delhi; Friends Publications

SEMESTER I

THEORY COURSES

MPEC-102 SPORTS TECHNOLOGY (Elective)

Unit I - Sports Technology

Meaning, definition, purpose, advantages and applications, General Principles and purposes of instrumentation in sports, Workflow of instrumentation and business aspects, Technological impacts on sports.

Unit II - Science of Sports Materials

Adhesives- Nano glue, nano moulding technology, Nano turf. Foot wear production, Factors and application in sports, constraints. Foams- Polyurethane, Polystyrene, Styrofoam, closed-cell and open-cell foams, Neoprene, Foam. Smart Materials - Shape Memory Alloy (SMA), Thermo chromic film, High-density modelling foam.

Unit III - Surfaces of Playfields

Modern surfaces for playfields, construction and installation of sports surfaces. Types of materials -synthetic, wood, polyurethane. Artificial turf. Modern technology in the construction of indoor and outdoor facilities. Technology in manufacture of modern play equipments. Use of computer and software in Match Analysis and Coaching.

Unit IV - Modern Equipment

Playing Equipments: Balls: Types, Materials and Advantages. Bat/Stick/Racquets: Types, Materials and Advantages. Clothing and shoes: Types. Materials and Advantages. Measuring Equipments: Throwing and Jumping Events. Protective Equipments: Types, Materials and Advantages. Sports equipment with nano technology and Advantages.

Unit V - Training Gadgets

Basketball: Ball Feeder, Mechanism and Advantages. Cricket: Bowling Machine, Mechanism and Advantages, Tennis: Serving Machine. Mechanism and Advantages, Volleyball: Serving Machine, Mechanism and Advantages. Lighting Facilities: Method of erecting Flood Light and measuring luminosity. Video Coverage: Types, Size. Capacity, Place and Position of Camera in Live coverage of sporting events.

Note: Students should be encouraged to design and manufacture improvised sports testing equipment in the laboratory/workshop and visit sports technology factory/ sports goods manufacturers.

REFERENCE:

Charles J.A. Crane, F.A.A. and Furness, J.A.G. (1987) ‘‘Selection of Engineering Materials’’ UK: Butterworth Heiremann.

Finn, R.A. and Trojan P.K. (1999) ‘‘Engineering Materials and their Applications’’ UK: Jaico Publisher.

John Mongilo, (2001), ‘‘Nano Technology 101’’ New York: Green wood publishing group. Walia, J.S. Principles and Methods of Education (Paul Publishers. Jullandhar), 1999.

Compendium

Kochar, S.K. Methods and Techniques of Teaching (New Delhi, Jullandhar, Sterling Publishers Pvt. Ltd.), 1982

Kozman, Cassidy and Jackson. Methods in Physical Education (W.B. Saunders Company, Philadelphia and London), 1952.

SEMESTER I

THEORY COURSES

MPCC-201 APPLIED STATISTICS IN PHYSICAL EDUCATION AND SPORTS

UNIT I - Introduction

Meaning and Definition of Statistics. Function, need and importance of Statistics. Types of Statistics. Meaning of the terms, Population, Sample, Data, types of data. Variables; Discrete, Continuous. Parametric and non-parametric statistics.

UNIT II - Data Classification, Tabulation and Measures of Central Tendency

Meaning, uses and construction of frequency table. Meaning, Purpose, Calculation and advantages of Measures of central tendency - Mean, median and mode.

UNIT III - Measures of Dispersions and Scales

Meaning, Purpose, Calculation and advances of Range, Quartile, Deviation, Mean Deviation, Standard Deviation, Probable Error. Meaning, Purpose, Calculation and advantages of scoring scales; Sigma scale, Z Scale, Hull scale

UNIT IV - Probability Distributions and Graphs

Normal Curve. Meaning of probability- Principles of normal curve - Properties of normal curve. Divergence from normality - Skewness and Kurtosis. Graphical Representation in Statistics; Line diagram, Bar diagram, Histogram, Frequency Polygon. Ogive Curve.

UNIT V - Inferential and Comparative Statistics

Tests of significance; Independent “t” test. Dependent “t” test, Chi — square test, level of confidence and interpretation of data. Meaning of correlation - co-efficient of correlation - calculation of co-efficient of correlation by the product moment method and rank difference method. Concept of ANOVA and ANCOVA.

Note : It is recommended that the theory topics be accompanied with practical, based on computer software of statistics.

REFERENCE

Best J. W (1971) Research in Education, New Jersey: Prentice Hall, Inc

Clark D.H. (1999) Research Problem in Physical Education 2nd edition, Eaglewood Cliffs, Prentice Hall, Inc.

Jerry R Thomas & Jack K Nelson (2000) Research Methods in Physical Activities; Illonosis; Human Kinetics;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- Kamlesh, M. L. (1999) Reserach Methodology in Physical Education and Sports, New Delhi
Rothstain A (1985) Research Design and Statistics for Physical Education, Englewood Cliffs: Prentice Hall, Inc
Sivaramakrishnan. S. (2006) Statistics for Physical Education, Delhi; Friends Publication
Thirumalaisamy (1998), Statistics in Physical Education, Karaikudi. Senthilkumar Publications.

SEMESTER II

THEORY COURSES

MPCC-202 SPORTS BIOMECHANICS AND KINSESIOLGY

UNIT I - Introduction

Meaning, nature, role and scope of Applied kinesiology and Sports Biomechanics. Meaning of Axis and Planes, Dynamics, Kinematics, Kinetics, Statics Centre of gravity -Line of gravity plane of the body and axis of motion, Vectors and Scalars.

UNIT II - Muscle Action

Origin, Insertion and action of muscles: Pectoralis major and minor, Deltoid, Biceps, Triceps (Anterior and Posterior), Trapezius, serratus, Sartorius, Rectus femoris, Abdominis, Quadriceps, Hamstring, Gastrocnemius.

UNIT III - Motion and Force

Meaning and definition of Motion. Types of Motion: Linear motion, angular motion, circular motion, uniform motion. Principals related to the law of Inertia, Law of acceleration, and law of counter force. Meaning and definition of force- Sources of force - Force components .Force applied at an angle -pressure -friction -Buoyancy, Spin - Centripetal force - Centrifugal force.

UNIT IV - Projectile and Lever

Freely falling bodies - Projectiles -Equation of projectiles stability Factors influencing equilibrium -Guiding principles for stability -static and dynamic stability. Meaning of work, power, energy, kinetic energy and potential energy. Leverage -classes of lever - practical application. Water resistance - Air resistance -Aerodynamics.

UNIT V - Movement Analysis

Analysis of Movement: Types of analysis: Kinesiological, Biomechanical. Cinematographic. Methods of analysis - Qualitative, Quantitative, Predictive

Note: Laboratory practical's should be designed and arranged for students internally.

REFERENCE:

- Deshpande S.H.(2002). Manav Kriya Vigyan - Kinesiology (Hindi Edition) Amravati :Hanuman Vyayam Prasarak Mandal.
Hoffman S.J. Introduction to Kinesiology (Human Kinesiology publication In.2005. Steven Roy, & Richard Irvin. (1983). Sports Medicine. New Jersery: Prentice hall. Thomas. (2001).

Compendium

Manual of structural Kinesiology, New York: Me Graw Hill. Uppal A.K. Lawrence Mamla
MP Kinesiology(Friends Publication India 2004)

Uppal, A (2004), Kinesiology in Physical Education and Exercise Science, Delhi Friends
publications.

Williams M (1982) Biomechanics of Human Motion. Philadelphia; Saunders Co.

SEMESTER II

THEORY COURSES

MPCC-203 ATHLETIC CARE AND REHABILITATION

Unit I - Corrective Physical Education

Definition and objectives of corrective physical Education. Posture and body mechanics, Standards of Standing Posture. Value of good posture, Drawbacks and causes of bad posture. Posture test -Examination of the spine.

Unit II - Posture

Normal curve of the spine and its utility, Deviations in posture: Kyphosis, lordosis, flat back, Scoliosis, round shoulders, Knock Knee, Bow leg, Flat foot. Causes for deviations and treatment including exercises.

Unit III - Rehabilitation Exercises

Passive, Active, Assisted, Resisted exercise for Rehabilitation, Stretching, PNF techniques and principles.

Unit IV - Massage

Brief history of massage - Massage as an aid for relaxation - Points under consideration in giving massage - Physiological , Chemical, Psychological effects of massage - Indication / Contra indication of Massage - Classification of the manipulation used massage and their specific uses in the human body -Stroking manipulation: Effleurage - Pressure manipulation: Petrissage Kneading (Finger, Kneading, Circular) ironing Skin Rolling - Percussion manipulation: Tapotement, Hacking, Clapping, Beating, Pounding, Slapping, Cupping, Poking, Shaking Manipulation, Deep massage.

Unit V - Sports Injuries Care, Treatment and Support

Principles of prevention of Sports injuries - care and treatment of exposed and unexposed injuries in sports - Principles to apply cold and heat, infrared rays - Ultrasonic, Therapy - Short wave diathermy therapy. Principles and techniques of Strapping and Bandages.

Note: Each student shall submit Physiotherapy record of attending the Clinic and observing the cases of athletic injuries and their treatment procedure.(To be assessed internally)

REFERENCES:

Doherty. J. Meno.Wetb, Moder D (2000) Track & Field, Englewood Cliffs, Prentice Hal Inc. Lace,
M. V. (1951) Massage and Medical Gymnastics. London: J & A Churchill Ltd.

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Mc Ooyand Young (1954) Tests and Measurement. New York: Appleton Century. Naro, C. L. (1967) Manual of Massage and, Movement, London: Febra and Febra Ltd. Rathbome, J.I. (1965) Corrective Physical education, London: W.B. Saunders & Co. Stafford and Kelly, (1968) Preventive and Corrective Physical Education, New York.

SEMESTER II

THEORY COURSES

MPEC-201 SPORTS JOURNALISM AND MASS MEDIA (ELECTIVE)

UNIT I-Introduction

Meaning and Definition of Journalism, Ethics of Journalism - Canons of journalism-Sports Ethics and Sportsmanship - Reporting Sports Events. National and International Sports News Agencies.

UNIT II- Sports Bulletin

Concept of Sports Bulletin: Journalism and sports education - Structure of sports bulletin -Compiling a bulletin - Types of bulletin - Role of Journalism in the Field of Physical Education: Sports as an integral part of Physical Education - Sports organization and sports journalism - General news reporting and sports reporting.

UNIT III- Mass Media

Mass Media in Journalism: Radio and T.V. Commentary - Running commentary on the radio -Sports experts' comments. Role of Advertisement in Journalism. Sports Photography: Equipment-Editing - Publishing.

UNIT IV -Report Writing on Sports

Brief review of Olympic Games, Asian Games, Common Wealth Games World Cup. National Games and Indian Traditional Games. Preparing report of an Annual Sports Meet for Publication in Newspaper. Organization of Press Meet.

UNIT-V Journalism

Sports organization and Sports Journalism - General news reporting and sports reporting. Methods of editing a Sports report. Evaluation of Reported News. Interview with and elite Player and Coach.

Note: Practical assignments to observe the matches and prepare report and news of the same; visit to News Paper office and TV Centre to know various departments and their working. Collection of Album of newspaper cuttings of sports news.

REFERENCE:

- Ahiya B.N. (1988) Theory and Practice of Journalism: Set to Indian context 3rd Ed. Delhi : Surjeet Publications
- Ahiya B.N. & Chobra S.S.A. (1990) Concise Course in Reporting. New Delhi: Surjeet Publication
- Bhatt S.C. (1993) Broadcast Journalism Basic Principles. New Delhi. Haranand Publication
- Dhananjay Joshi (2010) Value Education in Global Perspective. New Delhi: Lotus Press.
- Kannan K (2009) Soft Skills, Madurai: Madurai: Yadava College Publication

Compendium

- Mohit, Chakrabarti (2008): Value Education: Changing Perspective, New Delhi: Kanishka Publication., Padmanabhan. A & Perumal, A (2009), Science and Art of Living, Madurai: Pakavathi Publication Khera Shiv (2002), You Can Win, New Delhi: Macmilian India Limited.
- Varma.A.K. (1993) Journalism in India from Earliest Times to the Present Period. Sterling publication Pvt. Ltd.
- Venkataiah. N. (2009) Value Education,- New Delhi: APH Publishing Corporation. 43

SEMESTER II

THEORY COURSES

MPEC-202 SPORTS MANAGEMENT AND CURRICULUM DESIGN IN PHYSICAL EDUCATION (ELECTIVE)

UNIT I - Introduction to Sports Management

Definition, Importance. Basic Principles and Procedures of Sports Management. Functions of Sports Management. Personal Management: Objectives of Personal Management, Personal Policies, Role of Personal Manager in an organization. Personnel recruitment and selection.

UNIT II - Program Management

Importance of Programme development and the role of management, Factors influencing programme development. Steps in programme development, Competitive Sports Programs, Benefits, Management Guidelines for School, Colleges Sports Programs, Management Problems in instruction programme. Community Based Physical Education and Sports program.

UNIT III - Equipments and Public Relation

Purchase and Care of Supplies of Equipment, Guidelines for selection of Equipments and Supplies, Purchase of equipments and supplies, Equipment Room, Equipment and supply Manager. Guidelines for checking, storing, issuing, care and maintenance of supplies and equipments. Public Relations in Sports: Planning the Public Relation Program - Principles of Public Relation - Public Relations in School and Communities - Public Relation and the Media.

UNIT IV - Curriculum

Meaning and Definition of Curriculum. Principles of Curriculum Construction: Students centred, Activity centred, Community centred, Forward looking principle, Principles of integration, Theories of curriculum development, Conservative (Preservation of Culture), Relevance, flexibility, quality, contextuality and plurality. Approaches to Curriculum; Subject centred, Learner centred and Community centred, Curriculum Framework.

UNIT V - Curriculum Sources

Factors that affecting curriculum: Sources of Curriculum materials - text books - Journals - Dictionaries, Encyclopaedias, Magazines, Internet. Integration of Physical Education with other Sports Sciences -Curriculum research. Objectives of Curriculum research — Importance of Curriculum research. Evaluation of Curriculum, Methods of evaluation.

REFERENCE:

- Aggarwal, J.C (1990). Curriculum Reform in India - World overviews, Doaba World Education Series - 3 Delhi: Doaba House, Book seller and Publisher.
- Arora, G.L. (1984): Reflections on Curriculum, New Delhi: NCERT.
- Bonnie, L. (1991). The Management of Sports. St. Louis: Mosby Publishing Company, Park House.
- Bucher A. Charles, (1993) Management of Physical Education and Sports (10th ed.,) St. Louis: Mobsy Publishing Company.
- Carl, E, Willgoose. (1982. Curriculum in Physical Education, London: Prentice Hall. Chakraborty, Samiran. (1998) . Sports Management. New Delhi: Sports Publication. Charles, A, Bucher & March, L, Krotee. (1993). Management of Physical Education and Sports. St. Louis: Mosby Publishing Company.
- Chelladurai, P. (1999). Human Resources (Management in Sports and Recreation. Human Kinetics.
- John, E, Nixon & Ann, E, Jewett. (1964). Physical Education Curriculum, New York: The Ronald Press Company.
- McKernan, James (2007) Curriculum and Imagination: Process, Theory, Pedagogy and Action Research,. U.K. Routledge
- NCERT (2000). National Curriculum Framework for School Education, New Delhi: NCERT.
- NCERT (2000). National Curriculum Framework for School Education, New Delhi: NCERT.
- NCERT (2005). National Curriculum Framework, New Delhi: NCERT. NCERT (2005). National Curriculum Framework-2005. New Delhi: NCERT.
- Williams, J.F. (2003). Principles of Physical Education. Meerut: College Book House. Yadvnider Singh. Sports Management, New Delhi: Lakshay Publication.

SEMESTER III

THEORY COURSES

MPCC-301 SCIENTIFIC PRINCIPLES OF SPORTS TRAINING

UNIT I - Introduction

Sports Training: Definition, Aim, Characteristics, Principles of Sports Training. Over Load: Definition, Causes of Over Load, Symptoms of Overload, Remedial Measures - Super Compensation - Altitude Training - Cross Training

UNIT II - Components of Physical Fitness

Strength: Methods to improve Strength- Weight Training. Isometric, Isotonic, Circuit Training, Speed: Methods to Develop Speed - Repetition Method, Downhill Run, Parachute Running, Wind Sprints. Endurance: Methods to Improve Endurance- Continuous Method, Interval Method, Repetition Method, Cross Country, Fartlek Training

UNIT III - Flexibility

Flexibility: Methods to Improve the Flexibility- Stretch and Hold Method, Ballistic Method. Special Type Training: Plyometric Training. Training for Coordinative abilities: Methods to improve

Compendium

Coordinative abilities- Sensory Method, Variation in Movement Execution Method, Variation in External Condition Method. Combination of Movement Method. Types of Stretching Exercises.

UNIT IV - Training Plan

Training Plan: Macro Cycle, Meso-Cycle. Short Term Plan and Long Term Plans. Periodisation: Meaning, Single, Double and Multiple Periodisation. Preparatory Period, Competition Period and Transition Period.

UNIT V - Doping

Definition of Doping - Side effects of drugs - Dietary supplements - IOC list of doping substances and methods. Blood Doping - The use of erythropoietin in blood boosting - Blood doping control - The testing programmes - Problems in drug detection - Blood testing in doping control - Problems with the supply of medicines Subject to IOC regulations: over-the-counter drugs (OTC) - prescription only medicines (POMs) - Controlled drugs (CDs). Reporting test results - Education

REFERENCES:

- Beotra, Alka, (2000), Drug Education Handbook on Drug Abuse in Sports. Delhi: Sports Authority of India.
- Bunn, J.N. (1998) Scientific Principles of Coaching, New Jersey Engle Wood Cliffs, Prentice Hall Inc.
- Cart, E. Klafs & Daniel, D. Arnheim (1999) Modern Principles of Athletic Training St. Louis C. V. Mosby Company
- Daniel, D. Arnheim (1991) Principles of Athletic Training, St. Luis, Mosby Year Book
- David R. Mottram (1996) Drugs in Sport. School of Pharmacy, Liverpool: John Moore University
- Gary, T. Moran (1997) - Cross Training for Sports, Canada : Human Kinetics
- Hardayal Singh (1991)
- Science of Sports Training, New Delhi. DVS Publications
- Jensen, C.R. & Fisher A.G. (2000) Scientific Basic of Athletic Conditioning, Philadelphia Ronald, P. Pfciffer (1998) Concepts of Athletics Training 2nd Edition, London: Jones and Bartlett Publications
- Yograj Thani (2003), Sports Training, Delhi : Sports Publications

SEMESTER III

THEORY COURSES

MPCC-302 SPORTS MEDICINE

UNIT I - Introduction

Meaning, definition and importance of Sports Medicine, Definition and Principles of therapeutic exercises. Coordination exercise, Balance training exercise, Strengthening exercise, Mobilization exercise. Gait training, Gym ball exercise. Injuries: acute, sub-acute, chronic. Advantages and Disadvantages of PRICE, PRINCE therapy, Aquatic therapy.

UNIT II - Basic Rehabilitation

Basic Rehabilitation: Strapping/Tapping: Definition, Principles of Precautions, Contraindications. Proprioceptive neuromuscular facilitation: Definition of - hold, relax, repeated contractions. Show reversal technique. Exercises: Isotonic, Isokinetic, isometric stretching- Definition, Types of stretching, Advantages, dangers of stretching. Manual of muscle grading.

UNIT III - Spine Injuries and Exercise

Head, Neck and Spine injuries: Causes, Presentation of Spinal anomalies. Flexion, Compression, Hyperextension. Rotation injuries. Spinal range of motion. Free hand exercises, stretching and strengthening exercises for head neck, spine. Supporting and aiding techniques and equipment for Head, Neck and Spine injuries.

UNIT IV - Upper Extremity Injuries and Exercise

Upper Limb and Thorax Injuries: Shoulder: Sprain, Strain, Dislocation, and Strapping. Elbow: Sprain, Strain, Strapping. Wrist and Fingers: Sprain Strain, Strapping. Thorax, Rib fracture. Breathing exercises. Relaxation techniques, Free hand exercise, Stretching and strengthening exercise for shoulder. Elbow, Wrist and Hand. Supporting and aiding techniques and equipment for Upper Limb and Thorax Injuries.

UNIT V - Lower Extremity Injuries and Exercise

Lower Limb and Abdomen Injuries: Hip: Adductor strain, Dislocation, Strapping. Knee: Sprain. Strain, Strain. Strapping. Ankle: Sprain. Strain. Strapping. Abdomen: Abdominal wall. Contusion. Abdominal muscle strain. Free exercises - Stretching and strengthening exercise for Hip, knee, ankle and Foot. Supporting and aiding techniques and equipment for Lower limb and Abdomen injures.

Note- Practical: Lab Practical and visit to Physiotherapy Centre to observe treatment procedure of spr ts injuries; data collection of spr ts injury incidences. Visit to TV Centre etc. should be planned internally.,

REFERENCES:

- Christopher M. Norris. (1993). Sports Injuries Diagnosis and Management for Physiotherapists. East Kilbride: Thomson Litho Ltd.
- James, A. Gould & George J. Davies. (1985). Physical Physical Therapy. Toronto: C.V. Mosby Company.
- Morris B. Million (1984) Sports Injuries and Athletic Problem. New Delhi: Surjeet Publication.
- Pande. (1998). Sports Medicine. New delhi: Khel Shitya Kendra
- The Encyclopedia of Sports Medicine. (1998). The Olympic Book of Sports Medicine, Australia: Tittel Blackwell Scientific publications.

Compendium
SEMESTER III
THEORY COURSES

MPCC-303 HEALTH EDUCATION AND SPORTS NURTITION

Unit I -Health Education

Concept, Dimensions, Spectrum and Determinants of Health Definition of Health, Health Education, Health Instruction, Health Supervision Aim. objective and Principles of Health Education. Health Service and guidance instruction in personal hygiene

Unit II - Health Problems in India

Communicable and Non Communicable Diseases; Obesity, Malnutrition, Adulteration in food, Environmental sanitation, Explosive Population, Personal and Environmental Hygiene for schools. Objective of school health service, Role of health education in schools; Health Services - Care of skin, Nails, Eye health service, Nutritional service, Health appraisal, Health record, Healthful school environment, first- aid and emergency care etc.

Unit III - Hygiene and Health

Meaning of Hygiene, Types of Hygiene, Dental Hygiene. Effect of Alcohol on Health. Effect of Tobacco on Health. Life Style Management of Hypertension, Obesity and Stress

Unit IV- Introduction to Sports Nutrition

Meaning and Definition of Sports Nutrition. Role of nutrition in sports, Basic Nutrition guidelines, Nutrients: Ingestion to energy metabolism (Carbohydrate, Protein and Fat). Role of carbohydrates, Fat and protein during exercise.

Unit - V Nutrition and Weight Management

Concept of BMI (Body mass index), Obesity and its hazard, Dieting versus exercise for weight control. Maintaining a Healthy Lifestyle, Weight management program for sporty child, Role of diet and exercise in weight management. Design diet plan and exercise schedule for weight gain and loss.

REFERENCES:

Bucher, Charles A. "Administration of Health and Physical Education Programme". Delbert. Oberteuffer, et. al." The School Health Education".

Ghosh, B.N. "Treaties of Hygiene and Public Health".

Hanlon. John J. "Principles of Public Health Administration" 2003. Turner, C.E. "The School Health and Health Education".

Moss and el. At. "Health Education" (National Education Association of U.T.A.) Nemir A. "The School Health Education" (Harber and Brothers. New York). Nutrition Encyclopedia, edited by Delores C.S. James, The Gale Group, Inc.

Boyd-Eaton S. et al (1989) The Stone Age Health Programme: Diet and Exercise as Nature Intended. Angus and Robertson.

Terras S. (1994) Stress, How Your Diet can Help: The Practical Guide to Positive Health Using Diet, Vitamins, Minerals. Herbs and Amino Acids. Thorons.

SEMESTER III

THEORY COURSES

MPEC-301 SPORTS ENGINEERING (Elective)

Unit 1- Introduction to Sports Engineering and Technology

Meaning of Sports Engineering, human motion detection and recording, human performance assessment, equipment and facility designing and sports related instrumentation and measurement.

Unit II - Mechanics of Engineering Materials

Concept of internal force, axial force, shear force, bending movement, torsion, energy expenditure method to find displacement of structure, strain energy. Biomechanics of daily and common activities -Gait, Posture, Body levers, ergonomics. Mechanical principles in movements such as lifting, walking, running, throwing, jumping, pulling, pushing etc.

Unit III- Sports Dynamics

Introduction to Dynamics, Kinematics of particles - rectilinear plane and curvilinear motion Coordinate system. Kinetics of particles - Newton's laws of Motion. Work, Energy, Impulse and momentum.

Unit IV - Building and Maintenance:

Sports Infrastructure- Gymnasium, Pavilion, Swimming Pool, Indoor Stadium, Out-door Stadium, Play Park, Academic Block, Administrative Block, Research Block, Library, Sports Hostel, etc.

Requirements: Air ventilation, Day light, Lighting arrangement, Galleries, Store rooms, Office, Toilet Blocks (M/F), Drinking Water, Sewage and Waste Water disposal system, Changing Rooms (M/F), Sound System (echo-free), Internal arrangement according to need and nature of performed activity, Corridors and Gates for free movement of people, Emergency provisions of lighting, fire and exits, Eco-friendly outer surrounding. Maintenance staff, financial consideration.

Building process:- design phase (including brief documentation), construction phase functional (occupational) life, Re-evaluation, refurbish, demolish.

Maintenance policy, preventive maintenance, corrective maintenance, record and register for maintenance.

Unit V- Facility Life Cycle Costing

Basics of theoretical analysis of cost, total life cost concepts, maintenance costs, energy cost, capital cost and taxation

REFERENCE

Franz K. F. et. al., Editor, Routledge Handbook of Sports Technology and Engineering (Routledge, 2013) Steve Hake, Editor, The Engineering of Sport (CRC Press, 1996)

Compendium

Franz K. F. et al. Editor The Impact of Technology on Sports II (CRC Press, 2007) Helge N., Sports Aerodynamics (Springer Science & Business Media, 2009)

Youlin Hong, Editor Routledge Handbook of Ergonomics in Sport and Exercise (Routledge, 2013)

Jenkins M., Editor Materials in Sports Equipment, Volume I Elsevier, 2003) Colin White, Projectile Dynamics in Sport: Principles and Applications

Eric C. et al. Editor Sports Facility Operations Management (Routledge, 2010)

SEMESTER III

THEORY COURSES

MPEC-302 PHYSICAL FITNESS AND WELLNESS (Elective)

Unit I - Introduction

Meaning and Definition of Physical Fitness, Physical Fitness Concepts and Techniques, Principles of physical fitness, Physiological principles involved in human movement. Components of Physical Fitness.

Leisure time physical activity and identification of opportunities in the community to participate in this activity. Current trends in fitness and conditioning, components of total health, fitness and relationship between physical activity and lifelong wellness.

Unit II - Nutrition

Nutrients; Nutrition labelling information, Food Choices, Food Guide Pyramid, Influences on food choices-social, economic, cultural, food sources, Comparison of food values. Weight Management-proper practices to maintain, lose and gain. Eating Disorders, Proper hydration, the effects of performance enhancement drugs

Unit III - Aerobic Exercise

Cardio respiratory Endurance Training; proper movement forms, i.e., correct stride, arm movements, body alignment; proper warm-up, cool down, and stretching, monitoring heart rates during activity. Assessment of cardio respiratory fitness and set goals to maintain or improve fitness levels. Cardio respiratory activities - power walking, pacer test, interval training, incline running, distance running, aerobics and circuits.

Unit IV - Anaerobic Exercise

Resistance Training for Muscular Strength and Endurance; principles of resistance training, Safety techniques (spotting, proper body alignment, lifting techniques, spatial, awareness. and proper breathing techniques). Weight training principles and concepts; basic resistance exercises (including free hand exercise, free weight exercise, weight machines, exercise bands and tubing. medicine balls, fit balls) Advanced techniques of weight training

Unit V - Flexibility Exercise

Flexibility Training, Relaxation Techniques and Core Training. Safety techniques (stretching protocol; breathing and relaxation techniques) types of flexibility exercises (i.e. dynamic, static), Develop basic competency in relaxation and breathing techniques. Pilates. Yoga.

REFERENCE:

- David K. Miller & T. Earl Allen, Fitness, A life time commitment. Surjeet Publication Delhi 1989.
- Dificore Judy, the complete guide to the postnatal fitness. A & C Black Publishers Ltd. 35 Bedford row, London 1998
- Dr. A.K. Uppal, Physical Fitness, Friends Publications (India), 1992. Warner W.K. Oeger & Sharon A. Hoeger, Fitness and Wellness, Morton Publishing Company, 1990.
- Elizabeth & Ken day, Sports fitness for women, B.T. Batsford Ltd, London, 1986.
- Emily R. Foster, Karyn Hartiger & Katherine A. Smith, Fitness Fun, Human Kinetics Publishers 2002.
- Lawrence, Debbie, Exercise to Music. A & C Black Publishers Ltd. 37, Sohe Square, London 1999
- Robert Malt. 90 day fitness plan, D.K. publishing, Inc. 95, Madison Avenue, New York 2001

SEMESTER IV

THEORY COURSES

**MPCC-401 INFORMATION & COMMUNICATION TECHNOLOGY (ICT) IN
PHYSICAL EDUCATION**

Unit I - Communication & Classroom Interaction

Concept, Elements, Process & Types of Communication Communication Barriers & Facilitators of Communication
Communicative Skills in English - Listening, Speaking, Reading & Writing Concept & Importance of ICT. Need of ICT in Education
Scope of ICT: Teaching Learning Process, Publication Evaluation. Research and Administration Challenges in Integrating ICT in Physical Education

Unit II - Fundamentals of Computers

Characteristics, Types & Applications of Computers Hardware of Computer: Input, Output & Storage Devices Software of Computer: Concept & Types Computer Memory: Concept & Types Viruses & its Management
Concept, Types & Functions of Computer Networks. Internet and its applications. Web Browsers & Search Engines. Legal & Ethical Issues

Unit III - MS Office Applications

MS Word: Main Features & its Uses in Physical Education MS Excel: Main Features & its Applications in Physical Education MS Access: Creating a Database. Creating a Table. Queries. Forms & Reports on Tables and its Uses in Physical Education
MS Power Point: Preparation of Slides with Multimedia Effects MS Publisher: Newsletter & Brochure

Unit IV - ICT Integration in Teaching Learning Process

Approaches to Integrating ICT in Teaching Learning Process Project Based Learning (PBL)
Co-Operative Learning Collaborative Learning

Compendium

ICT and Constructivism: A Pedagogical Dimension

Unit V - E-Learning & Web Based Learning

E-Learning,
Web Based Learning
Visual Classroom

REFERENCES:

- B. Ram, New Age International Publication, Computer Fundamental, Third Edition-2006 Brain under IDG Book. India (p) Ltd Teach Yourself Office 2000, Fourth Edition- 2001 Douglas E. Comer, The Internet Book, Purdue University, West Lafayette in 2005 Heidi Steel Low price Edition. Microsoft Office Word 2003- 2004
- ITL Education Solution Ltd. Introduction to information Technology, Research and Development Wing-2006
- Pradeep K. Sinha & Priti. Sinha. Foundations computing BPB Publications -2006. Rebecca Bridges Altman Peach pit Press, Power point for window, 1999
- Sanjay Saxena, Vikas Publication House, Pvt. Ltd. Microsoft Office for ever one, Second Edition-2006

SEMESTER IV

THEORY COURSES

MPCC-402 SPORTS PSYCHOLOGY

UNIT I - Introduction

Meaning, Definition, History, Need and Importance of Sports Psychology. Present Status of Sports Psychology in India. Motor Learning: Basic Considerations in Motor Learning - Motor Perception -Factors Affecting Perception - Perceptual Mechanism. Personality: Meaning, Definition, Structure -Measuring Personality Traits. Effects of Personality on Sports Performance.

UNIT II - Motivation

Meaning. Definition and Types of Motivation: Intrinsic, Extrinsic. Achievement Motivation: Meaning, Measuring of Achievement Motivation. Anxiety: Meaning and Definition, Nature, Causes, Method of Measuring Anxiety. Competitive Anxiety and Sports Performance. Stress: Meaning and Definition, Causes. Stress and Sports Performance. Aggression: Meaning and Definition, Method of Measurement. Aggression and Sports Performance. Self-Concept: Meaning and Definition, Method of Measurement.

UNIT III - Goal Setting

Meaning and Definition, Process of Goal Setting in Physical Education and Sports. Relaxation: Meaning and Definition, types and methods of psychological relaxation. Psychological Tests: Types of Psychological Test: Instrument based tests: Pass-along test - Tachistoscope - Reaction timer - Finger dexterity board - Depth perception box - Kinesthesiometer board. Questionnaire: Sports Achievement Motivation, Sports Competition Anxiety.

UNIT IV - Sports Sociology

Meaning and Definition - Sports and Socialization of Individual Sports as Social Institution. National Integration through Sports. Fans and Spectators: Meaning and definition, Advantages and disadvantages on Sports Performance. Leadership: Meaning. Definition, types. Leadership and Sports Performance.

UNIT V - Group Cohesion

Group: Definition and Meaning, Group Size, Groups on Composition, Group Cohesion, Group Interaction, Group Dynamics. Current Problems in Sports and Future Directions - Sports for Social Crisis Management - Women in Sports: Sports Women in our Society, Participation pattern among Women, Gender inequalities in Sports.

Practicals: *Atleast five experiments related to the topics listed in the Units above should be conducted by the students in laboratory. (Internal assessment.)*

REFERENCES:

- Authors Guide (2013) National Library of Educational and Psychological Test (NLEPT) Catalogue of Tests, New Delhi: National Council of Educational Research and Training Publication.
- Authors Guide (2013) National Library of Educational and Psychological Test (NLEPT) Catalogue of Test, New Delhi: National Council of Educational Research and Training Publication.
- Jain. (2002), Sports Sociology. Heal Sahety Kendre Publishers.
- Jay Coakley. (2001) Sports in Society - Issues and Controversies in International Education. Mc-Craw Seventh Ed.
- John D Lauther (2000) Psychology of Coaching. Ner Jersey: Prenticce Hall Inc. John D. Lauther (1998) Sports Psychology. Englewood, Prentice Hall Inc.
- Miroslaw Vauks & Bryant Catty (1999). Psychology and the Superior Athlete. London: The Macmillan Co.
- Richard. J. Crisp. (2000). Essential Social Psychology. Sage Publications.
- Robert N. Singer (2001). Motor Learning and Human Performance. New York: The Macmillan Co.
- Robert N. Singer. (1989) The Psychology Domain Movement Behaviour. Philadelphia: Lea and Febiger.
- Thelma Horn. (2002). Advances in Sports Psychology. Human Kinetic.
- Whiting, K, Karman., Hendry L.B & Jones M.G. (1999) Personality and Performance in Physical Education and Sports. London: Hendry Kimpton Publishers.

SEMESTER IV

THEORY COURSES

MPCC-403 DISSERTATION

1. A candidate shall have a dissertation for M.P.Ed. - IV Semester and must submit his/her Synopsis and get it approved by the Head of Department on the recommendation of D.R.C. (Departmental Research Committee).

Compendium

2. A candidate selecting dissertation must submit his/her dissertation not less than one week before the beginning of the IVth Semester Examination.
3. The candidate has to face the Viva-Voce conducted by DRC.

SEMESTER IV

THEORY COURSES

MPEC-401 VALUE AND ENVIRONMENTAL EDUCATION

UNIT I - Introduction to Value Education.

Values: Meaning, Definition, Concepts of Values. Value Education: Need, Importance and Objectives. Moral Values: Need and Theories of Values. Classification of Values: Basic Values of Religion, Classification of Values.

UNIT II - Value Systems

Meaning and Definition, Personal and Communal Values. Consistency. Internally consistent and Internally inconsistent Judging Value System, Commitment, Commitment to values.

Unit- III - Environmental Education

Definition. Scope. Need and Importance of environmental studies. Concept of environmental education. Historical background of environmental education, Celebration of various days in relation with environment. Plastic recycling & prohibition of using plastic bag / cover. Role of school in environmental conservation, sustainable development and Pollution free eco-system.

Unit IV- Rural Sanitation and Urban Health

Rural Health Problems. Causes of Rural Health Problems, Considerations for improvement of Rural Sanitation. Urban Health Problems, Process of Urban Health Services, Suggested Education Activity, Services on Urban Slum Area, Sanitation at Fairs & Festivals. Mass Education.

Unit V- Natural Resources and related Environmental Issues:

Water resources, food resources and Land resources. Definition, effects and control measures of: Air Pollution, Water Pollution. Soil Pollution. Noise Pollution. Thermal Pollution. Management of environment and Govt. policies, Role of pollution control board.

REFERENCE:

Miller T.G. Jr.. Environmental Science (Wadsworth Publishing Co.) Odum. E.P. Fundamentals of Ecology (U.S.A.: W.B. Saunders Co.) 1971.

Rao, M.N. & Datta, A.K. Waste Water Treatment (Oxford & IBH Publication Co. Pvt. Ltd.) 1987
Townsend C. and others. Essentials of Ecology (Black well Science)

Heywood, V.H. and Watson V.M., Global biodiversity Assessment (U.K.: Cambridge University Press), 1995.

Jadhav, H. and Bhosale, V.M. Environmental Protection and Laws (Delhi: Himalaya Pub. House), 1995.

Mc Kinney, M.L. and Schoel, R.M. Environmental Science System and Solution (Web enhanced Ed.) 1996.

Miller T.G. Jr., Environmental Science (Wadsworth Publishing Co.)

SEMESTER IV

THEORY COURSES

MPEC-402 EDUCATION TECHNOLOGY IN PHYSICAL EDUCATION AND SPORTS

Unit I - Nature and Scope

Educational technology-concept, Nature and Scope. Forms of educational technology, teaching technology, instructional technology, and behavior technology; Transactional usage of educational technology: integrated, complementary, supplementary stand-alone (independent). Programmed learning stage; Media application stage and Computer application stage.

Unit II - System Approach to Physical Education and Communication

System Approach to Education and its Components: Goal Setting. Task Analysis. Content Analysis, Context Analysis and Evaluation Strategies; Instructional Strategies and Media for Instruction. Effectiveness of Communication in instructional system; Communication - Modes. Barriers and Process of Communication. **Unit III- Instructional Design**

Instructional Design: Concept, Views, Process and stages of Development of Instructional Design. Overview of Models of Instructional Design. Instructional Design for Competency Based Teaching: Models for Development of Self Learning Material.

Unit IV - Audio Visual Media in Physical Education

Audio-visual media - meaning, importance and various forms Audio/Radio: Broadcast and audio recordings - strengths and Limitations, criteria for selection of instructional units, script writing, pre-production, post-production process and practices. Audio Conferencing and Interactive Radio Conference. Video/Educational Television: Telecast and Video recordings Strengths and limitations. Use of Television and CCTV in instruction and Training, Video Conferencing, SITE experiment, countrywide classroom project and Satellite based instructions. Use of animation films for the development of children's imagination.

Unit V - New Horizons of Educational Technology

Recent innovations in the area of ET interactive video - Hypertext, video-texts, optical fiber technology -laser disk, computer conferencing, etc. Procedure and organization of Teleconferencing/ Interactive video-experiences of institutions, schools and universities. Recent experiments in the third world countries and pointers for India with reference to Physical Education. Recent trends of Research in Educational Technology and its future with reference to Education.

REFERENCE:

Amita Bhardwaj, New Media of Educational Planning". Sarup of Sons. New Delhi-2003 Bhatia and Bhatia. The Principles and Methods of Teaching (New Delhi : Doaba House), 1959.

Communication and Education, D. N. Dasgupta, Pointer Publishers

Compendium

Education and Communication for development, O. P. Dahama, O. P. Bhatnagar, Oxford Page 68 of 71 IBH Publishing company, New Delhi

Essentials of Educational Technology, Madan Lai, Anmol Publications

K. Sampath, A. Pannirselvam and S. Sanihanam. Introduction to Educational Technology (New Delhi: Sterling Publishers Pvt. Ltd.): 1981.

Kochar, S.K. Methods and Techniques of Teaching (New Delhi, Jalandhar, Sterling Publishers Pvt. Ltd.). 1982

Kozman, Cassidy and Jackson. Methods in Physical Education (W.B. Saunders Company, Philadelphia and London). 1952.

SEMESTER I

PRACTICUM COURSE

MPPC- 101 TRACK AND FIELD I: RUNNING EVENTS / GYMNASTICS/ SWIMMING RUNNING

Fundamental skills -Short and Middle distance. Use of Starting blocks- stance on the blocks. Body position at the start- starting technique, change in body position during running, movements of the arms, stride length and frequency, position of torso while running and at finish. Advanced Skills, Various techniques of sprint start: Bullet start, standing start , Active game practice

SEMESTER I

PRACTICUM COURSE

MPPC- 102 FLAG HOISTING, MARCH PAST, CEREMONIES LIKE OPENING, CLOSING, VICTORY, (DURING INTRA MURALS COMPETITIONS) OF DIFFERENT SPORTS AND GAMES/ LEAD UP GAMES/ MINOR GAMES/ RELAY GAMES

National Flag: Meaning, concept and significance of National Flag, Symbolism of Tri-colour and Wheel. Code of hoisting or lowering of Flag. Dimensions of the Flag & tri-colour proportions. Honour of the Flag and its use. Penalty of misusing or dishonouring the Flag..

Opening and Closing Ceremonies: Schedule and formality of Opening Ceremony- Unfurling of Flag, Flame igniting, Oath. March-Past of players/teams, Salutation, Declaration of Opening of the Meet.brief address by the guests, announcement of beginning of competition Victory & Prize distribution Ceremony- Planning of schedule for victory ceremony.

Closing Ceremony: Assembly of sports-persons, March-Past, Salutation, re-assembly, brief address of the guests. Declaration of results and distribution of Prizes/ Certificates, Vote of thanks, Ceremonial Flag-lowering, Flame extinguishing, Declaration of Closing of the Meet.

Practical of the organization of Sports / Athletic Meet during Intramural Programme should be arranged as a project by the students under the supervision of the faculty. Organization of Sports Festival. Play Day, Social Party games, etc. should be encouraged.

SEMESTER I

PRACTICUM COURSE

**MPPC- 103 YOGA/ AEROBICS/ SELF DEFENCE TECHNIQUES-MARTIAL ARTS,
TAEK-WON-DO/ SHOOTING/ ARCHERY**

Yoga, Asanas prescribed by Maharshi 'Patanjali', Shudhi Kriyas, jalneti, sutraneti, dugdhaneti, kunjaj, Nauli. Bhastika, shatkriya, Pranayams, Anulom-vilom, Kapalbhathi,

AEROBICS

Rhythmic Aerobics - dance Low impact aerobics High impact aerobics, kick boxing Moves
March single, basics, side to side alternate, turn s/a ,double side to side, step touch, grapevine, knee up leg curl, kick front, toe touch, kick side, side lunge, over the top, back lunge, straddle, kick front, travel s 11. kick side, corner, heel to reft, shape, 'e' shape, shapcw, shape, repeater left mode, Warm up and cool down, Being successful in exercise and adaptation to aerobic workout.

**SELF DEFENCE TECHNIQUES-MARTIAL ARTS, TAEK-WON-DO/ SHOOTING/
ARCHERY**

SEMESTER I

PRACTICUM

**MPCC-104 ADVENTURE ACTIVITIES/ MASS DEMONSTRATION ACTIVITIES-
LEZIM, DUMB-BELL, UMBRELLA, TIPRI, WANDS, HOOPS/ MALKHAMBH**

ADVENTURE ACTIVITIES: Trekking, Wall climbing. River crossing, Mountaineering, etc

MASS DEMONSTRATION ACTIVITIES- lezium, dumb-bell, umbrella, tipri, wands, hoops, free arms drill, folk dances, *oxc.* {Students are expected to learn and organize mass drill in school situation)

- Apparatus/ Light apparatus Grip
- Attention with apparatus/ Light apparatus
- Stand - at - ease with apparatus/ light apparatus
- Exercise with verbal command, drum, whistle and music - Two count, Four count, Eight count and Sixteen count.
- Standing Exercise
- Jumping Exercise
- Moving Exercise
- Combination of above all

MALKHAMB: Table of Exercises on Malkhamb should be prepared internally for leaching. General out-line of the contents of teaching of theory of Games and Sports

Introduction of the game/sport and historical development with special reference to India, Orientation of the students to the play area and equipment used in the game/sport, Important tournaments held at National and International levels, Distinguished sports awards and personalities related

Compendium

to the Game/sport. Warming-up- General free hand exercises, specific work out using equipment. Fundamental skills, Lead up activities, General rules and their interpretations, Duties of officials, officiating in class competitions and Intramurals, Marking of the play area.

SEMESTER II

PRACTICUM COURSE

MPPC- 201 TRACK AND FIELD II: JUMPING EVENTS/ SWIMMING / GYMNASTICS

(Course contents in Gymnastics and Swimming should be chalked out internally considering advance level of students and suitable to their age and gender).

SEMESTER II

PRACTICUM COURSE

MPPC-202 GAMES SPECIALIZATION II

The Candidate has choice to select any one of the following games as the Specialization - II (Second best) in 2nd Semester.

(Kabaddi, Kho-kho, Badminton/ Table Tennis/ Tennis/ Squash/ Baseball/ Volleyball/ Basketball/ Cricket/ football/ Handball/ Hockey/ Netball/ Softball)

SEMESTER II

PRACTICUM COURSE

MPPC-203 TEACHING LESSONS OF INDIGENIOUS ACTIVITIES AND SPORTS

The students of M.P.Ed - II Semester need to develop proficiency in taking teaching classes in indigenous activities and sport under school situation. In view of this, the students shall be provided with teaching experience. The duration of the lesson to be conducted by these students shall be in the range of 30 to 40 minutes depending on the class they are going to handle at school and college level.

Each student teacher is expected to take at least five lessons during the course of the second semester. The lessons will be supervised by the faculty members and experts who would discuss the merits and demerits of the concerned lesson and guide them for the future. In these lessons, the duration should slowly increase and all the parts of the lesson covered progressively.

SEMESTER II

PRACTICUM COURSE

MPPC-204 CLASS ROOM TEACHING (LESSONS ON THEORY OF DIFFERENT SPORTS & GAMES)

The students of M.P.Ed - II Semester need to develop proficiency in taking teaching lessons as per selected games and sport or game specialization. In view of this, the students shall be provided with selected or specialized game teaching experience. The duration of the lesson to be conducted

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

by these students shall be in the range of 30 to 40 minutes depending on the class time they are going to handle at school and college level.

Each student teacher is expected to take at least five lessons during the course of the second semester. The lessons will be supervised by the faculty members and experts who would discuss the merits and demerits of the concerned lesson and guide them for the future. In these teaching lessons, the duration should slowly increase and all the parts of the lesson covered progressively.

SEMESTER III

PRACTICUM COURSE

MPPC- 301 TRACK AND FIELD III: THROWING EVENTS / GYMNASTICS / SWIMMING

(Course contents in Gymnastics and Swimming should be chalked out internally considering advance level of students and suitable to their age and gender).

SEMESTER III

PRACTICUM COURSE

MPPC-302 GAMES SPECIALIZATION- III BOXING/ FENCING/ JUDO/ KARATE/ WRESTLING/ WUSHU

(Course contents in the game of specialization should be chalked out internally considering advance level of students and suitable to their age and gender).

SEMESTER III

PRACTICUM COURSE

MPPC-303 COACHING LESSONS OF TRACK AND FIELD/GYMNASTICS/ SWIMMING

The students of M.P.Ed - III Semester need to develop proficiency in taking coaching lesson on above mentioned selected discipline. In view of this, the students shall be provided with advance training and coaching in selected discipline. The duration of the lesson to be conducted by these students shall be in the range of 30 to 40 minutes depending on the class, they are going to handle at school and college level.

Each student teacher is expected to take at least five lessons during the course of the third semester. The lessons will be supervised by the faculty members and experts who would discuss the merits and demerits of the concerned lesson and guide them for the future. In these coaching lessons, the duration should slowly increase and all the parts of the lesson covered progressively.

SEMESTER III

PRACTICUM COURSE

MPPC-304 COACHING LESSONS OF GAME SPECIALIZATIONS

The students of M.P.Ed - III Semester need to be develop proficiency in taking coaching lesson in selected game discipline. In view of this, the students shall be provided with advance training and

Compendium

coaching in selected discipline. The duration of the lesson to be conducted by these students shall be in the range of 30 to 40 minutes depending on the class they are going to handle at school and college level.

Each student teacher is expected to take at least five lessons during the course of the third semester. The lessons will be supervised by the faculty members and experts who would discuss the merits and demerits of the concerned lesson and guide them for the future. In these coaching lessons, the duration should slowly increase and all the parts of the lesson covered progressively.

SEMESTER IV

PRACTICUM COURSE

MPPC- 401 TRACK AND FIELD/ SWIMMING/ GYMNASTICS

(Course contents in Gymnastics and Swimming should be chalked out internally considering advance level of students and suitable to their age and gender. Practical Skill Test any one out of these after completion of syllabus)

SEMESTER IV

PRACTICUM COURSE

MPPC-402 GAMES SPECIALIZATION

(Course contents in game or sport of specialization should be chalked out internally considering advance level of students and suitable to their age and gender. Practical skill test- any two)

SEMESTER IV

PRACTICUM COURSE

MPPC-403 OFFICIATING LESSONS OF TRACK AND FIELD/ GYMNASTICS/ SWIMMING

The students of M.P.Ed - IV Semester need to develop proficiency in taking officiating lesson on selected above discipline. In view of this, the students shall be provided with advance mechanism of officiating in selected discipline. The duration of the lesson to be conducted by these students shall be in the range of 30 to 40 minutes depending on the class time they are going to handle at school and college level.

Each student teacher is expected to take at least five lessons during the course of the fourth semester. The lessons will be supervised by the faculty members and experts who would discuss the merits and demerits of the concerned lesson and guide them for the future. In these officiating lessons, the duration should slowly increase and all the parts of the lesson covered progressively.

SEMESTER IV

PRACTICUM COURSE

MPPC-404 OFFICIATING LESSONS OF GAME SPECIALIZATIONS

The students of M.P.Ed - IV Semester need to be develop proficiency in taking officiating lesson on selected game specialization. In view of this, the students shall be provided with advance mechanism

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of officiating in selected game specialization. The duration of the lesson to be conducted by these students shall be in the range of 30 to 40 minutes depending on the class time they are going to handle at school and college level.

Each student teacher is expected to take at least five lessons during the course of the fourth semester. The lessons will be supervised by the faculty members and experts who would discuss the merits and demerits of the concerned lesson and guide them for the future. In these officiating lessons, the duration should slowly increase and all the parts of the lesson covered progressively.

Note: Where ever details of any activities are not mentioned, it is expected to elaborate skills by the competent bodies of local Universities/ Autonomous Colleges.

Table - 1: Semester wise distribution of hours per week

Semeste	Theory	Practicum	Teaching Practice	Total
I	12	18	6	36
II	12	12	12	36
III	12	12	12	36
IV	12	12	12	36
Total	48	54	42	144

Minimum of 36 teaching hours per week is required in five or six days in a week

Table - 2: Number of credits per semester

Semester	Theory	Practicum	Teaching practice	Total
I	12	09	03	24
II	12	06	06	24
III	12	06	06	24
IV	12	06	06	24
Total	48	27	21	96

Minimum of 36 teaching hours per week is required in five or six days in a week

Compendium



Government of West Bengal
Directorate of Rashtriya Uchchatar Shiksha Abhiyan
Higher Education Department
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata- 700091

No. 23-EH/RUSA-16/15-Comp-7

Date: 16.06.2015

From: Krishnendu Basak, W.B.C.S.(Exe.)
Deputy Secretary, Higher Education Department.
&
Deputy State Project Director,
Directorate of Rashtriya Uchchatar Shiksha Abhiyan,
Government of West Bengal.

To : The Principal/Teacher in-Charge,
Presently non-accredited College (all).

Sub: Participation in the workshop on 'Preparation of NAAC Assessment and Accreditation of Institutional Level.

Sir/Madam,

I am directed to intimate you that a workshop on 'Preparation for NAAC Assessment and Accreditation at Institutional Level' is going to be organised by Ramkrishna Mission Vidyamandira in CcElaboration with Higher Education Department, Government of West Bengal on 13th and 14th July, 2015 from 10.30 A.M. to 4.30 P.M.

A proforma for Consent Form from Participating College is attached herewith. Willing non-accredited Degree Colleges are requested to contact the persons mentioned in the format and to submit the up Form at the earliest.

Encl: As stated.

Yours faithfully,

Deputy Secretary, Higher Education Department
&
Deputy State Project Director, RUSA

IT-Cell-TG



Ramakrishna Mission Vidyamandira

P.O. BelurMath, Dist. Howrah - 711202, West Bengal

A Residential Autonomous College affiliated to Calcutta University
College with Potential for Excellence ❖ Re-accredited by NAAC with 'A'
Phone No. (033) 2654-9181 /9632; E-mail: vidyamandira@gmail.com
Website : www.vidyamandira.ac.in

Workshop on
'Preparation for NACC Assessment and Accreditation at Institutional Level'

Organised by
Ramakrishna Mission Vidyamandira
In Collaboration with
Higher Education Department, Government of West Bengal

Dates : 13 & 14 July 2015 from 10.30 am to 4.30 pm

Contact Persons :

1. Swami Ekachittananda, Vice Principal, RKM Vidyamandira, Belur Math
Email: vidyamandira@gmail.com; 9477513687
2. Prof Tanweer Alam Mazhari, Convenor, IQAC, RKM Vidyamandira, Belur Math,
Email: teemazhari@gmail.com; 9874141373
3. Prof Prithwiraj Biswas, Jt Convenor, IQAC, RKM Vidyamandira, Belur Math,
Email : biswasprithwirai@gmail.com; 9830591324

'Consent Form from Participating College'.

Name of the College	Name of the Representative of the college	Designation	Email	Mobile Contact No	Residential accommodation required or not

Note :

1. Each participating college is requested to send its NAAC and/or IQAC Coordinator. However, total number of the representatives should not exceed 2 per college.
2. Few modest residential accommodation may be provided to the participants against a charge. However, such participants are requested to let us know their travel plan by 10 July 2015.

(Swami Shastrajnananda)

Principal

(9432090889)

Compendium

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta - 91

No. 111-Edn(U)
1U-34/98

Dated, Calcutta, the 5th February, 1999.

From : Shri Hirak Ghosh,
Principal Secretary to the Government of West Bengal.

To : _____ The Registrar, _____ University.
B. E. College (Deemed University).

Sub : The revision of scales of pay of the teachers of the State-Aided Universities in West Bengal/ Bengal Engineering Colleges (Deemed University).

Sir,

I am directed to say that the Government of India in their letter No. F. 1-22/97-UI dated 22.07.98 of the Department of the Education in the Ministry of Human Resource Development read with their letter No. F. 1-2/97-UI dated 06-11-98 requested the State Govt, to consider interalia the question of implementing in the State the scheme of the revised pay scales of the University teachers with such modification, if any, as may be considered necessary to suit the local conditions. The Government of India offered to render financial assistance to the extent of 80% of the additional expenditure involved in giving effect to the revised scales of pay subject to the following conditions :-

- i) Central assistance on this account will be available for the period from January 1st, 1996 to March 31st, 2000. The State Govt, will meet the remaining 20% of the expenditure from their own resource.
 - ii) The State Government will take over the entire responsibility for maintaining the revised scales of pay with effect from April 1st, 2000.
 - iii) Central assistance will be restricted to the revision of pay scales of the posts which were in existence and filled up on January 1st, 1996.
2. After careful consideration of the matter, the Governor is pleased to introduce the scheme of revised pay scales for the teachers of the State-aided Universities and the Deemed University in West Bengal appointed in the posts with corresponding scale of pay as approved by the State Government in accordance with the recommendations by the Government of India subject to Para 5, with effect from the 1st January, 1996 as per details given below :-

Designation	Existing scales of pay	Revised scales of pay
1. Lecturer	Rs. 2200-75-2800-100-4000	Rs. 8000-275-13500
2. Lecturer (Sr. Scale)	Rs. 3000-100-3500-125-5000	Rs. 10000-325-15200
3. Lecturer (Selection Grade)/Reader	Rs. 3700-125-4950-150-5700	Rs. 12000-420-18300
4. Professor	Rs. 4500-150-5700-200-7800	Rs. 16400-450-20900-500-22400 (All figures are in Rupees).

3. The introduction of the revised scales will be subject to the terms and conditions stipulated in Annexure-I.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

4. The fixation of pay in the revised scale of pay will be as indicated in Annexure -II.
5. The pay of the Readers and Professors who were in the pre-revised scale of Rs. 3000-5000 and Rs. 4500-5700 will be fixed at the appropriate stage of the revised scale of Rs. 10000-325-15200 and Rs. 16400-450-20900-500-22400 respectively as on 01-01-1996.
6. The revised scales of pay are applicable only to the teachers of the Universities including the Deemed University in the categories of Lecturers, Readers and Professors who were in such positions on 01-01-96 or thereafter having been appointed as such on regular and whole time basis against sanctioned posts.
7. This order is not applicable in the case of Bidhan Chandra Krishi Viswavidyalaya, Mohanpur and the West Bengal University of Animal and Fishery Sciences.
8. The necessary amendment to the Statute, Ordinance and Regulations, Rules, Bye-Laws etc., will be made by the respective Universities according to the established procedure.
9. This Government order issues in partial modification of this Department memo No. 2281-Edn(U) dated 21.09.88, providing for revision of pay scales of University teachers and subsequent orders issued by this Department in this behalf together with any annexures pertaining to those orders.
10. The scales as revised in this G.O. will not be applicable in respect of those teachers of the B.E. College (Deemed University) who are covered under any set of scales of pay as decided by the All India Council of Technical Education or any Apex Body other than U.G.C.
11. The pay scales of University and college teachers which were introduced with effect from 01-01-73 in West Bengal in pursuance of the letter No. E1-40/74-UI dated 02-11-74 of the then Ministry of Education and Social Welfare, Government of India have been referred to in this Government order as U.G.C. scales, 1973. Similar pay scales of the University and College teachers which were introduced with effect from 01-01-86 in West Bengal in pursuance of the letter No. F. 1-21/87-UI dated 22.07.88 read with their letter with even No. dated 17.06.87 and subsequent D.O. letter of even No. dated 07.09.87 of the Ministry of Human Resource Development (Department of Education), Government of India have been referred to in this Government order as U.G.C. scales, 1986. Analogously, the revised scales of pay as are being introduced by this Government order with effect from 01.01.1986 have been referred to as the U.G.C. scales, 1996.
12. Modalities of payment of arrears would be notified in due course.
13. This issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) 348 dated 1.2.99.
14. Any difficulty which may arise in implementing the provisions relating to the revisions of pay scales as enumerated in this order may be brought to the notice of the State Government for a decision.
15. The Accountant General, West Bengal, is being informed.

Yours faithfully,

Sd./-
Principal Secretary to the
Govt. of West Bengal.

Compendium

No. 111/1(2) Edn(U)

Copy forwarded for information to the :-

- 1) Accountant General (Audit)-II, West Bengal. 18, Rabindra Sarani, Calcutta-1.
- 2) Finance (Group 'B') Deptt. of this Government.

Calcutta,
the 5th February, 1999.

Sd./-
Assistant Secretary.

ANNEXURE-I

Government Order No. 111-Edn(U) dated 05.02.99

Terms & Conditions for introduction of the revised scales of pay under UGC Scales, 1996.

1. The revised scales will be effective from January 1st, 1996.
2. Subject to the fixation formula prescribed in Annexure -II, the revised scales of pay are inclusive of Basic Pay under UGC scales, 1986, Dearness Allowance on that Pay and Interim Relief, if any, as are admissible to teachers under specific Government orders issued.
3.
 - a) In order to attract and retain better talent in teaching profession four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. Degree respectively at the time of recruitment as Lecturer. Candidates with D. Litt./D. Sc. should be given benefit on par with Ph.D. and M. Litt on par with M. Phil.
 - b) One increment will be admissible to those teachers with M. Phil. degree who acquire Ph.D. degree within two years of recruitment.
 - c) Two advance increments will be admissible to a Lecturer with Ph.D. degree when he moves into Selection Grade as Reader.
 - d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.
4. **Career Advancement:**
 - a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D. degree, five years for those with M.Phil. degree and six years for others as a Lecturer and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
 - b) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go upto the level of Lecturer (Selection Grade).
 - c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
 - d) For every upward movement a selection process would be prescribed on the basis of the guidelines laid down by the University Grants Commission.
5. Other terms and conditions of service of teachers including procedure for selection shall be notified by the State Government subsequently following the guidelines/regulations issued and to be issued by the UGC to this behalf.
6. Provisions incorporated in this Annexure are in partial modification to G.O. No. 2281-Edn(U) dated 21.09.88 and its annexures read with any subsequent Govt. orders with annexures issued in this behalf and to the extent upto which the present provisions are different from Govt. orders referred to in this paragraph.

Compendium

ANNEXURE-II

Government Order No. 111-Edn(U) Dated 05-02-99

Fixation Formula for introduction of the revised scales of pay under U.G.C. Scales, 1998.

1. **Definition :** In this formula, unless the context otherwise requires :-
 - a) Basic Pay means the Pay in a particular stage which a teacher is entitled to under the UGC Scales, 1986;
 - b) Existing emoluments means :
 - i) Basic Pay as noted at (1) (a) above;
 - ii) Dearness Allowance appropriate to the Basic Pay admissible at All India Consumer Price Index (AICPI) average 1510 (1960 = 100).
 - iii) An amount of first instalment of interim relief of Rs. 100 per month, and
 - iv) Amount equivalent to the second instalment of the interim relief at the rate of 10% of the basic pay subject to a minimum of Rs. 100 per month.
 - c) Qualifying service means continuous service rendered in a wholetime post having a scale of pay as approved in both cases by the State Government in any State-aided University in West Bengal.
2. **Pay in the revised scales of pay under UGC Scales, 1996 shall be fixed in the following manner :**
 - i) The initial pay of a teacher shall be fixed in the 1st day of January, 1996;
 - ii) An amount representing 40 per cent of the basic pay in the UGC Scales, 1986 shall be added to the existing emoluments of the teacher;
 - iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale at the stage next above the amount thus computed;

Provided that:

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

Provided further that :

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

- a) for teachers drawing pay from the 5th upto the 8th stage in the existing scale-by one increment;
- b) for teachers drawing pay from the 9th upto the 12th stage in the existng scale, if there is bunching beyond the 8th stage-by two increments;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- c) for teachers drawing pay from the 13th upto the 16th stage in the existing scale, if there is bunching beyond the 12th stage-by three increments.

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

Provided also that :

The fixation of revised Pay thus made shall ensure that every teacher will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

Note 1 : Where the existing emoluments as calculated in accordance with paragraph 1(b) exceed the revised emoluments in the case of a teacher the differences shall be allowed as personal pay to be absorbed in future increases in pay.

Note 2 : Where a teacher is in receipt of Personal Pay on the 1st January, 1996 which together with the existing emoluments as calculated in accordance with paragraph 1(b) exceeds the revised emoluments such excess shall be allowed to such a teacher as Personal Pay to be absorbed in future increases in pay.

Note 3 : When in the fixation of pay under paragraph 2 the pay of a teacher, who in the existing scale was drawing immediately before the 1st January, 1996 more pay than another teacher junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised scale as that of the junior.

3. **Date of next increment in the revised scale :**

The next increment in the revised scale which will be admissible to a teacher whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his increment, had he continued in the existing scale provided that in cases where the pay of a teacher is stepped up in terms of Note 3 to Para 2 earlier of second proviso to paragraph 2 the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the date in the revised scale.

Provided further that the next increment of a teacher whose pay is fixed on the 1st day of January, 1996 at the same stages the one fixed for a teacher junior to him in the same scale and drawing pay at a lower stage than him in that scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

4. **Fixation of Pay of Lecturers (Selection Grade)/Readers :**

Subject to fixation rules as indicated earlier, fixation of pay of Lecturer (Selection Grade)/Readers in the scale of pay of Rs. 3700-125-4950-150-5700 under UGC Scales, 1986 who were selected strictly in accordance with the rules and regulations formed by the U.G.C. and the Statutes and Ordinances formed by the University and in accordance with any Government orders issued in this behalf and who were in position as Lecturers (Selection Grade)/Readers as on 01-01-1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940 in the revised scale of Rs. 12000-420-18300 as and when they complete five years in the grade.

Compendium

**Government of West Bengal
Higher Education Department
University Education Branch
Bikash Bhavan, Salt Lake, Calcutta-91**

No. 112(8)-Edn(U)

Dated, Calcutta, the 5th Feb. 1999.

From : Shri S. Bhattacharyya,
Joint Secy, to the Govt, of West Bengal.

To : The Registrar,
_____ University/B.E. College (Deemed University)

Sub : Question raised on the quantum of clearness allowance elements payable to the teachers & officers on fixation of pay in the revised scales of Pay after 1st January, 1996.

Sir,

In continuation of this Department's order No. 330(7)-Edn(U) dated 13-6-98 I am directed by order of the Governor to state that the Governor has been pleased to decide that in the case of the teachers and officers of the State-aided Universities including B.E. College (Deemed University) who have come under the revised scales of Pay in pursuance of Government order No. 111-Edn(U) dated 5.2.99, or 113-Edn(U) dated 5.2.99, as the case may be, only the Basic Pay has to be taken into consideration to determine the quantum of Dearness Allowance on the revised pay in view of the fact that the Basic Pay of each category of University teachers and officers has been fixed after adding the Dearness components payable upto 31st July, 1997.

2. The Governor has further been pleased to decide that the teachers and officers of the State-aided Universities on revised scales of Pay shall draw the Dearness Allowance on the revised Pay at the following rates :-

<u>Period from which payable</u>	<u>Basic Pay on fixation</u>	<u>Quantum of Dearness Allowance</u>
i) From 01-01-96 to 31-7-97	As to be fixed.	Nil.
ii) From 01-04-97 to 31-11-97	As to be fixed.	4% of the Basic Pay.
iii) From 01-12-97 to 31-3-98.	As to be fixed.	8%
iv) From 01-04-98 to 31-10-98	As to be fixed.	13%
v) From 01-11-98	As to be fixed.	22%

3. This supersedes this Department's Order No. 26(7)-Edn(U) dated 9-1-98, 136-Edn(U) dated 12-03-98 and 330(7)-Edn(U) dated 17-06-98 as well as the G.O. No. 130(3)-Edn(B) dated 11-09-97, 7(3)-Edn(B) dated 09-01-98 and 95(3)-Edn(B) dated 06-05-98 issued by this Department in respect of those teachers and officers whose pay is under the revised scales of pay approved in terms of Government order No. 111-Edn(U) dated 5.2.99 or No. 113-Edn(U) dt. 5.2.99 as the case may be.

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4. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) 348 dated 1.2.99.
5. The Accountant General, West Bengal, is being informed.

Yours faithfully,

Sd/-

Joint Secy. to the Govt. of West Bengal.

No. 112/1(8)-Edn(U)

Dated, Calcutta, the 5th Feb. 1999.

Copy forwarded for information to the :-

- 1) Accountant General, West Bengal.
- 2) Finance (Group 'B') Department of this Government.
- 3) Pro-Vice-Chancellor for Business Affairs & Finance, Calcutta University, Senate House, Calcutta - 73.
- 4) Finance Officer, _____ University,

- 5) Chancellor's Secretariat.
- 6) Joint Secretary, Technical Branch of this Department.
- 7) Agriculture Department of this Government/Animal Resource Department of this Govt.
- 8) Social Education Branch of this Department.
- 9) P.A. to Principal Secretary of this Department.
- 10) Section Officer, Statistical Cell of this Branch.
- 11) Monitoring Cell of this Department.
- 12) Guard file.

Sd/-

Asstt. Secy. to the Govt. of West Bengal.

Compendium

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhannagar, Calcutta-91

No. 113(8)-Edn(U)

Dated, Calcutta, the 5th February, 1999

1U-93/98

From : Shri Hiral Ghosh, IAS,
Principal Secretary to the
Government of West Bengal.

To : The Registrar,

_____ University,

Bengal Engineering College (Deemed University)

Sub : The revision of pay scales of the officers of the State-aided Universities in West Bengal/
Bengal Engineering College (Deemed University).

Sir,

I am directed to say that the Government of India in their letter No. F. 1-22/97-UI dated 27-07-98 of the Department of Education in the Ministry of Human Resource Development read with their letter No. F. 1-22/97-UI dated 06-11-98 requested the State Government to consider interalia the question of implementing in the State the scheme of the revised pay scales of the university officers with such modification, if any, as may be considered necessary to suit the local conditions. The Government of India offered to render financial assistance to the extent of 80% of the additional expenditure involved in giving effect to the revised scales of pay subject to the following conditions :—

- i) Central assistance on this account will be available for the period from January 1, 1996 to March 31, 2000. The State Government will meet the remaining 20% of the expenditure from their own resources.
 - ii) The State Government will take over the entire responsibility for maintaining the revised scales of pay with effect from April 1, 2000.
 - iii) Central assistance will be restricted to the revision of pay scales of the posts which were in existence on January 1, 1996.
2. After careful consideration of the matter, the Governor is pleased to introduce the scheme of revised pay scales for the officers of the State-aided Universities and the B.E. College (Deemed University) in West Bengal appointed in a post with the corresponding scale of pay as

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

approved by the State Government, in accordance with the recommendation of the Government of India subject to Para 5 with effect from the 1 st January, 1996 as per details given below :-

Designation	Existing scales of pay	Revised scales of pay
1) All posts carrying the scales of pay as indicated in Column-2.	Rs. 2200-75-2800-100-4000	Rs. 8000-275-13500-
2) -do-	Rs. 3000-100-3500-125-5000	Rs. 10000-325-13200
3) -do-	Rs. 3700-125-4950-150-5700	Rs. 12000-420-18300
4) -do-	Rs. 4500-150-5700-200-7300	Rs. 16400-450-20900-500-22400

(All figures are in Rupees)

3. Fixation of pay in the revised scale of pay will be as indicated in Annexure.
4. The revised scales of pay are applicable only to the officers of the universities who were in such positions on 01-01-1996 or thereafter having been appointed as such on regular and whole time basis, and who were on 01-01-1996 or have been thereafter, drawing pay in the scales, against sanctioned posts, as per Government order No. 1110(8)-Edn(U) dated 20-08-90 read with Government order No. 1226(8)-Edn(U) dated 06-10-90.
5. Existing Career Advancement Scheme for the officers will continue.
6. This order is not applicable in the case of Bidhan Chandra Krishi Viswavidyalaya, Mohanpur and the West Bengal University of Animal and Fishery Sciences.
7. The necessary amendments to the Statute, Ordinance, and Regulations, Rules, Bye-laws etc., will be made by the respective universities according to the established procedure.
8. State Government may prescribe other terms and conditions subsequently regarding introduction of the revised scales of pay and other related matters.
9. This Government order issues in partial modification of this Department memo. No. 1110(8)-Edn(U) dated 20-08-90 read with GO. No. 1226(8)-Edn(U) dated 06-10-90 providing for revision of pay scales of university officers and subsequent orders issued by this Department in this behalf together with any annexures pertaining to those orders to the extent to which the present provisions are different from the provisions as noted in the Government order referred to in this paragraph.
10. This issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) 349 dated 01-02-1999.
11. Any difficulty which may arise in implementing the provisions relating to the revisions of pay scales as enumerated in this order may be brought to the notice of the State Government for a decision.
12. The Accountant General, West Bengal, is being informed. Yours faithfully,

Sd/-

Principal Secretary to the
Government of West Bengal.

Enclo : As above.

Compendium

ANNEXURE

Government order No. 113(8)-Edn(U), dated 05-02-1999.

Fixation formula for introduction of the revised scales of pay

1. **Definition** : In this formula, unless the context otherwise requires :-
 - a) Basic Pay means the pay in a particular stage which an officer is entitled to under the G.O. No. 1110(8)-Edn(U) dated 20-08-90 read with G.O. No. 1226(8)-Edn(U) dated 06-10-90.
 - b) Existing emoluments means :
 - i) Basic Pay as noted at (1)(a) above.
 - ii) Dearness Allowance appropriate to the Basic Pay admissible at All India Consumer Price Index (AICPI) average 1510 (1960 = 100).
 - iii) An amount of first instalment of Interim Relief of Rs. 100 per month, and
 - iv) Amount equivalent to the second instalment of the Interim Relief at the rate of 10% of the Basic Pay subject to a minimum of Rs. 100 per month.
 - c) Qualifying service means continuous service rendered in a wholetime post having a scale of pay as approved in both cases by the State Government in any State-aided University in West Bengal.
2. **Pay in the revised scales of pay under this Government order shall be fixed in the following manner** :
 - i) The initial pay of an officer shall be fixed on the 1st day of January, 1996 from which date the revised scale is effective.
 - ii) An amount representing 40 percent of the Basic Pay under the G.O.s noted in Para 1(a) shall be added to the existing emoluments of the officer.
 - iii) After the existing emoluments have been so increased the pay shall thereafter be fixed in the revised scale at the stage next above the amount thus computed
Provided that
 - a) if the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale.
 - b) if the amount so arrived at is more than the maximum of the revised scale the pay shall be fixed at the maximum of that scale.
Provided further that
when in the fixation of pay, the pay of an officer drawing pay at more than four consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these officers who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped to the stage where such bunching occurs, as under by the grant of increment(s) in the revised scale in the following manner, namely :
 - a) for officers drawing pay from the 5th upto the 8th stage in the existing scale, by one increment;
 - b) for officers drawing pay from the 9th upto the 12th stage in the existing scale, if there is

bunching beyond the 8th stage, by two increment(s);

- c) for officers drawing pay from the 13th upto the 16th stage in the existing scale, if there is bunching beyond the 12th stage, by three increments.

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

Provided also that

The fixation formula thus made shall ensure that every officer will get at least one increment in the revised scale of pay for every three increments in the existing scale of pay.

NOTE 1 : Where the existing emoluments as calculated in accordance with paragraph 1(b) exceed the revised emoluments in the case of an officer the difference shall be allowed as personal pay to be absorbed in future increases in pay;

NOTE 2 : Where an officer is in receipt of Personal Pay on the 1st January, 1996 which together with the existing emoluments as calculated in accordance with paragraph 1(b) exceeds the existing emoluments such excess shall be allowed to such an officer as personal pay to be absorbed in future increases in pay;

NOTE 3 : When in the fixation of pay under paragraph 2 pay of an officer who in the existing scale was drawing immediately before the 1st January, 1996 more pay than another officer junior to him in the same scale gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

3. **Date of next increment in the revised scale :**

The next increment in the revised scale which will be admissible to an officer whose pay has been fixed under paragraph 2 earlier shall be granted on the date he would have drawn his increment, had he continued in the existing scale provided that in cases where the pay of an officer is stepped up in terms of second proviso to paragraph 2 the next increment shall be granted after completion of twelve months of qualifying service from the date of the stepping up of the pay in the revised scale.

Provided further that the next increment of an officer whose pay is fixed on the 1st day of January, 1996 at the same stages the one fixed for an officer junior to him in the same scale and drawing pay at a lower stage than his in that scale, shall be granted on the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

Compendium

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91**

No. 137-Edn(U)

Dated, Calcutta, the 15th February, 1999.

1U-34/98

From : Shri S. Bhattacharyya,
Joint Secretary to the Government of West Bengal,

To : The Registrar,
_____ University/B.fc.. College (D.U.).

Sir,

In continuation of this Department G.O. No. 112(8)-Edn(U) dated 5.2.98, I am directed by order of the Governor to say that the Governor is pleased to order that the group of words "From 01.04.97 to 31.11.97" appearing at the 1st column under clause (ii) of para 2 in this Department G.O. No. 112(8)-Edn(U) dated 05.02.99 be substituted by the group of words "From 01.08.97 to 31.11.97" on the group of words from "01.04.97 to 31.11.97" as noted above was wrongly typed.

All concerned are being informed.

Yours faithfully

Sd/-
Joint Secretary.

No. 137/l(20)-Edn(U)

Dated, Calcutta, the 15th February, 1999.

Copy forwarded for information to the :-

- 1) Accountant General, West Bengal ;
- 2) Finance (Group 'B') Department of this Government;
- 3) Pro-Vice-Chancellor for Business Affairs & Finance; Calcutta University, Senate House, Calcutta-73;
- 4) Finance Officer, _____ University,
- 5) Chancellor's Secretariat;
- 6) Joint Secretary, Technical Branch of this Department;
- 7) Agriculture Department of this Government/Animal Resource Department of this Government;
- 8) Social Education Branch of this Department;
- 9) RA. to Principal Secretary of this Department;
- 10) Section Officer, Statistical Cell of this Branch;
- 11) Monitoring Cell of this Department;
- 12) Guard file.

Sd/-
Assistant Secretary to the
Government of West Bengal.

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 175-Edn(U)
1U-7/99

Dated, Calcutta, the 25th February, 1999.

From : Shri Hirak Ghosh, IAS
Principal Secretary to the Govt, of West Bengal.

To : The Registrar,
_____ University,

—

Sub : Applicability of the terms and conditions towards introductions of the U.G.C. Scales, 1996 for the teachers of the Universities in West Bengal.

Sir,

In continuation of the G.O. No. 11 1-Edn(U), dated 5th February, 1999, I am directed to state that in paragraph 5 of Annexure-I to the aforesaid G.O. it is stipulated that other terms and conditions towards introduction of the revised scales of pay for the teachers of the Universities including B.E. College (Deemed University) will be notified subsequently following the guidelines to be issued by the University Grants Commission. The University Grants Commission have now issued a notification on the minimum qualifications for the appointment of teachers in the Universities and Colleges and the measures for the maintenance of standards as requisites for the introduction of the U.G.C. Scales, 1996. The State Government has decided that the provision, as circulated in the aforesaid notifications issued by the U.G.C. will be applicable in the State-aided Universities in West Bengal including B.E. college (Deemed University) as mentioned in the abovementioned G.O. as a precondition for introduction of U.G.C. Scales, 1996 after considering the local conditions applicable in the state.

2. In the circumstances, the Governor has been pleased to decide that the scheme as annexed will be followed by the State-aided Universities in West Bengal including B.E. College (Deemed University) so that U.G.C. Scales of Pay, 1996 as introduced in terms of G.O. No. 111 -Edn(U) dated 5.2.99 and the scheme as annexed to this G.O. will be considered a composite one.
3. The above scheme will not be applicable in respect of Bidhan Chandra Krishi Viswavidyalaya and the West Bengal University of Animal and Fishery Sciences and also in respect of those teachers of the B.E. College (Deemed University) who are covered under any scheme of revision of scales of pay announced by the All India Council of Technical Education or any apex body other than U.G.C.
4. The University is requested to kindly send suitable proposal for amendment of Acts, Statutes/ Ordinances etc. where necessary.

Compendium

5. This order comes into force with immediate effect except in those cases where the date of effect has been specially made operative in any individual paragraph of the scheme.

Yours faithfully,

Encl : As stated.

Sd/-

Principal Secretary.

No. 175/l(20)-Edn(U)

Dated, Calcutta, the 25th February, 1999.

Copy forwarded for information and necessary action to :-

- 1) Accountant General (Audit-II), W.B., 18, Rabindra Sarani, Cal-1.
- 2) Finance (Group 'B') Department of this Government, Bikash Bhawan (9th Floor), Salt Lake, Cal-91.
- 3) Director of Public Instruction, West Bengal.
- 4) Pro-Vice-Chancellor for Business Affairs & Finance, Calcutta University, Senate House, Calcutta-73.
- 5) Finance Officer, University,
- 6) Joint Secretary, Agriculture Department of this Government, Writers' Buildings.
- 7) Secretary to the Governor, West Bengal, Raj Bhavan, Calcutta.
- 8) Chancellor's Secretariat, Bikash Bhavan, Bidhannagar.
- 9) Budget Branch of this Department.
- 10) Guard file.
- 11) H.A. University Branch, Higher Education Deptt.

Sd/-

Assistant Secretary.

Annexure to G.O. No. 175-Edn(U) dated 25.2.99

Scheme prescribing minimum qualification for the appointment of teachers in Universities and measures for the maintenance of standards.

1. This scheme shall apply to all State-aided Universities in West Bengal including the B.E. College (Deemed University) but excluding the Bidhan Chandra Krishi Viswavidyalaya and the West Bengal University of Animal & Fishery Sciences. For the purpose of this scheme the word “University” will hereinafter mean the Universities as well as the B.E. College (Deemed University) to which the scheme applies.
2. No person shall be appointed to a teaching post in the University and in an Institution deemed to be a university if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in this scheme or any other orders, issues in this behalf from time to time by the U.G.C. and/or the State Government.
3. Any relaxation in the prescribed qualifications can only be made by a University in regard to any post of teacher under it with the prior approval of the University Grants Commission and the State Government.
4. **RECRUITMENT & QUALIFICATION :**
 - 4.1. The direct recruitment to the post of Lecturers, Readers and Professors in the Universities shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees to be set up under the Acts/Statutes/Ordinances of the university concerned.
 - 4.2. The minimum qualification required for the post of Professors, Readers and Lecturers will be those as prescribed by the University Grants Commission from time to time.
 - 4.3. The minimum requirements of a good academic record, 55% of the marks at the Master’s level and qualifying in the National Eligibility Test or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the University to exempt Ph.D. holders from NET or to require NET, in their case, either as a desirable or essential qualification for appointment as Lecturers in the University Department. The minimum requirement of 55% should not be insisted upon for Professors and Readers for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers.
 - 4.4. A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master’s level for the SC/ST category.
 - 4.5. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master’s degree prior to 19th September 1991.
 - 4.6. Grade B in the 7 point scale with letter grades 0,A,B,C,D,E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
 - 4.7. The Ph.D. should continue to be a compulsory requirement for the designation of Reader.
5. **DIRECT RECRUITMENT:**
 - 5.1. Minimum Qualification :

Compendium

5.1.1 Professor

An eminent scholar with published work of high quality, actively engaged in research, with : 10 years of experience in postgraduate teaching, and/or experience in research at the University/ National level institutions, including experience of guiding research at doctoral level.

OR

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

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

5.1.2 Reader

Good academic record with a doctoral degree or equivalent published work addition to these, candidates who join from outside the University system, shall possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level.

Five years of experience in teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

5.1.3 Lecturer

Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, foreign Languages and Law :

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grades, O, A, B, C, D, E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

Journalism and Mass Communication :

Good academic record with at least 55% of the marks, or, an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level in communication/ mass communication, journalism, from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

At least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level in the Humanities, Social Science/ Sciences with at least a second class Bachelor's Degree, or Post-graduate Diploma in Communication/Mass communication or Journalism, from a recognized Indian University/ National Institute.

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Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.

Music :

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

SEVEN POINT SCALE		
GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' - Outstanding	5.50-6.00	75-100
'A' - Very Good	4.50-5.49	65-74
'B' - Good	3.50-4.49	55-64
'C' - Average	2.50-3.49	45-54
'D' - Below Average	1.50-2.49	35-44
'E' - Poor	0.50-1.49	25-34
'F' - Fail	0-0.49	0-24

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

For professional subjects like education, social work and performing arts etc., a separate detailed regulation on qualifications would be issued. Till then, the Regulations hitherto in force for Direct Recruitment to the post of Lecturer, Reader and Professor, will continue.

5.2. Selection Committee and Method of Recruitment :

5.2.1 Selection Committees for the post of Professor, Reader and Lecturer shall be those as prescribed in the respective University Act/Statutes/Ordinances.

5.2.2. Process of Selection for the post of Professor and Reader :

The process of selection for the post of Professor should involve inviting the bio-data and reprint of three major publications of which one could be a book or research report, before the interview and getting them assessed by the external experts who are members of the Selection Committee. The assesment report must be placed before the Selection Committee.

The process of selection for the post of Reader should involve inviting the bio-data and reprint of three major publication of the candidates before the external experts who are to be invited in interviewing the candidates.

6. CONDITIONS FOR ELIGIBILITY FOR CAREER ADVANCEMENT :

6.1. Lecturer (Senior Scale) :

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

- i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.

Compendium

- ii) Participated in one orientation course and refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- iii) Consistently satisfactory performance appraisal reports. Selection Committee for the Lecturer (Senior Scale) will be the same as that of a Lecturer (direct recruitment)

6.2. Lecturer (Selection Grade) :

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the Institution, examination work or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

6.3 Reader (Promotion) :

- i) Completed 5 years of service in the Senior Scale;
- ii) Obtained a Ph.D. degree or has equivalent published work;
- iii) Made some mark in the areas of scholarship and research as evidenced e.g., by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities ;
- iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission and
- v) Possesses consistently good performance appraisal reports. Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Act/ Statutes/Ordinances of the concerned University which will be the same as for the direct recruitment.

6.4 Professor (Promotion) :

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

- a) Self-appraisal reports (required).

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b) Research contribution/books/articles published.

c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

d) Seminars/Conferences attended.

e) Contribution to teaching/academic environment/institutional corporate life.

f) Extension and field outreach activities.

The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows :

i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.

ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).

iii) The Senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/ selection to higher level or attend refresher courses to be offered by ASCs for this level.

If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as, in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

7. COUNTING OF PAST SERVICE

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisation, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Lecturer in Senior Scale/Selection Grade provided that :

The post was in an equivalent grade/scale of pay as the post of a Lecturer.

The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.

The candidates who apply for direct recruitment should apply through proper channels.

The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers.

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The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulation.

The appointment was not ad-hoc or in 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 more than one year duration;
- (b) the incumbent was appointed on the recommendation of duly constituted Selection Committed; and
- (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

8. MERIT PROMOTION:

Merit Promotion Scheme as was introduced in the Universities which was terminated in 1987 in terms of G.O. No. 2281-Edn(U) dt. 21-09-88 for those who did not opt for it stands abolished w.e.f. 01-01-96. However, Professors who were governed by the old Merit Promotion Scheme of 1987 would be eligible for full scale of Professor with effect from 01-01-96. The University may discuss in its appropriate authorities and decide the inter-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/ammended Acts, Statutes, Ordinances of the University. Any merit promotion Scheme which was so long existing in the B.E. College (D.U.) will also stand abolished w.e.f. 01-01-96.

9. PERIOD OF PROBATION AND CONFIRMATION

- 9.1. Keeping in view the practice in some of the Universities, the minimum period of probation may continue to be 1 year, extendable by a maximum period of 1 more year in case of unsatisfactory performance. However, the Universities which are already having probation period of 2 years may continue to do so.
- 9.2. It is optional for the Universities to introduce the provision that a teacher may offer herself/himself for assessment at any point of time for confirmation, within the period of two years, but the University may consider a minimum period after which such cases would be considered. At senior positions, it is optional for the University to decide on confirmation at any time from the time of appointment to the end of the statutory period of probation.
- 9.3. The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but in any case, the orientation course should be completed within a period of the first two years.
- 9.4. Since the time required for Career Advancement has now been reduced, an extension may be provided till 31-12-2000 to all candidates for completing refresher courses.
- 9.5. The University may devise a mechanism for ensuring that the Head of the University Department sponsors the teacher for the required orientation and refresher course, and such opportunity is not denied to the teacher, except on sufficient grounds to be specified in writing to the University. The University should also bring to the attention of the UGC any complaints received from University teachers that they did not get admission to the courses for which they applied with details (name of teacher, name of instutution where employed, course applied for, ASC or Department where applied, dates of course and reasons given for refusal).

10. PART-TIME TEACHERS

The minimum qualifications for appointment of part-time teacher should be the same as that of regular teachers and selected by regularly constituted Selection Committees. The part-time teachers should be appointed only in exceptional circumstances when it is appropriate to the requirements of the Institution in terms of subjects to be taught or workload. They can be appointed on a contract appointment if only for a short period or as permanent half-time/proportionate time employees against half/proportionate salary of the scale (and should include proportionate increments, dearness allowance and any other permissible benefits). Such permanent part-time teachers will be entitled to the scheme of Career Advancement from Lecturer to Senior Scale Lecturer, Selection Grade Lecturer/Reader, and Professor. However, they will be entitled to half/proportionate amount of the basic pay of the scale and proportionate increments, dearness allowance and any other permissible benefits.

11. TEACHING DAYS

The Universities must observe at least 180 actual teaching days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities and non-instructional days (e.g., for sports, college day, etc.), 8 weeks for vacation and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks with a 6-day week. The above is summarised as follows :

	<u>No. of Weeks</u> <u>University</u>
Teaching	30(180 days)
Admissions/Examinations Preparation for Examination	12
Vacation	8
Public Holidays	2
(to increase & adjust teaching days accordingly)	
Total :	<hr/> <hr/> <u>52</u>

In lieu of curtailment of vacation by 2 weeks, the University teachers may be credited with 1/3rd of the period of Earned Leave.

12. WORK-LOAD

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure should be provided by the University. The direct teaching hours should be as follows :

Lecturer/Sr. Lecturer/Lecturer (Selection Grade)	:	16 hours
Readers & Professors	:	14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

Compendium

13. SUPERANNUATION BENEFIT:

13.1 The benefit in service, up to a maximum of 3 years, should be provided for the teachers who have acquired Ph.D. degree at the time of entry, so that, almost all teachers get full retirement benefits which are available after 33 years of service, subject to the overall age of superannuation.

13.2 Other conditions with respect to Superannuation Benefits may be given as per Govt. orders issued by the State Govt. from time to time.

14. LEAVE RULES:

Separate orders may be issued later.

15. SERVICE AGREEMENT:

At the time of recruitment in Universities service agreement should be signed between the University and the Teacher which should be lodged with the Registrar with a copy to the concerned teacher. The self-appraisal of performance should be a part of the service agreement.

16. CODE OF PROFESSIONAL ETHICS:

Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and should incorporate it in its Act, Statutes and Ordinances and it should be applicable to all teaching and non-teaching staff including administrators.

17. ACCOUNTABILITY:

The self-appraisal of performance should be adopted as a mandatory part of the Career Advancement scheme and should be implemented. It would be optional for the Institution to consider introducing student evaluation as a method of assessment of the teacher, particularly in small Institutions, post-graduate departments, professional colleges and autonomous colleges.

18. ANOMALIES:

Anomalies, if any, may be brought to the notice of the UGC and the State Government for a decision.

GOVERNMENT OF WEST BENGAL
Department of Higher Education
University Education Branch

No. 342-Edn(U)

Dated, Calcutta, the 3rd May, 1999.

1U-6/99

MEMORANDUM

In Finance Department resolution No. 960-F dated 24-01-96 read with resolution No. 1173-F dated 01-02-96 and resolution No. 840-F dated 28-04-97, the Government of West Bengal constituted a Pay Committee under the Chairmanship of Prof. R.K. Podder for the non-teaching employees (other than officers and teachers) of the State-aided Universities namely, (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) North Bengal University, (v) Kalyani University, (vi) Rabindra Bharati University, (vii) Vidyasagar University, (viii) Bidhan Chandra Krishi Viswavidyalaya, (ix) West Bengal University of Animal and Fishery Sciences, (x) Bengal Engineering College (Deemed University) as well as employees of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education :-

- (i) To examine the present structure of pay and conditions of service after taking into account the total package of benefits available to the non-teaching employees of the State-aided Universities, employees of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education and suggest changes which may be desirable and feasible, keeping in view, interalia, the need of benefits for the employees.
- (ii) To examine the existing promotion policies and related issues and suggest changes which may be desirable and feasible after taking into consideration the norms of efficiencies/ productivity, wherever relevant and having regard to the need for improving people orientation, social accountability and the efficiency of the administration.
- (iii) To examine the special pay and other allowances, concessions and benefits in kind which are available to the employees in addition to the pay and to suggest changes which may be desirable and feasible.
- (iv) To examine the issues relating to the retirement benefits.
- (v) To make recommendations on each of the above having regard, interalia, to -
 - a) the prevailing pay structure under the Central and other State Government as well as that obtaining in different Universities/ Higher Secondary Councils/ Board of Secondary Education;
 - b) the economic condition of the country, financial responsibility of the Government of India and the pattern of allocation of revenue to this State;
 - c) the resources of the State Government as well as the State-aided Universities including the Bengal Engineering College (Deemed University), West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education.
2. The Pay Committee submitted its report to the State Government on January 13, 1999, which was under consideration of the State Government for some time past.

Compendium

3. After careful consideration of the recommendations of the Pay Committee in regard to the scales of pay, age of superannuation, retirement benefits, allowances and related matters so far as these concern the non-teaching employees of the State-aided Universities in West Bengal including Bengal Engineering College (Deemed University) The Governor in partial modification of G.O. No. 1080 (8)-Edn (U) dated 18-08-90 and subsequent orders issued in this regard has been pleased to approve the following benefits in respect of the non-teaching employees appointed to the whole-time non-teaching posts, as approved by the State Government from time to time, of various Universities, carrying respective grades of pay as similarly approved by the State Government (other than officers and teachers) as mentioned herein below :

Existing Scale of Pay-

1. 880-18-1132-21-1300-25-1375	(26 years)
2. 950-20-1130-25-1355-30-1505-35-1575	„
3. 1030-20-1070-25-1170-30-1350-35-1560-40-1840	„
4. 1110-30-1230-35-1370-40-1650-50-2150	„
5. 1210-35-1350-40-1550-50-1950-60-2250-70-2460	„
6. 1300-45-1480-55-1920-65-2310-75-2835	„
7. 1400-50-1500-60-1860-70-2490-80-3130	„
8. 1500-60-1860-70-2420-80-3140-90-3320	„
9. 1550-70-1830-80-3030-100-3530	(25 years)

4. Details of Revised Scales of Pay-

1. 2850-60-3030-65-3550-70-4250-75-4400	(24 years)
2. 3000-75-3450-80-4330-90-5230	(28 years)
3. 3325-90-3775-100-4575-125-6325	(28 years)
4. 3525-100-3925-125-5550-150-7050	(28 years)
5. 3850-125-5100-150-5850-175-7075-200-8075	(28 years)
6. 4125-150-4575-175-5450-200-7450-225-9700	(29 years)
7. 4525-175-5225-200-7425-225-9675-250-10175	(28 years)
8. 4800-175-5150-200-6150-225-8175-250-10925	(28 years)
9. 5000-200-6000-225-8025-250-10775-275-11325	(28 years)

(with higher start at Rs. 600 for the persons appointed directly to these scale where the minimum recruitment qualification has been prescribed to be a Master Degree or equivalent as approved by the State Government in terms of G.O. No. 711(6)-Edn(U) dated 24-04-79).

5. Allocation of Pay Scales

Existing Scales of pay for the posts of non-teaching employees, as approved by the State Government in terms of Government order No. 1083 (8)-Edn(U) dated 18-08-90 read with subsequent orders issued in this behalf are hereby revised as follows :-

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Sl. No.	Category of posts	Existing scale of pay as per G.O. No. 1083 (8)-Edn(U) dated 18-08-90	Revised scale of Pay corresponding to the existing scale as shown in Column No. (3)
1	2	3	4
1.	All posts carrying existing scales of pay shown in Col. (3)	880-18-1132-21-1300 -25-1375 in Grade-I	2850-60-3030-65 3550-70-4250-75-4400
2.	-do-	950-20-1130-25-1355-30-1505-35-1575 in Grade-II	3000-75-3450-80-4330-90-5230
3.	-do-	1030-20-1070-25-1170 -30-1350-35-1560-40-1840 in Grade-III	3325-90-3775-100-4575-125-6325
4.	-do-	1110-30-1230-35-1370 -40-1650-50-2150 in Grade -IV	3525-100-3925-125-5550-150-7050
5.	-do-	1210-35-1350-40-1550-50-1950-60-2250-70-2460 in Grade -V	3850-125-5100-150 5850-175-7050-200 8075
6.	-do-	1300-45-1480-55-1920 -65-2310-75-2835 in Grade-VI	4125-150-4575-175 5450-200-7450-225 -9700
7.	-do-	1400-50-1500-60-1860 -70-2490-80-3130 in Grade-VII	4525-175-5225-200 7425-225-9675-250-10175
8.	-do-	1500-60-1860-70-2420 -80-3140-90-3320 in Grade -VIII	4800-175-5150-200-6150-225-8175-250-10925
9.	-do-	1550-70-1830-80-3030 100-3530 in Grade-IX	5000-200-6000-225-8025-250-10775-275-11325
10.	-do-	1550-70-1830-80-3030-100-3530 in Grade-X	5000-200-6000-225-8025-250-10775-275-11325 with a higher start at Rs. 6000 for the persons where minimum recruitment qualification has been prescribed to be Master Degree or equivalent.

6. Date of effect and fixation of pay in the revised scale

The revised scales of pay as mentioned in para 5 earlier shall be deemed to have come into force from 1st January, 1996 but actual payment to be made on the basis of pay and allowances as on 1st April, 1997 after notional fixation of pay in the revised scale with effect from 1st January, 1996 or from any subsequent date according to the option to be exercised by the employee concerned.

7. Exercise of Option

a) Option under the proviso to rule 6 shall be exercised in writing in the Form appended to Annexure IA & IB so as to reach the respective Heads of Offices under the University within one hundred and eighty days of publication of these rules.

Provided that —

i) the non-teaching employees may opt for entry in the revised scale of pay from any date between the 1st January, 1996 and 1st January, 1997 and continue to draw pay in the existing approved scales prior to that date.

Compendium

- ii) a non-teaching employee who on date of publication of these rules is on leave or deputation shall exercise the said option in writing so as to reach the Head of Offices within one hundred and eighty days of his return from such leave or deputation.
 - iii) a non-teaching employee who is under suspension on the date of publication of these rules may exercise the said option so as to reach the Head of Offices within one hundred and eighty days of reinstatement.
 - iv) option once exercised shall be final.
 - v) if a non-teaching employee who was in service on 31st December, 1995 and to whom these rules apply, does not exercise option under the proviso to paragraph 7 within the period referred above he shall be deemed to have been elected to be governed by the revised scale of pay with effect from 1st January, 1996.
 - vi) a non-teaching employee who died on/or after January, 1996 and could not exercise option within the prescribed time limit shall be deemed to have exercised option for the revised scale of pay from the 1st January, 1996 or from such subsequent date as is considered most beneficial to him.
- b) A non-teaching employee of the University shall be entitled to draw pay in the revised scale applicable to the approved post with approved scale to which he is appointed/promoted according to the prescribed procedure.

Provided further —

- i) the aforesaid option shall in no case be admissible to any person appointed to a post on or after 1st January, 1996 for the first time in the service of the University. Such person shall draw pay at the initial of the revised scale of pay of the post with effect from the date of his appointment without any option for fixation of pay. Payment of arrear, if any, in their case shall be regulated accordingly after adjustment of interim relief, if paid in the meantime. No booster of any kind will be admissible in their cases.
- ii) the aforesaid option shall be applicable only in respect of the existing scale of pay of non-teaching employee of the University as on 01-01-96. If an employee got appointment to a higher scale of pay with effect from any date prior to 01-01-97, he may exercise option to come over to the revised scale corresponding to his existing scale as on 01-01-96 or from a date not later than the date with effect from which he got appointment to a higher scale.
- iii) in case where, the fixation of pay of a non-teaching employee has been made in violation of G.O. No. 1083(8)-Edn(U) dated 18-08-90 (i.e., revised scale of 1986), the fixation of pay in the revised scale to be made after correcting the irregularities done earlier specially in respect of those employees who were appointed on or after 01-01-86.
- iv) If any financial benefit has been granted by way of additional increment or otherwise in violation of the provisions contained in G.O. No. 1083(8)-Edn (U) dated 18-08-90 or in violation of any Government orders issued earlier or subsequently without the concurrence of the State Government. Such violation shall be rectified before

an employee is placed in the revised scale of pay. Any overdrawal made shall be recovered from the respective date (s) of commission of such violation.

8. Fixation of initial pay in the revised scale of pay

(1) The initial pay of a non-teaching employee who elects to draw pay in the revised scale of pay from any date between the 1 st January, 1996 and the 1 st January, 1997 or who is deemed to have been elected under sub-clause (v) of the proviso to the para 7(a) above and is to be governed by the revised scale of pay on and from 01-01-96 will be fixed in the following manner :-

(a) an amount representing 40% of the basic pay in the existing scale including stagnation increments, if any, shall be added to the existing emolument of the employee.

“Existing emolument” means the aggregate of —

- i) the basic pay in the existing scale including stagnation increments, if any.
- ii) special pay, if any (no special pay being retained in addition to pay in the revised scale).
- iii) dearness allowance appropriate to basic pay including stagnation increments, if any, admissible at All India Consumer Price Index (AICPI) average 1510 (1960=100).
- iv) the amount of the first instalment of the interim relief of Rs. 100 p.m. and
- v) the amount equivalent to the second instalment of the interim relief at the rate of 10% of basic pay including stagnation increment, if any, subject to a minimum of Rs. 100 p.m.

b) after the existing emoluments have been so increased, the pay shall be fixed in the revised scale at the stage next above the amount thus computed ;

Provided that —

- i) if the minimum of the revised scale is higher than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale ;
- ii) if the amount so arrived at, is higher than the maximum of the revised pay scale the pay shall be fixed at the maximum of the revised scale, the balance remaining as personal pay to be adjusted against stagnation increment as and when it becomes due.

Provided further that subject to other provisions contained elsewhere in these rules, the personal pay so determined and remaining after absorption of it in stagnation increments, shall be treated as an element of basic pay for the purpose of fixation of pay on promotion/appointment of the non-teaching employees to higher post or advancement to higher scale.

c) In case of a non-teaching employee drawing special allowance as approved by the State Government in addition to his pay in the existing scale, the pay in the revised scale shall be fixed in accordance with the provisions contained in clauses (a) and (b) without taking into account the existing special allowance and in such cases, special allowance shall be continued to be drawn in addition to the pay so fixed in the revised scale in the existing rate and manner until further order.

Compendium

- (2) a) For the purpose of fixation of pay under the aforesaid provisions every non-teaching employee who holds on 31-12-95, a post substantively and other post or posts on officiating basis, shall exercise option separately in the appropriate Form set out in the Annexure IA and IB for fixation of initial pay in the revised scale of pay of the substantive post and also in the revised scale of pay of the officiating post.
- b) If, upon the fixation of pay under sub-rule (1), the initial pay of a non-teaching employee fixed in the revised scale of pay of the substantive post becomes either equal to, or higher than the pay fixed in the revised scale of the officiating post, his initial pay in the revised scale of the officiating post shall be refixed at the stage next above the pay fixed in the revised scale of the substantive post.
- i) The pay of a non-teaching employee, who has been appointed to a higher scale of pay, or has got advancement to a higher scale, on 1st January, 1996, shall be fixed under these rules with reference to the lower post/scale of pay and then his pay shall be fixed, in the revised scale of pay of higher post, or revised scale of pay corresponding to the existing higher scale of pay, as the case may be, under normal rules of the University.
 - ii) Notwithstanding anything contained elsewhere in these rules, the fixation of pay in the revised scale of pay of a non-teaching employee, who has been appointed to a higher post on a date prior to 1st January, 1996, and who has exercised option for fixation of pay in the higher post on the date of accrual of the next increment in the scale of pay of the lower post and in whose case such increment accrued on a date after the 01-01-96 shall be made in the following manner :-
 - (a) On 01-01-96 the pay of such non-teaching employee shall be fixed in the revised scale of pay of the higher post under these rules with reference to pay as on 01-01-96 in the existing scale of pay of the said higher post and he shall draw the pay so fixed in the revised pay of the higher post with effect from 01-01-96.
 - (b) On the date of accrual of the next increment in the existing scale of pay of lower post, his pay in the revised scale of pay of lower post shall be notionally fixed under these rules and on the basis of the pay so fixed in the revised scale of pay of lower post, his pay shall be refixed in the revised scale of higher post on the same day under normal rules to such cases and ;
 - (c) The next increment in the higher post shall fall due after completion of twelve months of qualifying service from the date of refixation of pay under sub-clause (b).
 - iii) Notwithstanding anything contained elsewhere in the rules, the fixation of pay in the revised scale of pay of a non-teaching employee, who has got advancement to a higher scale of pay on a date prior to the 01-01-96 and who has exercised option for fixation of pay in the higher scale of pay on the date of accrual of the next increment shall be made in the following manner :-
 - (a) on the 1st January, 1996 his pay shall be fixed on the basis of his pay in the existing lower scale of pay ;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

(b) on the date of accrual of the next increment in the lower scale of pay, his pay in the revised scale of pay corresponding to the existing higher scale of pay shall be fixed under normal rules.

(iv) In case of a non-teaching employee, who elects, or is deemed to have elected under sub-rule (v) of rule 7 to draw pay in the revised scale of pay with effect from 01-01-96 when the normal date of increment in the existing scale of pay is also 01-01-96, the increment in the existing scale of pay shall be drawn first and thereafter the pay of the non-teaching employee shall be fixed in the revised scale of pay under these rules.

(v) In case where a non-teaching employee who was promoted to a higher post or got advancement to a higher scale of pay before the 1st January, 1996 draw less pay in the revised scale of pay than his junior, who is promoted to the higher post or gets advancement to the higher scale of pay, as the case may be, after 01-01-96, the pay of senior non-teaching employee shall be stepped up to an amount equal to the pay fixed for his junior in the higher post or higher scale of pay as the case may be. The stepping up shall be done from the date of promotion or advancement of the junior non-teaching employee, subject to fulfilment of the following conditions :-

(a) both the junior and senior non-teaching employee should belong to the same cadre and the posts to which they have been promoted, or the scales of pay to which they have got advancement should be identical in the same cadre ;

(b) the existing as well as the revised scales of pay of the lower and the higher posts, in which they are entitled to draw pay, should be identical ;

(c) in the lower post/scale of the pay of the senior employee was not less than that of his junior, before revision of pay under these rules ;

(d) the anomaly should arise directly as a result of the application of the provisions of normal rule or any other rule/order regarding fixation of pay on promotion.

9. Date of increment in the revised scale of pay

The next increment in the revised scale of pay of a non-teaching employee whose pay has been fixed to the revised scale under sub-rule 1 of rule 8, shall be granted after completion of twelve months of qualifying service from the date of fixation of initial pay in the revised scale of pay.

10. Stagnation increments

A non-teaching employee, whose pay has been fixed in the revised scale of pay and who reaches the maximum of the scale, shall draw annual increment for stagnation beyond the maximum of the scale at the same rate at which it was last drawn subject to a maximum of six such increments.

11. Mode of payment of arrears of pay and drawal of pay in the revised scale of pay

(a) Notwithstanding anything contained elsewhere in these rules, or in any other rules for the time being in force no arrears of pay to which a non-teaching employee may be entitled in respect of a period from 01-01-96 to the 31st March, 1997 shall be paid to the non-teaching employee. The mode of payment of arrears of pay to which the non-teaching employee

Compendium

may be entitled to in respect of the period from 1st April, 1997 to the 30th April, 1999 will be decided later on appropriately. Revised pay shall be paid in cash with effect from 01-05-99.

- (b) A non-teaching employee, who retired on any date between 1.1.96 and 31st March, 1997 shall not be entitled to any arrears of pension for the period up to 31-03-97.
- (c) Manner relating to the payment of arrears in respect of a non-teaching employee, who retired after the 31st march, 1997 but before the publication of these rules, shall be decided later on appropriately.

Explanation : For the purpose of this rule -

- a) arrears of pay in relation to a non-teaching employee for a particular period means the difference between the aggregate of pay and allowances to which he is entitled on account of revision of pay and allowances under these rules for the period in question and the aggregate of pay and allowances to which he would have been entitled for the period had his pay and allowances not been so revised ;
- b) arrears of pension in relation to retired non-teaching employee for a particular period means the difference between the aggregate of pension (including relief on pension) to which he is entitled on account of the revision of pay and allowances under these rules for the period in question and the aggregate of pension (including relief on pension) to which he would have been entitled for that period had his pension not been revised.

12. Dearness Allowance

With effect from 01-04-97 employees of the University elects to draw pay in the revised scale, dearness allowance of the rate as will be prescribed by the State Government from time to time will be continued to be drawn at the same rate and in the same manner as before. Accordingly, the non-teaching employees shall draw dearness allowance at the rate mentioned below until further order with effect from 1.4.97, and no deduction on account of dearness allowance already drawn at the rate prescribed earlier for the period from 01-01-96 to 31-03-97 need be made. Payment of dearness allowance on the revised pay shall be regulated in the following manner :—

<u>Period for which payable</u>	<u>Rate of dearness allowance per month on the pay</u>
From 01-04-97 to 31-07-97	Nil
From 01-08-97 to 30-11-97	4% of pay
From 01-12-97 to 31-03-98	8% of pay
From 01-04-98 to 31-10-98	13% of pay
From 01-11-98 onwards	22% of pay

13. Medical Allowance

All non-teaching employee, who are getting Medical Allowance of Rs. 30 shall draw Medical Allowance at the rate of Rs. 100 p.m. with effect from the 1st May, 1999.

14. House Rent Allowance

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

With effect from 01-01-96 the House Rent Allowance admissible to a non-teaching employee shall be 15% of his basic pay in the revised pay scale, subject to a maximum of Rs. 2000 p.m. The ceiling of H.R.A. drawn by husband and wife together shall also be raised to Rs. 2000. The date of effect of drawal of H.R.A. at the enhanced rate will be the 1st May, 1999.

All other condition regarding drawal of H.R.A. and recovery of rent/licence fee as incorporated in the G.O. No. 1293(8)-Edn(U) dated 07-11-90 will hold good. The University will follow strictly the provisions of payment of H.R.A. and recovery of rent as contained in this paragraph. State Government may review the matter after three months in this respect and take a suitable decision for rectification of any violation.

15. Other Allowances

The non-teaching employees who may be now drawing the following allowances in any University may continue to draw the same at the existing rate until decided otherwise.

(a) Cash Allowance.

(b) Conveyance Allowance for the Physically Handicapped employees.

(c) Confidential Allowance.

(d) Washing Allowance.

(e) Hill Allowance.

No upward revision of existing rates of allowances as stated above and no extension of existing allowances to any new category of employees shall be made without any specific and prior approval of the Government.

All other allowances if and as are existing in the University shall be discontinued if not mentioned otherwise.

16. Special Allowance

Existing employees who were appointed prior to 01-01-86 and are getting special allowance @ Rs. 18 p.m. in terms of para 15(a) of the G.O. No. 1083(8)-Edn(U) dated 18-08-90 may continue to get such special allowance until further order.

17. Departmental Librarians' Allowance

The Departmental Librarians of the Calcutta University may continue to get the allowance at the existing rate and on the existing terms and conditions.

18. Rationalisation of Designations

Some Universities have not yet implemented the promotional policy and rationalised designation in terms of G.O. No. 2426(6)-Edn(U) dated 17-10-85. The Universities should strictly implement the above Government order before introduction of revised scales of pay. The benefit of revised scales of pay shall be made applicable only after the designations have been rationalised and promotion policy implemented as per provisions contained in the Government order as mentioned in this paragraph after rectifying any defect made in violation of the provisions of the West Bengal University (Control of Expenditure) Act, 1976.

19. In regard to the matters concerning uniform holidays, leave rules, retirement benefits and other service benefits, order in appropriate manner may be issued separately.

Compendium

20. Anomalies and difficulties, if any, in the implementation of the provisions of this Memorandum may be brought to the notice of the State Government in the Department of Higher Education for clarification and /or order.
21. Concerned Universities will make amendments in thier Statutes/Ordinances/Rules etc. where necessary for incorporation of the provision of this Government order therein.
22. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal and Fishery Sciences may implement the provisions of this Memorandum after obtaining approval of the Agriculture and Animal Resource Development Department of this Government respectively.
23. This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group 'P' (Service) 1351 dated 30-04-99 and U.O. No. Group 'P' (Service) 1352 dated 30-4-99.
24. The Accountant General, West Bengal, is being informed.

Sd/-

S. Bhattacharyya,
Joint Secretary.

ANNEXURE-IA
FORM OF OPTION

I have read carefully the contents of Memo. No. $\frac{342(10) \text{ Edn(U)}}{\text{EH/O/IU-6/99}}$ dated 3-5-1999 and hereby agree to abide by the terms and conditions stipulated therein.

- * i) I.....hereby elect for the revised scale of pay Rs..... of my substantive/officiating/temporary post with effect from 1st January, 1996.
- * ii) I.....hereby elect to continue in the existing scale of pay Rs..... of my substantive/officiating/temporary post mentioned below till.....19.....and to come under the revised scale of pay Rs..... with effect from.....
.....19.....

Signature

Station :.....

Name :.....

Date :.....

Designation :.....

(Substantive/officiating/temporary)

Department:.....

University of:.....

Signature of Head
of Office/Department
.....

N.B. (1) Separate option should be exercised in respect of each scale, if pay has to be fixed in more than one scale.

(2) The option once exercised is final. The non-teaching employee should opt to come under the revised scale on any date between 1st January, 1996 and 1st January, 1997 after reading carefully the provisions of Rules of Pay & Allowances, 1999 of non-teaching employees of the State-aided Universities including Bengal Engineering College (Deemed University). No change of option shall be allowed under any circumstances.

* To be struck off whichever is not applicable.

ANNEXURE-IB

FORM OF FIXATION OF INITIAL PAY IN THE REVISED SCALES

1. Name of the University.....
2. Department.....
3. Name.....
4. Designation.....
5. Date from which he/she elects to come under the revised scale of pay :-
 - a) In substantive post:.....
 - b) In officiating /temporary post:.....
6. Existing scale of pay :-
 - a) In substantive post:.....
 - b) In officiating /temporary post:.....
7. Revised scale of pay :-
 - a) In substantive post:.....
 - b) In officiating /temporary post :.....
8. Special Pay, if any, in the existing scale of pay :-
 - a) In substantive post:.....
 - b) In officiating /temporary post:.....

9. Existing emoluments as defined under rule 8(1) (a)	Substantive post	Officiating post	Temporary post
i) Basic Pay in the existing Scale			
ii) Dearness Allowance appropriate to the Basic Pay admissible at index average 1510 (1960=100)			
iii) Special Pay			
iv) Interim Relief			
v) 40% of Basic Pay in the existing scale including stagnation increments if any.			
Total :			

10. Pay Fixed under the revised scale of pay [vide Rule (8)]	Substantive post	Officiating post	Temporary post
1) Basic Pay			
2) Personal Pay			
Total:			

11. Date of Effect.....
12. Date of next increment:

Signature of the Competent Authority
University.....

Date :.....

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 492-Edn(U)

Dated, Calcutta, the 16th June, 1999.

1U-14/99

From : Shri S. K. Magon, IAS

Principal Secretary to the Government of West Bengal, and
Secretary to the Chancellor, State-aided Universities.

To : The Registrar,

_____ University,
_____.

Sub : Proposed revision of the pay of the Vice-Chancellors of the State-aided Universities in West Bengal and the Pro-Vice-Chancellors of the Calcutta University.

Sir,

I am directed by order of the Governor and the ex-officio Chancellor to state that following the recommendation of the Government of India as communicated in its letter No. F.1-22/97-UI dated 22-09-99, the Governor in his capacity as the Chancellor of the State-aided Universities in West Bengal has been pleased to decide that the pay of the Vice-Chancellors of the Calcutta University, Jadavpur University, Burdwan University, North Bengal Universitys, Rabindra Bharati University, Kalyani University, Vidyasagar University and Netaji Subhas Open University be revised to Rs. 25000 (Rupees twentyfive thousand) only (fixed) per month with effect from the 1st January, 1996.

2. The Chancellor has also been pleased to decide that the Pro-Vice-Chancellors of the Calcutta University will be entitled to the revised pay of Rs. 22400 (fixed) with effect from 01-01-96 being the highest of the scale of Rs. 18400-500-22400 recommended by the Government of India.
3. The Chancellor has also been pleased to direct that the payment of dearness allowance on the revised pay be drawn in the following manner :-

Period from which payment of D.A. will be admissible	Quantum of D.A.
01-01-96 to 31-03-97	Nil
01-04-97 to 30-11-97	4% of pay
01-12-97 to 31-03-98	8% of pay
01-04-98 to 31-10-98	13% of pay
01-11-98 to onwards	22% of pay

Compendium

The provision contained in this paragraph supersedes all orders issued from time to time by the Chancellor's Secretariat regulating sanction of D.A. to the Vice-Chancellors and Pro-Vice-Chancellors, beginning from 01-01-96 subject to the condition that the D.A. drawn between the period from 01-01-96 to 31-03-97 need not be recovered.

4. The Vice-Chancellors and the Pro-Vice-Chancellors shall cease to draw the dearness allowances on the basis of previous orders issued by the State Government from time to time in this respect and necessary adjustment should be made while making payment of D.A. in pursuance of this order.
5. The payment of arrears will be considered in due course.
6. Any difficulty which may arise in implementing this order may be referred to the Chancellor's Secretariats for a decision.
7. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'B' 388 dated 17-05-99.
8. The Accountant General, West Bengal is being informed.

Yours faithfully,

Sd/-

Principal Secretary
Higher Education Department and
Secretary to the Chancellor,
State-aided Universities in West Bengal.

No. 492/1(20)-Edn(U)

Copy forwarded for information to the :—

1. Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Calcutta-1
2. Finance Department of this Government.
3. Finance Officer_University.
4. Pro-Vice-Chancellor for Business Affairs & Finance, Calcutta University.
5. Registrar, Bengal Engineering College (Deemed University), Shibpore, Howrah.
6. Agriculture Deptt. of this Govt.
7. Animal Resource Development Department of this Govt.
8. Secretary to the Governor, West Bengal, Raj Bhavan, Calcutta.
9. Chancellor's Secretariat.
10. University Branch of this Deptt.
11. Guard file.

Calcutta,
the 16th June, 1999.

Sd/-
Assistant Secretary.

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 577(9)-Edn(U)
EH/O/1U-93/98

Dated, Calcutta, the 9th July, 1999

From : Shri S. Bhattacharyya,
Joint Secretary to the Govt, of West Bengal.

To : The Registrar,

Sub : Sanction of House Rent Allowance (H.R.A.) and Medical Allowance (M.A.) in respect of the teachers and the officers of the State-aided Universities in West Bengal and the matters regulating payment of arrears due to revised scales of Pay and Dearness Allowance to the officers of such Universities.

Sir,

In continuation of the G.O. No. (i) 111-Edn(U) dated 05.02.99 and (ii) 113(8)-Edn(U) dated 05.02.99 revising scales of pay of the teachers and officers respectively of the State-aided Universities in West Bengal including Bengal Engineering College (Deemed University), I am directed to state that the Governor has been pleased to sanction payment of the following allowances to the teachers and officers of State-aided Universities in West Bengal including Bengal Engineering College (Deemed University) under the administrative jurisdiction of the Higher Education Department with effect from the 1st May, 1999.

i) House Rent Allowance :

15% of the Basic Pay subject to a maximum of Rs. 2000 (Rupees two thousand) only per month provided that the ceiling of H.R.A. drawn by both husband and wife together shall also be raised to Rs. 2000 per month.

All other conditions regarding drawal of H.R.A. and recovery of rent/licence fee as incorporated in G.O. No. 1293(8)-Edn(U) dated 07.11.90 will hold good. As a reminder a copy of the aforesaid G.O. is enclosed. The University will follow strictly the provisions of H.R.A. and recovery of rent/licence fee as contained in this paragraph. The State Government may review the matter after three months in this respect and take a suitable decision for rectification of any violation.

ii) Medical Allowance :

All teachers and officers covered under the Government orders No. 111-Edn(U) dated 05.02.99 and No. 113-Edn(U) dated 05.02.99, who are getting Medical Allowance of Rs. 30 per month shall draw Medical Allowance @ Rs. 100 per month.

2. Anomalies and difficulties, if any, in the implementation of the provisions of this order may be brought to the notice of the State Government in the Department of Higher Education for clarification and/or order.
3. The Universities concerned will make amendment to their Statutes, Ordinances/Rules etc. where necessary for incorporation of the provisions of this order therein.

Compendium

4. In G.O. No. (i)113-Edn(U) dated 05.02.99 and (ii) 112(8)-Edn(U) dated 05.02.99 read with G.O. No. 137-Edn(U) dated 15.02.99 it was not indicated as to how payment of arrears, if any, on account of revision of scales of pay and payment of dearness allowances on the revised scales to the officers of the State-aided Universities including B.E. College (D.U.) will be regulated. The Governor has now been pleased to decide that the order regulating payment of arrears may be issued separately in due course.
5. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) 1614 dated 08.07.99.
6. The Accountant General, West Bengal, is being informed.

Yours faithfully,

Sd/-
S. Bhattacharyya,
Joint Secretary.

No. 577/1 (4)-Edn(U).

Dated 9th July, 1999

Copy forwarded for information to the :-

- i. Finance (Gr. "B") Deptt. of this Govt.
- ii. Finance (Gr. "P", Service) Deptt. of this Govt.
- iii. Accountant General (Audit -1), W.B., 4 Brabourne Road, Calcutta-1.
- iv. Accountant General (A&E), West Bengal, Treasury Bldgs., Calcutta-1.

Sd/- S. Datta,
Asst. Secy.

No. 577/2(50)-Edn(U)

Dated 9th July, 1999

Copy forwarded for information to the :-

- i. D.P.I., West Bengal, Bikash Bhavan, Salt Lake, Calcutta-91
- ii. Pro-Vice Chancellor for Business Affairs and Finance, Calcutta University, Senate House, Calcutta-73.
- iii. Finance Officer/University/rule
- iv. Accounts Officer, B.E. College (D.U.) Shibpur, Howrah.
- v. Joint Secy., Deptt. of Agriculture of this Govt.
- vi. Joint Secy., Deptt. of Animal Resources Development of this Govt.
- vii. Secy, to the Governor, West Bengal, Raj Bhaban, Calcutta-1
- viii. Budget Branch of this Govt.
- ix. Secretary, West Bengal State Council of Higher Education.
- x. P.A. to Principal Secretary of this Deptt.
- xi. Guard file.

Sd/-
Asst. Secy.

ANNEXURE P ”

Government of West Bengal

Education Department University Education Branch

No. 1293(8)-Edn(U)
1U-26/90

Dated, Calcutta, the 7th November, 1990

From : Shri S. Bhattacharyya,
Deputy Secretary to the Government of West Bengal

To : The Registrar,
Jadavpur University, Calcutta-32

Sub : Proposed extension of the benefit of House Rent Allowance to the employees of the State-aided Universities in West Bengal.

Sir,

In partial modification of relevant Government orders issued from time to time by the Education Department relating to the sanction of House Rent Allowance to the employees of the State-aided Universities in West Bengal, I am directed to say that the Governor in exercise of the power under Section 3 of the West Bengal Universities (Control of Expenditure) Act, 1976 has been pleased to decide that all whole-time employees (viz. teachers, officers and other non-teaching employees holding various posts with scales as approved by the State Government from time to time, as the case may be) of the State-aided Universities of Calcutta, Jadavpur, Burdwan, Rabindra Bharati, North Bengal, Vidyasagar, Kalyani and Bidhan Chandra Krishi Viswavidyalaya shall be entitled to draw admissible House Rent Allowance with effect from 01-01-1988 or the date from which individual employees elect to draw pay in the revised scale as prescribed in the G.O. No. 2281(7)-Edn(U) dated 21-09-88 (in respect of the teachers), G.O. No. 1110(8)Edn(U) dated 20-08-90 (in respect of the officers) and G.O. No. 1083(8)-Edn(U) dated 18-08-90 (in respect of other non-teaching employees), whichever is later, subject to the following conditions :

1. 15% of the basic pay in the revised scale, subject to a maximum of Rs. 800/- per month shall be admissible to all University employees (except those provided with accommodation owned/hired by the University or the State Government) subject to the provisions contained in Clause 3 below.
2. (i) An University employee living in a rented house as aforesaid shall be allowed House Rent Allowance as admissible without reference to the quantum of rent paid by such employee and without requiring him/her to produce rent receipt. He/she should however, be required to furnish a certificate to the effect that he/she is incurring some expenditure on rent/contributing towards rent.
ii) Similarly, an University employee living in his/her own house shall also be paid House Rent Allowance at the above rate, subject to his/her furnishing a certificate that he/she is paying/contributing towards house or property tax or maintenance of the house.
3. Where both husband and wife are antitled to draw House Rent Allowance, the ceiling of House Rent Allowance to be drawn by husband and wife together shall be Rs. 800/- per month irrespective of what has been provided hereinbefore.

Compendium

4. (i) The University authority should fix licence fee for the quarters/flats provided to the employees by the University on the lines to be fixed by the State Government for its own employees as per recommendations of the Third Pay Commission.
 - ii) Pending fixation of licence fee as per the system recommended by the Pay Commission for the State Government employees the University employees residing in the University quarters will not get any separate House Rent Allowance but deduction from their pay on account of the accommodation of the quarters will continue to be made on the same principle as decided in para 2 of the G.O. No. 330(6)-Edn(U) dated 6-3-1978.
 - iii) The recovery of rent will, however, be frozen at the level at which the rent was recoverable in terms of G.O. No. 330(6)-Edn(U) dated 6-3-1978 from the pay bill for December, 1989 in the unrevised scale.

Provided that in the case of those teachers who have drawn pay in the revised scale in terms of the G.O. No. 2281(7)-Edn(U) dated 21-9-1988 prior to December, 1989 the rent recoverable in terms of Clause (iii) above will be calculated in the unrevised scale as if their scale of pay has not been revised.
5. All other conditions regarding drawal of House Rent Allowance by employees of the Universities and recovery of licence fee from their pay as decided in earlier G.O.s issued by the Education Department in this respect, in so far as they are not inconsistent with these decisions will continue to hold good.
6. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' 3821 dated 5-11-1990.
7. The Accountant General, West Bengal, is being informed.

Yours faithfully

Sd/-

S. Bhattacharyya,
Deputy Secretary to
the Govt. of West Bengal.

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 811(9)-Edn(U)

Dated, Calcutta, the 8th September, 1999.

1U-6/99

From : Shri S. Bhattacharyya,
Joint Secretary to the Government of West Bengal.

To : The Registrar,

_____ University,
_____,
_____,
_____.

Bengal Engineering College (Deemed University), Shibpore, Howrah.

Sub : Revision of Pay and Allowances (ROPA) Rules, 1999.

Sir,

In cancellation of this Department G.O. No. 720(9)-Edn(U) dated 17-08-99 and in continuation of memo. No. 342-Edn(U) dated 03-05-99 on the above mentioned subject and in partial modification of the aforesaid memo to the extent to which such modification is necessary as mentioned hereinbefore, I am directed by order of the Governor to state that the Governor has been pleased to decide that the following provisions shall hold good as a part of the Revision of Pay and Allowances Rules, 1999 for the non-teaching employees of the State-aided Universities including Bengal Engineering College (Deemed University).

i) In paragraph 4 the group of words and number “with higher start of Rs. 600” will be replaced by a group of words and number “with a higher initial start of Rs. 6000”.

In the said paragraph words “these scale” should be read as “scale No. 9”.

ii) In paragraph 5 of the said memo under column 4 and sl. No. 9 under the heading “Allocation of pay scales” the following group of words will be inserted after the number 11325 “with a higher initial start of Rs. 6000 for those persons where minimum recruitment qualification has been prescribed to be a Master’s Degree or equivalent as approved by the State Government in terms of G.O. No. 711(6)-Edn(U) dated 24-04-79 or in any subsequent orders issued in this behalf.”

iii) At the end of paragraph 5 an additional paragraph be inserted, namely 5A.

“Those non-teaching employees who were enjoying the unrevised scale of pay of Rs. 2200-80-3000-100-4000 under the Career Advancement Scheme as provided in terms of memo.No. 1083(8)-Edn(U) dated 18-08-90 will be placed in the revised scale of pay of Rs. 8000-275-13500 with fixation of pay as provided in memo. No. 342-Edn(U) dated 03-05-99 according to their option. Those non-teaching employees who will be allowed

Compendium

in future career advancement under the existing scheme will be placed in the revised scale as aforesaid with the usual norms of fixation of pay as provided in the said Career Advancement Scheme”.

iv) In para 6 of the : aforesaid Government order should be replaced by the following :-“6. Date of effect and fixation of pay in the revised scale

Subject to the provisions contained in paragraph 11(a) of this Government order, the revised scales of pay as mentioned in paragraph 5 earlier or in any subsequent Government orders shall be deemed to have come into force with effect from the 1st January, 1996 but the fixation of pay shall however be notional for the period from 01-01-96 to 31-03-97”.

v) In para 12 of the aforesaid Government order the group of words beginning from “with effect from 01-04-97 to the word “Accordingly” shall be replaced by the following :

“With effect from 01-04-97 an employee of the University who elects to draw pay in the revised scale, will continue to draw dearness allowance at the rates and in the manner as will be prescribed by the State Govt, from time to time”.

vi) In para 14 the group of words “with effect from 1.1.96 shall be deleted.

2. All papers relating to the exercise of option and fixation of pay in respect of the non-teaching employees should be maintained properly by the University authority for post-checking by the Deptt. of Higher Education as and when required.
3. After the fixation of pay of the non-teaching employees, the Pro-Vice-Chancellor for Business Affairs & Finance, in case of (Calcutta University) the Finance officer and the Registrar will kindly send a joint report to the State Government certifying that the fixation of pay in the revised scale has been made only in respect of those existing employees who were on service on 01-01-96 and that such fixation has been made strictly in conformity with the provision of the Government order No. 342(6)-Edn(U) dated 03-05-99 read with this present Government order.
4. All provisions contained in Government order No. 342(6)-Edn(U) dated 03-05-99 and the present Government order shall apply to the non-teaching employees (other than the officers and teachers) of the Netaji Subhas Open University.
5. Some illustrations and a ready reckoner for fixation of pay in the revised scale are enclosed herewith for guidance. If the ready-reckoner does not mention any stage in the existing scale for the purpose of fixation, this may be done following the fixation formula indicated in G.O. No. 342-Edn(U) dated 03-05-99. Any discrepancy in the illustrations and/or the ready reckoner should be suitably corrected.
6. This order issues with the concurrence of the Finance Department vide their U.O. No. Group ‘P’ (Service) 1919 dated 31-08-99.
7. The Accountant General, West Bengal is being informed.

Yours faithfully,

Sd/-

Joint Secretary.

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 1061(8)-Edn(U)
1U-34/98

Dated, Calcutta, the 14th December, 1999.

From : The

To : The Registrar,

i) Calcutta University

ii) Jadavpur University

iii) Rabindra Bharati University

iv) Kalyani University

v) Vidyasagar University

vi) Burdwan University

vii) North Bengal University

viii) Bengal Engg. College (Deemed University) ix) Netaji Subhas Open University.

Sub : Career Advancement Scheme/Promotion to the post of Professor from the post of Reader.

Ref : Deptt's G.O. No. 111-Edn dated 5.2.99 and G.O. No. 175-Edn dated 25.2.99.

Sir,

In continuation of this Deptt's G.O. No. 694(7) Edn(U) dated 10.8.99 on the above noted subject, I am directed to enclose a copy of D.O. letter No. F. 3-1/94(PS) dated 27.10.99 received from the U.G.C. regarding the implementation of the Career Advancement Scheme/Promotion from Readers to Professors with the request to take appropriate action in the matter as per directives given by the U.G.C. and also to follow the procedure strictly as prescribed therein for the purpose.

Enc : As stated.

Yours faithfully,

Sd/-

Joint Secretary

No. 1061(8)/1

Dated _____

Copy together with a copy of U.G.C.'s D.O. No. F.3-1/94(PS) dated 27.10.99 forwarded to the Jt. Secy. (Appointment Branch) for information and necessary action.

Enc : As stated.

Asst. Secy.

No. 1061(8)/2

Dated _____

Compendium

Copy together with a copy of U.G.C.'s D.O. No. F. 3-1/94(PS) dt. 27.10.99 forwarded to the O.S.D., Chancellor's Sectt., Branch of this Deptt. for information and necessary action towards required amendments, in the Universitys Acts to incorporation the provisions of the Scheme.

Enc : As stated.

Asstt. Secretary.

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 83-Edn(U)

Dated, Calcutta, the 31st January, 2000.

1U-26/99

MEMORANDUM

1. The matter relating to the revision of West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986 with subsequent amendments made thereto (hereinafter called "Old Scheme") applicable for the employees (teachers, officers and non-teaching employees) of the State-aided Universities namely (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) North Bengal University, (v) Kalyani University, (vi) Rabindra Bharati University, (vii) Vidyasagar University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya, (xi) West Bengal University of Animal and Fishery Sciences is under consideration of the State Government for some time past. The Pay-Committee constituted for the non-teaching employees of the State-aided Universities and certain other bodies also made certain recommendations in regard to retirement benefits.
2. After careful consideration of the recommendation of the Pay-Committee constituted for the non-teaching employees of the State-aided Universities and certain other bodies in regard to the retirement benefits, the Governor in partial modification of G.O. No. 1250-Edn(U) dated 27.12.91 and subsequent orders issued in this regard has been pleased to decide that the revised benefits as embodied in Annexure be allowed to the pensioners (teachers, officers and non-teaching employees)/family pensioners who retired prior to 01.01.96.
3. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal and Fishery Sciences may consider implementation of the provisions of benefits as annexed after obtaining approval of Agriculture and Animal Resource Development Department respectively of this Government.
4. The pensioners/family pensioners of pre-01.01.1996 shall not be entitled to any arrears of pension/ family pension for the period from 01.01.1996 to 31.03.1997. The arrear of revised pension/family pension will be due for the period 01.04.1997 upto the date of publication of these rules to be paid in cash.
5. Any difficulty which may arise in implementing the provisions of this order may be referred to the State Government for clarification and/or order.
6. The order issues with the concurrence of the Finance Department vide their U.O. No. 950 F(Pen) dated 28.12.99.
7. The Accountant General, West Bengal, is being informed.

Sd/- S. Bhattacharyya,
Joint Secretary.

ANNEXURE-I to Memorandum No. 83-Edn(U) dated 31.01.2000

1. The revised scheme shall be called “West Bengal State-aided Universities (Death-cum-Retirement Benefit-Pre-1.1.96 pension/family pension) Scheme, 1996”-hereinafter called the “Pre-1.1.96/ Pension Scheme”.
2. It shall be deemed to have come into force with effect from 01.01.1996 or any subsequent date in respect of any particular paragraph of the scheme as will be indicated in the paragraph itself.
3. The scheme together with those provisions of the old scheme which have not been amended by the new scheme indicated in the Annexures shall apply to pensioners/family pensioners of the State-aided Universities including (i) Netaji Subhas Open University, (ii) Bengal Engineering College (Deemed University), (iii) Bidhan Chandra Krishi Viswavidyalay, (iv) West Bengal University of Animal and Fishery Sciences.

4. **Pension/Family Pension :**

Pension/Family Pension of the existing Pre-1.1.96 pensioners/family pensioners will be consolidated with effect from 01.04.1997 by adding together—

- i) Existing pension/family pension.
- ii) Existing Relief on existing pension/family pension as admissible based on C.P.I. 1510 point (1960 = 100) i.e., @ 148%, 111%, 96% sanctioned in terms of G.O. No.529(7)-Edn(U) dated 2.12.95 (as the case may be).
- iii) First Interim Relief of Rs. 50.
- iv) 2nd Interim Relief @ 10% of the existing pension/family pension subject to a minimum of Rs. 50/-.
- v) An amount equivalent to 40% of the existing pension/family pension.

The amount so arrived at will be regarded as consolidated pension/family pension with effect from 01.04.1997. A form in Annexure-II is enclosed for the purpose.

Since the consolidated pension/family pension will be inclusive of commuted portion of pension/ family pension, if any, the commuted portion will be deducted from the said amount while making monthly disbursement.

5. **Dearness Relief:**

In addition to Pension/Family Pension as will be allowed to the pensioners/family pensioners, Dearness Relief on Pension/Family Pension to the pensioners/family pensioners of the State-aided Universities will be admissible beyond index average 1510 (1960 = 100) in accordance with such revised formula as may be determined by the State Government from time to time. Payment of Dearness Relief on revised pension/family pension shall be regulated for the present in the following manner until decided by the State Government otherwise.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Period for which payable	Rate of Dearness Relief per month on pension/ family pension
From 01.01.1996 to 31.07.1997	Nil
From 01.08.1997 to 30.11.1997	4% of pension
From 01.12.1997 to 31.03.1998	8% of pension
From 01.04.1998 to 31.10.1998	13% of pension
From 01.11.1998 to 31.07.1999	22% of pension
From 01.08.1999 onwards	32% of pension

Relief already drawn for the period from 01.01.1996 to 31.07.1997 need not be recovered from the entitlement of pensioners and family pensioners. Payment of relief beyond 31.07.1997 will be determined at the above rate after making necessary adjustment against relief already drawn beyond 31.07.1997.

6. Restoration of Pension :

The commutated portion of pension will be restored after 15 years from the date of retirement.

Compendium

ANNEXURE-II of Memorandum No. 83-Edn(U) dated 31.1.2000

University of _____ /B.E. College (Deemed University)/Bidhan Chandra Krishi Viswavidyalaya/West Bengal University of Animal and Fishery Sciences

Consolidation of Pension/Family Pension for the employees who have retired prior to 01.01.1996.

1. Name of Pensioner/ :
Family Pensioner
2. University pension payment :
Order No.
3. Commutation of Pension/ :
Family Pension

	Pension	Family Pension
1. Existing Pension/Family Pension (including commuted portion)		
2. (i) First Interim Relief of Rs. 50 (ii) Second Interim Relief @ 10% of the existing pension/family pension subject to minimum of Rs. 50		
3. Dearness Relief on Existing Pension/ Family Pension at the CPI 1510 i.e. 148% or 111% or 96% sanctioned in terms of G.O. No. 529(7)-Edn(U) dated 2.12.95		
4. 40% Boosting of existing Pension/ Family Pension		
5. Consolidated Pension/Family Pension (1 + 2 + 3+ 4)		

Signature of the Pension Sanctioning Authority.

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 84-Edn(U)
1U-26/99

Dated, Calcutta, the 31 st January, 2000.

MEMORANDUM

1. The matter relating to the revision of West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986 with subsequent amendments made thereto (hereinafter called “Old Scheme”) applicable for the employees (teachers, officers and non-teaching employees) of the State-aided Universities namely (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) North Bengal University, (v) Kalyani University, (vi) Rabindra Bharati University, (vii) Vidyasagar University, (viii) Bengal Engineering College (Deemed University), (ix) Netaji Subhas Open University, (x) Bidhan Chandra Krishi Viswavidyalaya, (xi) West Bengal University of Animal and Fishery Sciences is under consideration of the State Government for some time past. The Pay-Committee constituted for the non-teaching employees of the State-aided Universities and certain other bodies also made certain recommendations in regard to retirement benefits.
2. After careful consideration of the recommendation of the Pay Committee in regard to the retirement benefits, the Governor in partial modification of G.O. No. 1250-Edn(U) dated 27-12-91 and subsequent orders issued in this regard has been pleased to approve the benefits in respect of the employees as aforesaid (teachers, officers and non-teaching employees) as described in the Annexures.
3. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal and Fishery Sciences may consider implementation of the provisions of the scheme as described in the foregoing paragraphs after obtaining approval of the Agriculture and Animal Resource Departments, respectively of this Government.
4. The employees (teachers, officers and non-teaching employees) who retired/died on any date between 01-01-1996 and 31-03-97 shall not be entitled to any arrear of pension/family pension for the period upto 31-03-97. The payment of arrear of pension/family pension for 01-04-97 to the date immediately before the date of publication of these rules shall be paid in cash.
5. The benefits mentioned in the Annexure will be applicable for the employees who were in service between 01-01-1996 and before the date of issue of this order and have not exercised option under the “West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1999” issued under the G.O. No. 85-Edn(U) dated 31-01-2000.
6. Any difficulty which may arise in implementing the provisions of this order may be referred to the State Government for clarification and/or order.

Compendium

7. This order issues with the concurrence of the Finance Department vide their U.O. No. 950F (Pen) dated 28-12-1999.
8. The Accountant General, West Bengal, is being informed.

Sd/- S. Bhattacharyya,
Joint Secretary.

No. 84/1(150)-Edn(U).

Copy forwarded for information and necessary action to the :-

1. Registrar, _____ University/Bengal Engineering College (Deemed University),

2. Registrar, Bidhan Chandra Krishi Viswavidyalaya.
3. Registrar, West Bengal University of Animal & Fishery Sciences.
4. Pro-Vice-Chancellor for Business Affairs & Finance, Calcutta University, Senate House, Calcutta-73.
5. Finance Officer, _____ University, _____
6. Accountant General (Audits-II), West Bengal, 18, Rabindra Sarani, Calcutta-1.
7. Finance (Group 'J') Department of this Government.
8. Finance (Group 'B') Department of this Government.
9. Budget Branch of this Department.
10. Statistical Cell of this Department.
11. Accounts Officer, Higher Education Department of this Government.
12. Member & Secretary, West Bengal State Council of Higher Education.
13. Guard file.
14. Shri M. Biswas, O.S.D. & Deputy Secretary.

Dated, Calcutta,
the 31st January, 2000.

Sd/-
Joint Secretary.

No. 84/2(2)-Edn(U).

Copy forwarded for information to the :-

1. Agriculture Department of this Government.
2. Animal Resource Development Department of this Government.

Dated, Calcutta,
the 31st January, 2000.

Sd/-
Joint Secretary.

ANNEXURE-I TO MEMORANDUM NO. 84-EDN(U) DATED 31-01-2000

1. The revised scheme shall be called “Modified West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986” hereafter called the modified old scheme.
2. It shall be deemed to have come into force with effect from 1st January, 1996 or any subsequent date in respect of any particular paragraph of the scheme as will be indicated in the paragraph itself.
3. The scheme together with those provisions of the old scheme which have not been amended by the modified old scheme indicated in the subsequent paragraphs shall apply to teachers, officers and the non-teaching employees of the State-aided Universities in West Bengal including (i) Netaji Subhas Open University, (ii) Bengal Engineering College (Deemed University), (iii) Bidhan Chandra Krishi Viswavidyalaya, (iv) West Bengal University of Animal & Fishery Sciences.
4. For Clause 4(K) of the old scheme the following clause shall be substituted—
“(K) State Government means the Government of West Bengal in the Higher Education Department (or Agriculture Department in case of Bidhan Chandra Krishi Viswavidyalaya or Animal Resource Development Department in case of West Bengal University of Animal and Fishery Sciences)”.
5. After Clause 8 of the old scheme a new clause shall be added as follows :-
8A - No employee shall draw pension in addition to any pay that may be given to him if he/she is re-employed after retirement in the same post as held by him before retirement. If, however, he/she is re-employed after retirement in any other post, the authority competent to sanction his/her pension shall determine the amount of pension, if any, that may be admissible to him in addition to the pay given to him/her during re-employment provided the pay for re-employment plus the pension determined as per the scheme shall not exceed in any manner the pay drawn last in the post from which the employee retired.
6. For Clause (10), of the old scheme the following addition shall be made after relevant paragraph, “If however, any employee opts for retirement benefit, under the scheme mentioned as “West Bengal State-aided Universities (Death-cum-Retirement) Scheme, 1999” and issued as per G.O. No. 85-Edn(U) dated 31-01-2000, he/she will not be entitled to any contribution to his/her Provident Fund.”
7. Existing employees who were in service on and from 01-05-99 and immediately before the date of issue of this order may exercise option to come under the West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1999 as incorporated in G.O. No. 85-Edn(U) dated 31-01-2000 in the form as per Annexure. Those who will not opt within 180 days from the date of issue of this order will automatically avail themselves of the benefits as per the “modified old scheme” as stated herein.
8. Persons retired from the service prior to 01-01-1996 will not get the benefit as incorporated in this scheme.
9. **Pension :**
The existing rate will continue till revised.

Compendium

10. **Gratuity :**

The maximum amount of Retiring Gratuity will be raised from Rs. 35,000 to Rs. 1,00,000.

11. **Death Gratuity :**

The maximum amount of Death Gratuity will be raised from Rs. 35,000 to Rs. 1,00,000.

12. University employees who retired during the period from 01-01-1996 to 31-03-1997 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed for the period prior to 01-04-97. They shall not get any arrears due to revised pensionary benefits for the period upto 31-03-97.

13. **Family Pension :**

This existing rate will continue till revised.

14. **Dearness Relief :**

In addition to pension/family pension as will be allowed to the pensioners/family pensioners Dearness relief on pension/family pension to the pensioners/family pensioners of the State-aided Universities will be admissible beyond index average 1510 (1960 = 100) in accordance with revised formula as may be determined by the State Government from time to time. Payment of Dearness relief on revised pension/family pension shall be regulated for the present in the following manner until decided by the State Government otherwise.

Period for which payable

Rate of Dearness relief per month on pension/family pension

From 01-01-1996 to 31-07-1997	Nil
From 01-08-1997 to 30-11-1997	4% of pension
From 01-12-1997 to 31-03-1998	8% of pension
From 01-04-1998 to 31-10-1998	13% of pension
From 01-11-1998 to 31-07-1999	22% of pension
From 01-08-1999 onwards	32% of Pension

Payment of relief beyond 31 -07-1997 will be determined at the above rate after making necessary adjustments against relief already drawn beyond 31-07-1997.

ANNEXURE TO MEMORANDUM NO. 84-EDN(U) DATED 31-01-2000

To

The Registrar,

_____ University/Bengal Engineering College (Deemed University)/Bidhan Chandra
Krishi Viswavidyalaya/West Bengal University of Animal & Fishery Sciences.

Dear Sir,

I, Shri/Shrimati _____ do hereby opt to come under provisions under namely, “West Bengal State-aided Universities (Deafh-cum-Retirement Benefit) Scheme, 1999” and authorise the University Authority to refund the employers’ share of contribution with interest accrued thereon from my Contributory Provident Fund Account to the Government in terms of the relevent provision of the said scheme.

Further, I authorise the University Authority to transfer my share of contribution along with interest accrued thereon from my Contributory Provident Fund Account to the newly opened General Provident Fund Account to be maintained by the Director of Pension, Provident Fund and Group Insurance, Finance Department, Government of West Bengal.

Yours faithfully,

Dated _____

(Signature)

Countersigned

(Designation)

Head of Office

Option accepted

Registrar.

To be filled up in duplicate. One copy to be kept in the Service Book of the employee and the Second Copy to be preserved by the P.G. Section of the University.

Compendium

**Government of West Bengal
Higher Education Department University
Education Branch
Bikash Bhavan, Bidhan Nagar, Calcutta-91**

No. 85-Edn(U)
1U-26/99

Dated, Calcutta, the 31st January, 2000.

MEMORANDUM

1. The question relating to the revision of West Bengal State-aided Universities (Deafh-cum-Retirement Benefit) Scheme, 1986 with subsequent amendments made thereto (hereinafter called as “Old Scheme”) for the employees (teachers, officers and non-teaching staffs) of the State-aided Universities namely (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) North Bengal University, (v) Kalyani University, (vi) Rabindra Bharati University, (vii) Vidyasagar University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya, (xi) West Bengal University of Animal and Fishery Sciences is under consideration of the State Government for some time past. The Pay Committee constituted for the non-teaching employees of the State-aided Universities and certain other bodies also made certain recommendations in regard to retirement benefits of the non-teaching employees.
2. After careful consideration of the recommendations made by the Pay Committee, the Governor has been pleased to approve the benefits in respect of employees (teachers, officers and non-teaching staff) of the State-aided Universities as described in the Annexures in replacement of the provisions as contained in the old scheme issued in terms of G.O. No. 128-Edn(U) dated 27-12-91 and subsequent orders issued in this regard from time to time.
3. The retirement benefits at the rates and on the terms and conditions as described in the Annexures shall be applicable to the whole-time employees (teachers, officers and non-teaching staff) of the State-aided Universities subject to the following conditions :-
 - i) Employees recruited after the issue of these rules shall automatically come under the new rules as provided in the scheme.
 - ii) The existing employees (teachers, officers and non-teaching staff) who are in service on the date immediately before issue of this memorandum may exercise option to come under the new scheme, details of which are incorporated in the Annexures. Those who will not opt to come under the new scheme will continue to avail themselves of the benefits as provided in the “old scheme” with amendments as stated in G.O. No. 84-Edn(U) dated 31-01-2000 (“modified old scheme”).
 - iii) Person willing to come under the new scheme shall apply to the University Authority in writing (Annexure-II).
 - iv) The existing employees shall be required to opt within 180 days from the date of issue of this memorandum and the option exercised once shall be treated as final. In case of employees who may be on leave or suspension on the date of issue of this memorandum, the time limit of 180 days will count from the date of their return from leave or reinstatement after withdrawal of suspension.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- v) Employees retired from the service prior to 01-05-1999 will not get the benefit of this scheme.
- vi) Employees joining on or after the issue of this memorandum shall declare before joining that he/she is willing to have the amount lying in his/her Provident Fund lodged with the Director of Pension, Provident Fund and Group Insurance, Department of Finance, Government of West Bengal. The University Authority will obtain this declaration before an employee is allowed to join. (Annexure-III).
4. Some employees (teachers, officers and non-teaching employees) who might have retired and have already drawn the employer's share of contribution together with interest accrued thereon and hence may be unable to refund the same in cash if they opt for the benefit of new scheme as incorporated in the Annexure. In order to enable them to avail themselves of the pensionary benefits under the new scheme as noted in the annexures, the employer's share of contribution together with interest accrued thereon should be refunded to the State Government with interest at the rate to be prescribed by the State Government on the amount actually drawn, Calculated from the date of drawal of the said amount to the date of refund/ adjustment and the said amount should be adjusted against the of enhanced gratuity as would be admissible. If there is some amount still remaining due to the State Government, it should be adjusted against the amount of arrears of pension which may be paid to such employees. If even after such adjustment the concerned pensioner, is required to refund the balance amount to the State Government the same shall be refunded within one month from the first date of fixation of revised pension under the new scheme. The University Authority will, however, ensure that employer's share of contribution with upto date interest are recovered from the C.P.F. or collected from the concerned employee either through refund or adjustment before benefit under the new scheme as provided in the Annexures is actually paid to the employee concerned. The total contribution with upto date interest will count from the date on which the employee's share of contribution was first credited to the C.P.F of the employee concerned to the date on which the recovered amount is deposited to the State Government. This stipulation is irrespective of what has been stated elsewhere in this paragraph.
5. (i) Persons who were in service on 01-05-1999 and thereafter but before the issue of the scheme and will opt for the benefit of the new scheme as incorporated in the annexures shall apply in writing to the Registrar of the University declaring at the same time that he/she is willing to refund to the State Government the employer's share of contribution with interest accrued thereon for the period upto the date of deposit of the amount credited in his/her Contributory Provident Fund Account and that his/her share contribution with interest accrued thereon transferred to the General Provident Fund Account maintained by the Director of Pension, Provident Fund and Group Insurance, Finance Department, Government of West Bengal. The State Government will issue suitable instruction indicating the head of account and other guidelines in this respect in due course. The University Authority will take necessary steps for depositing the employer's share of contribution with interest to the State Government Fund and employee's share with interest to his/her newly opened General Provident Fund Account. The University Authority will intimate to the Government after depositing and transferring the amount in the format as annexed (Annexure-VI).

Compendium

- (ii) The amount of employer's share of contribution together with interest as will be refunded to the State Government will be recorded in the Service Book of the employee with proper attestation.
6. The employee who were in service and retired or died between the period from 01-05-1999 and the date of issue of this scheme may exercise option to come under the new scheme incorporated in the annexures. For obtaining such option form as indicated at Annexure-II. If no such option is exercised within 180 days from the date of issue of this memorandum it will be presumed that such employee will continue to avail themselves of the existing benefits as provided in the "old scheme" with amendments as indicated in G.O. No. 84-Edn(U) dated 31-01-2000 ("modified old scheme").
 7. The arrears of pension for the period from 01-05-1999 and before the publication of these rules shall be paid in cash.
 8. Concerned University will make necessary amendments in their Statutes/Ordinance/Rules etc. where necessary for incorporation of the provisions of the Government order therein. Provided that all other conditions regarding pension, provident fund, gratuity etc. which may be in vogue in the rules of the concerned university shall, however, continue in so far as they are not inconsistent with the provisions made in this scheme.
 9. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal and Fishery Sciences may consider implementation of the provisions of the scheme as annexed after obtaining approval of the Agriculture Department and Animal Resource Development Department of this Government as the case may be.
 10. Admissibility and determination of all kinds of retirement benefits as indicated in the West Bengal Universities (Death-cum-Retirement Benefit) Scheme, 1999 will be made by the Director of Pension, Provident Fund and Group Insurance of the Finance Department, Government of West Bengal subject to the condition that the university may determine such pension and other benefits on a provisional basis and make payment to the concerned employee before the Director of Pension, Provident Fun & Group Insurances actually determines that entitlement. However, it shall be obligatory on the part of the University and the pensioner/family pensioner concerned to accept entitlement as will be determined by the Director of Pension, Provident Fund and Group Insurance. Suitable undertaking will be taken by the University from the concerned employee/pensioner/family pensioner before allowing such provisional pension etc.
 11. Any difficulty which may arise in implementing the provisions of this order may be referred to the State Government for clarification and/or order.
 12. This order issues with the concurrence of the Finance Department vide their U.O No. 950F(Pen) dated 28-12-99.
 13. The Accountant General, West Bengal, is being informed.

Sd/-
S. Bhattacharyya,
Joint Secretary.

ANNEXURE-I

To Memorandum No. 85-Edn(U) dated 31.1.2000

SCHEME

Preliminary

1. This scheme will be called the “West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1999”.
2. It shall be deemed to have come into force with effect from 1st May, 1999.
3. This scheme shall apply to teachers, officers and other non-teaching employees of the State-aided Universities of Calcutta, Jadavpur, Burdwan, Kalyani, Rabindra Bharati, North Bengal, Vidyasagar, Netaji Subhas Open University and Bengal Engineering College (Deemed University) as well as Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal and Fishery Sciences who have been appointed on whole time basis against the posts and scales as approved by the State Government from time to time. The application of this scheme in Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal & Fishery Sciences shall, however, be subject to approval of the Agriculture Department and the Animal Resources Development Department of this Government, respectively.
4. **In this scheme unless there is anything repugnant in the subject or context:**
 - a) Basic Pay means the pay which is admissible to be drawn by an employee monthly and which corresponds to a Stage in the timescale of pay as approved by the State Government and attached to the post held by him similarly approved by the State Government.
 - b) Employee means teacher, officer and other non-teaching employee of the University.
 - c) Competent Authority means the appointing authority.
 - d) Pension sanctioning authority means any officer authorised by the University in this behalf.
 - e) Leave means any kind of leave admissible to an employee under the rules applicable to him.
 - f) Pension except when the term “Pension” is used in contra-distinction to gratuity, includes gratuity.
 - g) Service Book means the document which contains the record of service of an employee.
 - h) Emolument means the emolument which the employee was receiving immediately before his retirement and includes - (a) Basic Pay, (b) Dearness Allowance.
 - i) Pay means the amount of remuneration drawn monthly by an employee as the pay which has been sanctioned for the post held by him/her substantively or in an officiating capacity.
 - ii) Personal Pay means additional pay granted to an employee to save him/her from loss of pay due to revision or reduction of pay otherwise than was a disciplinary measure or in exceptional circumstances on other personal consideration.
 - iii) Dearness Pay means such portion of Dearness Allowances as has been declared by the State Government as Dearness Pay.

NOTE : If an employee before his/her retirement or death has been absent from duty on leave

Compendium

with allowances, his/her emoluments for the purpose of calculating pensionable service, gratuity and/or death-cum-retirement gratuity should be taken at what then would have been had he/ she not been absent from duty.

Provided that this amount of pension and/or gratuity is not increased on account of increase in pay not actually drawn and that the benefit of higher officiating or temporary pay is given only, if it is certified that he/she would have continued to hold the higher officiating or temporary appointment but for his/her proceeding on leave.

Provided that if the emoluments which count towards pension are increased from a specified date, with financial benefit from a subsequent date such portion of emoluments though not actually drawn will form part of the emoluments for the purpose of pension and gratuity.

i) "Family" includes the following relatives of an employee namely -

A. For the purpose of death gratuity :

- i) Wife in the case of a male employee.
- ii) Husband in the case of a female employee.
- iii) Sons including step-sons.
- iv) Unmarried and widowed daughters including step-daughters.
- v) Legally adopted sons/daughters.
- vi) Brothers below the age of 18 years and unmarried or widowed sister.
- vii) Father.
- viii) Mother.

B. For the purpose of family pension :

- i) Wife in case of male employee.
- ii) Husband in case of female employee.
- iii) Minor sons including adopted sons.
- iv) Unmarried minor daughters including adopted daughters.
- v) Dependent parents.

NOTE : Adoption or marriage after retirement recognised for the purpose of family pension.

j) Age of superannuation is the age on completing which an employee must retire compulsorily and shall be sixty completed years of his/her age (provided that in those cases where such retirement age is already fixed otherwise the same will continue for the existing incumbents only) except in cases of those employees where re-employment may be considered under any general Govt, order. There will however be, no extension or re-employment beyond the age of superannuation except in the case of those employees where provision for re-employment might have been allowed under any general Govt, order issued.

k) State Government means the Government of West Bengal in the Higher Education Department or Agriculture Department in case of the Bidhan Chandra Krishi Viswa Vidyalaya or Animal Resource Development Department in case of West Bengal University of Animal and Fishery Sciences.

5. **Service Record :** The full record of an employee's service rendered in different State Universities, Colleges and other Research Institute of repute run fully or partially with the

financial assistance from the State Government and within the administrative jurisdiction of the Government of West Bengal from the date of first entry into regular service till the date of retirement shall be maintained by the Universities in the Service Book.

6. Service qualifying the pension :

- a) Continuous service of a whole time employee in a post and a scale of pay as approved by the State Government in any State-aided University in West Bengal shall count as qualifying service.
- b) Continuous service rendered by an employee in an approved whole time post in any State Government establishment, Colleges affiliated to the State-aided Universities in West Bengal and other Research Institute of repute run fully or partly with the financial assistance of the State Government and within the administrative jurisdiction of the Government of West Bengal will count towards the qualifying service.
- c) Approved temporary service including approved service on leave or deputation vacancy in one or more Universities or colleges shall count towards pension subject to fulfilment of other conditions for grant of pension.
- d) All periods of authorised leave other than extraordinary leave without pay shall count towards qualifying service.
- e) Period of suspension followed by reinstatement shall count towards qualifying service provided that it is treated as duty, otherwise it shall not count towards qualifying service.

7. Date of retirement : When an employee is required to retire on completing the age of superannuation as provided in rule 4 earlier the date on which he/she completes that age shall be reckoned as an working day and the employee shall retire with effect from the date following that date.

N.B. If the date of retirement of an employee falls on any date other than the last day of the month he/she shall be allowed to retire on the last day of the month (afternoon).

8. Eligibility of Pension :

Subject to satisfactory service, an employee shall be entitled to pension provided that the employee concerned has completed at least 10 years of qualifying service :-

- i) on completing the age of superannuation;
- ii) on voluntary retirement;
- iii) on being declared permanently incapacitated for further service by a duly constituted Medical Board by the Syndicate/Executive Council;
- iv) on termination of service due to abolition of the post..Any employee of the University having continued service in any State-aided University, College and/or other Research Institute of repute run fully or partially with the financial assistance from the State Government and within the administrative jurisdiction of the Government of West Bengal where the State Government takes the full liability for payment of pension and other retirement benefits to the pensioners of such Institution, for at least 10 years whether singly or combinedly in such Organisation/Institution in succession immediately before the date of superannuation shall be eligible for the retiring benefits from the University where from he/she retires provided he/she shall serve the University concerned as permanent employee. If the employee

Compendium

comes from a Research Institute/Organisation or Colleges, where he is enjoying the benefit of CPF, the employee will be required to refund the employer's share of contribution to the State Government in manner described at para No. 5 of the memorandum and the amount of his/her own contribution accumulated in his/her C.P.F. will be transferred to the G.P. Fund of the University where he/she joins and the same will be paid to him/her after retirement.

9. **Rate of Pension :**

The rate of pension will be 50% of the last pay drawn including stagnation increments for 33 years of qualifying service or more. When the qualifying service is less than 33 years, the pension will be prorata less. However, the minimum pension will be Rs. 1300 and the maximum amount of pension will be Rs. 11200 per month. Some examples in this respect are annexed (Annexure-IV).

10. **General Provident Fund :**

The employee will be required to subscribe to a General Provident Fund at the rate of 8 1/3% minimum and 20% maximum of pay with no contribution from the University.

11. **Gratuity :**

- i) Retirement Gratuity - an employee retiring with at least five years of qualifying service will be entitled to the Retirement Gratuity at the rate of half of pay plus dearness allowance at the time of retirement for each completed year of service subject to a maximum of 16 1/2 months' pay plus dearness allowance provided that the total amount of gratuity admissible shall, in no case, exceed Rs. 2,50,000 only.
- ii) Death Gratuity - When an employee dies while in service death gratuity will be payable to the nominee or surviving members(s) of the family at the following rate.

Qualifying Service

- a) Less than one year
- b) One year and above but less than five years
- c) Five years but less than Twenty years
- d) Twenty years or more

Amount of Death Gratuity

- Two times the emoluments.
- Six times the emoluments.
- Twelve times the emoluments.
- Half of the amount reckonable for Gratuity for every completed six monthly period of qualifying service, subject to a maximum of Thirty Three times of emoluments. Death gratuity in no case shall exceed Rs. 2.5 lakh.
- Emoluments consist of Pay and Dearness Allowance on the date of death.

- iii) Those who were in service on 1.5.99 and thereafter retired/died prior to publication of this scheme may also get the benefit under the scheme if they so desire after refund of the benefit allowed to them under the old scheme including the benefit of employer's share of contributions towards G.P. Fund together with interest accrued thereon.

12. **Dearness Relief :**

In addition to pension as stated above Pensioners of the State-aided Universities shall get

Dearness Relief as may be determined by the State Government from time to time for employees of the State-aided University over and above the revised rate of pension with effect from 01-01-1996. (Annexure - V).

13. Commutation :

An employee who is eligible for the benefit of pension under this scheme shall be entitled to commute a lump amount at the rate to be determined by the State Government from time to time, not exceeding 40% of pension (except family pension) which has been or may be granted to him/her under this scheme, provided that an employee against whom a judicial or departmental proceedings has been instituted or a pensioner against whom any such proceedings has been instituted or continued shall not be permitted to commute any portion of his pension during the pendency of such proceedings.

An employee shall apply to the competent authority for commutation of a portion of his pension after he/she has retired.

The commutation of pension for the employees of the State-aided Universities shall be governed by the rules and regulations as may be framed from time to time by the State Government. (Annexure - VI).

14. Family Pension :

Family pension shall be granted to the members of the family of an employee who dies while in service after rendering at least one year's service. In case of death after retirement family pension shall also be payable to the members of the family of deceased pensioner of the University till death of such members provided at the time of death the employee was in receipt of pension.

The family pension shall be paid at the rates prescribed at Annexure-VII and sanctioned by the State Government for the employees of the State-aided Universities from time to time.

Family pension at the enhanced rate :-

- i) In the event of death of an employee while in service the rate of family pension will be 50% of the pay last drawn provided the employee concerned has put in not less than seven years continuous service prior to his death. The family pension at the enhanced rate is payable for a period of 7 years from the date following the date of death or till the date on which the employee concerned would have attained the age of 65 years had he survived, whichever period is less.
- ii) In the event of death after retirement the family pension at enhanced rate shall be payable upto the date on which the deceased employee concerned would have attained the age of 65 years had he survived or for 7 years, whichever period is less. The amount of enhanced family pension shall not exceed the amount of original pension before commutation sanctioned to the concerned employee.

Family pension shall be admissible :-

- a) in case of widow/widower upto her/his death or re-marriage whichever is earlier;
- b) in the case of minor son until he attains the age of 25 years;
- c) in case of unmarried daughter until she attains the age of 25 years or marriage whichever

Compendium

is earlier;

d) in the case of dependent parents upto the date of their death or re-marriage whichever is earlier;

e) family pension shall be payable to only one member of the family.

(Note : Provided other terms & conditions for enjoyment of retirement benefits in terms of this scheme are fulfilled).

15. Restoration of Pension :

The commuted portion of pension will be restored after 15 years from the date of retirement.

16. State Government may consider extension of retirement benefit to employees (teachers, officers and non-teaching employees) who have joined any of the State-aided Universities after serving continuously in an University, College and Research Institute/Organisation of national importance not being within the administrative jurisdiction of the State Government provided such University/ College/Research Institute/Organisation of national importance pay the capitalised value of Gratuity and pension as may be determined by the State Government and agree to extend the similar benefits to any employee of the State-aided University in West Bengal on reciprocal basis.

17. In implementing the provision of this scheme if there is any difficulty the matter may be referred to the State Government for a decision.

18. The State Government at its discretion shall have power to relax any provision of the scheme in exceptional cases with prior consultation with Finance Department.

ANNEXURE - II

To Memorandum No. 85-Edn (U) dated 31-1-2000

To

The Registrar,

_____ University/
Bengal Engineering College (Deemed University)/
Bidhan Chandra Krishi Viswavidyalaya/West Bengal/
University of Animal & Fishery Sciences.

Dear Sir,

I, Shri/Shrimati_ do hereby opt to come under provisions under namely, “West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1999” and authorise the University Authority to refund the employer’s share of contribution with interest accrued thereon from my Contributory Provident Fund Account to the Government in terms of the relevent provision of the said scheme.

Further, I authorise the University Authority to transfer my share of contribution along with interest accrued thereon from my Contributory Provident Fund Account to the newly opened General Provident Fund Account to be maintained by the Director of Pension. Provident Fund and Group Insurance, Finance Department, Government of West Bengal.

Yours faithfully,

Dated _____

(Signature)

Countersigned

(Designation)

Head of Office

Option accepted
Registrar.

To be filled up in duplicate. One Copy to be kept in the Service Book of the employee and the Second Copy to be preserved by the RF. Section of the University.

Compendium

ANNEXURE - III

To Memorandum No. 85-Edn(U) dated 31.1.2000

_____ University/B.E. College (Deemed University/
Bidhan Chandra Krishi Viswavidyalaya/West Bengal University of Animal & Fishery
Sciences.

DECLARATION

I, Shri/Shrimati.....declare that I would like to join the University service on and from.....as..... and my retirement benefit (Pension-cum-Gratuity) will be governed as per G.O. No. 85-Edn(U) dated 31.01.2000.

I, hereby further declare that I have no objection if my Contribution to General Provident Fund is kept in the G.P.F. Account to be maintained by the Director of Pension, Provident Fund and Group Insurance, Finance Deptt., Government of West Bengal. I further authorise the University Authority to take appropriate action to deposit the same with the Director of Pension, Provident Fund and Group Insurance, Finance Deptt., Govt, of West Bengal at the appropriate time.

Dated _____

(Signature)

Countersigned
Head of Office

Address :
Accepted
Registrar

N.B. : To be filled up in duplicate at the time of joining the service. One copy is to be kept in the service book of the employee and the Second copy to be preserved by the P.F. Section of the University.

ANNEXURE-IV

To Memorandum No. 85-Edn(U) dated 31.1.2000

Some illustrations are given below for calculation of pension for the employees of the State-aided Universities according to the rate as provided in this order.

<u>Last pay reckonable for pension including stagnation increments</u>	<u>No. of years of completed service</u>		<u>Amount of Pension</u>
Rs. 3,000	33 years	$\frac{3000}{2} =$	Rs. 1500
Rs. 3,000	35 years	$\frac{3000}{2} =$	Rs.1500
Rs. 3,000	20 years	$\frac{1500 \times 20}{33} =$	Rs. 909
			But it will be Rs. 1300 as minimum pension in place of Rs. 909
Rs. 3,000	30 years	$\frac{1500 \times 30}{33} =$	Rs. 1364
Rs. 5,000	35 years	$\frac{5000}{2} =$	Rs.2,500
Rs. 5,000	10 years	$\frac{2500 \times 10}{33} =$	Rs. 758

But it will be Rs. 1300 as per minimum pension in place of Rs. 758

Compendium

ANNEXURE -V

To Memorandum No. 85-Edn(U) dated 31.1.2000

Dearness Relief : In addition to Pension/Family Pension as will be allowed to the pensioner/family pensioners Dearness Relief on Pension/Family Pension will be admissible beyond index average 1510 (1960 = 100) in accordance with the revised formula as may be determined by the State Government from time to time. Payment of Dearness relief on revised pension/family pension shall be regulated for the present in the following manner until decided by the State Government otherwise.

Period for which payable	Rate of Dearness relief per month on pension/family pension
From 01-01-1996 to 31.07.97	Nil
From 01-08-1997 to 30.11.97	4% of pension
From 01-12-1997 to 31.03.98	8% of pension
From 01-04-1998 to 31.10.98	13% of pension
From 01-11-1998 to 31.07.99	22% of pension
From 01-08-99 onwards	32% of pension

ANNEXURE-VI

To Memorandum No. 85-Edn(U) dated 31-1-2000

The present rate of Commuted value of Pension payable under this scheme.

Age Next Birthday	Value per Re. Commuted (Rs.)
51	155.40
52	151.92
53	148.20
54	144.60
55	140.76
56	137.04
57	133.20
58	129.36
59	125.52
60	121.56
61	117.72
62	113.76
63	109.80
64	105.84
65	102.00
66	98.04
67	94.20
68	90.20
69	86.64
70	82.92
71	72.20
72	75.60
73	72.12
74	68.64
75	65.28

Compendium

ANNEXURE-VII

To Memorandum No. 85-Edn(U) dated 31-1-2000

The rate of family pension as may be applicable to the members of the family of deceased State-aided University employees with effect from 01.04.1997.

The family pension will be calculated at the rate of 30% of the last pay drawn subject to the minimum of Rs. 1300 and maximum being Rs. 6720 per month.

ANNEXURE-VIII
TO MEMORANDUM NO. 85-EDN(U) DATED 31-01-2000
STATEMENT SHOWING AMOUNT OF EMPLOYER'S SHARE OF CONTRIBUTION TO THE
CONTRIBUTORY PROVIDENT FUND

Name of the institution with address	Name of the employee	Date of joining	Date of retirement	Date of entry into CPF by the employee	Total amount of Employer's share with interest accrued Entry of CPF General Fund			Date of refund of employer's share of contribution with interest accrued thereon to the Govt. (Challan enclosed) as calculated in Column (6)	Signature of Competent authority of the University
					Total Share	Interest	Total		
1	2	3	4	5	6(a)	6(b)	6(c)	7	8

Compendium

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 168(9)-Edn(U)

Dated, Calcutta, the 23rd February, 2000.

1U-26/99

From : Shri S. Bhattacharyya,
Joint Secretary to the Govt, of West Bengal.

To : The Registrar

_____ University/ Bengal Engineering College (D.U).

Sir,

In partial modification of this Department Memorandum No. 83-Edn(U) dated 31.1.2000, I am directed by order of the Governor to say that the Governor is pleased to order that the group of words "In terms of Government order No. 529(7)Edn(U) dated 2.12..95" appearing at Annexure-I and II to the Memorandum under reference be substituted by the group of words "In terms of G.O. No. 93(7) Edn(U) dated 19.2.97".

All concerned are being informed.

Yours faithfully,

Sd/-

Joint Secretary.

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 181(8)-Edn(U)

Dated, Calcutta, the 24th February, 2000.

1U-34/98

From : Shri S. Bhattacharyya,
Joint Secretary to the Govt, of West Bengal.

To : The Registrar,

_____ University/
_____,

_____,

Bengal Engineering College (Deemed University). Shibpore, Howrah.

Sub : Implementation of revised U.G.C. scale of pay for the teachers of the State-aided Universities effective from 01-01-96 clarification regarding :-

Sir,

In continuation of this Department order No. 111-Edn(U) dated 05-02-99 and No. 175-Edn(U) dated 25-02-99 read with memo. No. 1061(8)-Edn(U) dated 14-12-99 on the above mentioned subject and on the basis of clarification as received from the Government of India in this respect, I am directed by order of the Governor to say that the Governor is pleased to decide that the following clarifications will hold good while implementing the scheme of the revised scale of pay and award of other benefits as incorporated in the aforesaid Government orders :-

Points of doubt	Clarification
1. Whether the benefit of four or two advance increments for candidates joining the service with Ph.D./M.Phil. degree is admissible to those who joined the service on or after 1.1.96 or to those who joined the service on 05-02-99 or thereafter.	1. This benefit will be admissible to those who joined the service on 27-07-98 or thereafter.
2. Whether a Lecturer in the Selection Grade after getting his pay fixed at Rs. 14940 will get two additional increments for his obtaining Ph.D. degree thereafter.	2. The clarification from the Ministry of Human Resource Development Department is awaited. This may therefore be kept pending.
3. Whether a Lecturer with Ph.D. after moving to the post of Reader but having not got two additional increments at any stage will get two additional increments.	3. The Clarification from the Ministry of Human Resource Development Department is awaited. This may therefore pend.

Compendium

Points of doubt	Clarification
4. How the pay of the teachers drawing pay in the pay scale of Rs. 3700-5700 will be fixed in the revised scale of pay of Rs. 12000-18300.	4. Lecturers (Selection Grade)/Readers with five years service drawing pay at the 6th Stage viz. Rs. 4325 in the pre-revised scale of Rs. 3700-5700 will be fixed at the stage of Rs. 14940 in the revised scale of Rs. 12000-420-18300. The teachers drawing pay at the 6th, 7th, 8th, and 9th stage (viz. first four stages of bunching) will not be eligible for the benefit of bunching. Accordingly, in their case, the date of the next increment in the revised scale will be the date on which they would have drawn increments, had they continued in the pre-revised scale. The teachers drawing pay at the 10th, 11th, 12th and 13th stage in the pre-revised scale will become entitled to one increment in the revised scale with effect from 01-01-96, and the teachers drawing pay at 14th and 15th stage of the pre-revised scale will become entitled to two increments in the revised scale on 01-01-96. As the teachers drawing pay from the 10th to the 15th stage will get the benefit of bunching, they will become entitled to the next increment in the revised scale on completion of twelve months from the date of stepping up of their pay, viz. twelve months from 01-01-96.
5. Whether the benefit of advance increment may be extended to those whose pay has been protected considering their past service in colleges.	5. Advance increment is admissible for the new entrants in the pay scale of Rs. 8000-13500/-. The teachers whose pay has been protected in consideration of their past service will be entitled to draw either the pay which has been protected or the pay with advance increment as per the rules, whichever is higher.
6. Whether the pay of senior teacher will be made equal to that of a junior teacher whose pay becomes more on account of incentive/career advancement.	6. The case will be decided on individual merit for which the State Government should be consulted.
7. Whether the effect of career advancement on completion of requisite number of years which has been reduced now will be effective with effect from 01-01-96.	7. The Scheme of career advancement as per the revised scale of pay allowed to the teachers in terms of G.O. No. 1 II-Edn(U) dated 05-02-99 read with G.O. No. 175-Edn(U) dated 25-02-99 will be effective with effect from 27-07-98.
8. Whether the date of increment will remain unaltered after fixation of pay in the revised scale of pay in cases where it is 1 st day of January.	8. The decision of the Ministry of Human Resource Development Department is being awaited.
9. Whether ad-hoc services of the teachers initially appointed on ad-hoc basis and subsequently appointed in the same post on regular basis are countable for the purpose of career advancement.	9. Yes, provided the cases satisfy the conditions indicated in para-07 of the annexure to G.O. No. 175-Edn(U) dated 25-02-99.
10. What will be the date of effect of promotion of an existing Reader to the post of Professor as per para 6.4 of the G.O. No. 175-Edn(U) dated 25-02-99 read with letter No. 1061 (8)-Edn (U) dated 14.12.99.	10. The date of effect will be 27-07-98 or thereafter according to the eligibility of individual Reader.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Points of doubt	Clarification
11. Whether the provision, namely, "if the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years" - as noted at the end of paragraph 6.4 of the G.O. No. 175-Edn(U) dated 25-02-99 is applicable in the case of promotion to the post of Reader from Lecturer (senior scale) or to the post of Professor from Reader for which separate provisions have been made for serving stipulated years of services in the feeder cadre, namely five years or eight years respectively.	11. The University Grants Commission has been moved to send a clarification in the matter and the University will be intimated in due time. Consideration of this provision may, therefore, pend and promotion may be made on the basis of eligibility of stipulated 5 or 8 years of service, as the case may be, pending receipt of any clarification in this respect.

Yours faithfully,

Sd/-
Joint Secretary.

No. 181(8)/1(3)-Edn(U).

Copy forwarded for information to the :-

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta-1.
2. Accountant General (Audit -II), West Bengal, 18, Rabindra Sarani, Calcutta-1.
3. Finance (Group 'B') Department of this Government.

Dated, Calcutta,
the 24th February, 2000.

Sd/-
Assistant Secretary

No. 181(8)/2(25)-Edn(U).

Copy forwarded for information to the :-

1. Joint Secretary, Appointment/College Branch of this Department.
2. Finance Officer, _____ University/Bengal Engineering College (Deemed University), _____
3. Secretary to the Governor of West Bengal,. Raj Bhavan, Calcutta.
4. Chancellor's Secretariat, Bikash Bhavan, Bidhan Nagar, Calcutta.
5. Budget Branch of this Department.

Compendium

6. P.A. to the Principal Secretary of this Department.
7. Shri M. Biswas, O.S.D. & Ex-officio Deputy Secretary for hand book of circulars.
8. Member-Secretary, West Bengal State Council of Higher Education..
9. Joint Secretary, Agriculture Department of this Government.
10. Joint Secretary, Animal Resource Development of this Government.
11. Guard file.

Dated, Calcutta
the 24th February, 2000

Sd/-
Assistant Secretary.

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 212-Edn(U)

Dated, Calcutta, the 6th March, 2000.

1U-6/99 Pt.

From : Shri S. Bhattacharyya,
Joint Secretary to the Government of West Bengal.

To : The Registrar,
_____ University,
(except Jadavpur University & B.E. College (D.U.))

Sir,

In partial modification of this Deptt. Memo. No. 342-Edn(U) dt. 3.5.99 and 811-Edn(U) dt. 8.9.99 regarding Revision of Pay and Allowances (ROPA) Rules, 1999 in respect of the non-teaching employees of the State aided Universities in West Bengal and the Bengal Engineering College (Deemed University), I am directed by order of the Governor to say that the Governor has been pleased to decide that the date of effect of drawal of House Rent Allowance at the enhanced rate will be 1.4.97 instead of 1.5.99 as indicated earlier in item No. 14 of the aforesaid Memo. No. 342-Edn(U) dt. 3.5.99.

2. I am also directed by order of the Governor to say that the arrear amount of Pay, Dearness Allowance and House Rent Allowance thus calculated for the period from 1.4.97 to 30.4.99 in favour of the non-teaching employees of the Universities would be deposited to their respective Provident Fund accounts maintained by the Director of Pension, Provident Fund and Group Insurance, Govt. of West Bengal which will not be taken into account for the purpose of temporary advance or withdrawal till 31.10.2001.
3. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Pay) 1663 dt. 10.8.99.
4. The Accountant General, West Bengal, is being informed.

Yours faithfully,
Sd/-
Joint Secretary

No. 212/1(6)Edn(U)

Copy forwarded for information and necessary action to the :-

- 1) Registrar, _____ University,
(Except Jadavpur University & B.E. College(D.U.))
- 2) Registrar, Bidhan Chandra Krishi Viswavidyalaya.
- 3) Registrar, West Bengal University of Animal Husbandry & Fishery Sciences.

Calcutta
the 6th March, 2000

Sd/-
Assistant Secretary

Compendium

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 213-Edn-(U)

Dated Calcutta, the 6th March, 2000.

1U-6/99

From : Shri S. Bhattacharyya,
Joint Secretary to the Govt. of West Bengal.

To : The Registrar,
Jadavpur University.

Sir,

In partial modification of this Department Memo. No. 342-Edn(U) dated 3.5.99 and 811-Edn(U) dt. 8.9.99 regarding Revision of Pay and Allowances (ROPA) Rules, 1999 in respect of the non-teaching employees of the State-aided Universities in West Bengal, I am directed by order of the Governor to say that the Governor has been pleased to decide that the date of effect of drawal of House Rent Allowance at the enhanced rate will be 1.4.97 instead of 1.5.99 as indicated earlier in Item No. 14 of the aforesaid Memo No. 342-Edn(U) dated 3.5.99.

2. I am also directed by order of the Governor to say that the arrear amount of Pay, Dearness Allowance and House Rent Allowance thus calculated for the period from 1.4.97 to 30.4.99 along with interest thereon as admissible under the P.F. Scheme in respect of the non-teaching employees of the Jadavpur University be paid in three equal annual instalments, the first instalment being available not before 31.10.2001.
3. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Pay) 1663 dt. 10.8.99.
4. All concerned are being informed.

Yours faithfully,
Sd./- S. Bhattacharyya,
Joint Secretary.

No. 213/l(9)-Edn(U)

Copy forwarded for information and necessary action to the :-

- 1) Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Calcutta-1
- 2) Registrar, Jadavpur University, Calcutta-32.
- 3) Finance Officer, Jadavpur University.
- 4) Finance (Group 'B') Department of this Government. 5). Budget Branch of this Department.
- 6) Statistical Cell of this Branch.
- 7) PA. to Principal Secretary of this Department.
- 8) O.S.D. & Ex-Officio Deputy Secretary, University Branch for publication of Hand Book on Higher Education in West Bengal.
- 9) Guard file.

Calcutta,
the 6th March, 2000.

Sd/-
Assistant Secretary.

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 234(8)-Edn(U)

Dated : 13-03-2000.

IU-34/98

To

The Registrar,

_____ University/B.E. College (D.U.), Howrah.

Sub : Implementation of revised U.G.C. scale of pay for the teachers of the State-aided universities effective from 01-01-96 clarification regarding.....

Sir,

I am directed to state that the provision as contained in item No. 11 of the set of clarifications as embodied in this department order No. 181(8) Edn(U) dated 24-02-2000 was further examined in consultation with the universities who are of the view that in implementation of the scheme of career advancement/promotion as notified in our G.O. No. 111-Edn(U) dated 05-02-1999 and No. 175-Edn(U) dated 25-02-1999 read with No. 1061(8) dated 14-12-1999 the said clarification as noted under serial 11 is not necessary.

In the circumstances and in partial modification of the order No. 181(8)-Edn(U) dated 24-02-2000 I am directed by the Governor to say that the Governor is pleased to decide that the provision contained under serial No. 11 in G.O. No. 181(8) Edn(U) dated 24-02-2000 is to be treated as deleted. The university will strictly follow guidelines of the U.G.C. regarding career advancement/promotion including the matter covered under the relevant paragraph of the guidelines.

All concerned are being informed.

Yours faithfully,

Sd/

Joint Secretary.

Compendium

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhannagar, Calcutta-700091

No. 358(9)-Edn(U)

Dated, Calcutta, the 11th April, 2000.

1U-93/98

From : Shri S. Bhattacharyya,
Joint Secretary to the Government of West Bengal.

To : 1. The Registrar,
_____ University,
_____,
_____,
_____.

2. The Registrar,
Bengal Engineering College (Deemed University),
Shibpore, Howrah.

3. The Registrar,
Netaji Subhas Open University,
1, Woodburn Park, Calcutta-20.

Sub : Sanction of House Rent Allowance (HRA) in respect of the teachers and officers of the State-aided Universities in West Bengal and the matters regulating payment of arrears.

Sir,

1. In continuation of this Department G.O. No. 577(9)-Edn(U) dated 09-07-99 sanctioning House Rent allowance and Medical Allowance of the teachers and officers of the State-aided Universities in West Bengal including Bengal Engineering College (Deemed University), I am directed to state that the Governor, after careful consideration has been pleased to grant House Rent Allowance with effect from 01-04-97 instead of 01-05-99 granted earlier to the teachers and officers of the State-aided Universities in West Bengal including Bengal Engineering College (Deemed University).
2. Arrears admissible during the period from 01-04-97 to 30-04-99 will be deposited in appropriate Provident Fund Account maintained and controlled by the Director of Pension, Provident Fund & Group Insurance of Government of West Bengal and the amount so credited cannot be taken into account for the purpose of temporary advance or withdrawal from Provident Fund Account till 31-10-2001.
3. In the case of Jadavpur University teachers and officers whose arrear are not deposited in Provident Fund Account under Government control, the arrears may be paid in three equal annual instalments, the 1st instalment being available not before 31-10-2001.
4. As regards deposit of the arrear in respect of the Bengal Engineering College (Deemed University) separate order will follow. Pending such order the arrears should not be paid in cash.
5. The universities concerned will make amendment to their Statutes/Ordinances/Rules etc. where necessary for incorporation of the provisions of this order therein.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

6. Other terms and conditions as laid down in this Department G.O. No. 577(9)-Edn(U) dated 09-07-99 will remain unchanged.
7. This order issues with the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) 412 dated 11-04-2000.
8. All concerned are being informed.

Yours faithfully,
Sd/-
Joint Secretary.

No. 358(9)/1(5)-Edn(U).

Copy forwarded for information to the :-

1. Finance (Group 'B') Department of this Government.
2. Finance (Group 'P'-Service) Department of this Government.
3. Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Calcutta-1.
4. Accountant General (Audit-II), West Bengal, 18, Rrabindra Sarani, Calcutta-1.
5. Accountant General, (A&E) West Bengal, Treasury Bldgs., Calcutta-1

Dated, Calcutta,
the 11th April, 2000.

Sd/-
Assistant Secretary.

No. 358(9)/2(25)-Edn(U).

Copy forwarded for information to the :-

1. Director of Public Instruction, West Bengal.
2. Pro-Vice-Chancellor for Business Affairs & Finance, Calcutta University, Senate House, Calcutta-73.
3. Finance Officer, _____ University, _____

4. Accounts Officer, Bengal Engineering College (Deemed University), Shibpore, Howrah.
5. Joint Secretary, Agriculture Department of this Government.
6. Joint Secretary, Animal Resource Development Deptt. of this Govt.
7. Secretary to the Governor, West Bengal, Raj Bhavan, Calcutta.
8. Budget Branch of this Department.
9. Secretary, West Bengal State Council of Higher Education.
10. Shri M. Biswas for Publication of Hand Book.
11. P.A. to the Principal Secretary of this Department.
12. Guard file.

Dated, Calcutta,
the 11th April, 2000.

Sd/-
Assistant Secretary.

Compendium

Government of West Bengal

Higher Education

Department University Branch

Bikash Bhavan, Salt Lake, Calcutta-700091

No. 360(10)-Edn(U)

Dated, Calcutta, the 11th April, 2000.

1U-75/95

From : Shri S. Bhattacharya,
Joint Secretary to the Govt. of West Bengal.

To : The Registrar,

_____ University/
Bengal Engineering College (Deemed University).

Sir,

The question of extending the benefit of accumulation of Earned Leave as admissible upto a maximum limit of 240 days as well as payment of cash equivalent of leave as leave salary at the time of retirement upto a maximum limit of 240 days (as are at present, enjoyed by the non-teaching employees of the State-aided Universities including Bengal Engineering College (Deemed University) to the Teachers and Officers of the State-aided Universities including Bengal Engineering College (Deemed University) was under consideration of the State Government for some time past.

2. I am now directed by order of the Governor to state that the Governor is pleased to extend the benefit of accumulation of Earned Leave as admissible upto a maximum limit of 240 days as well as payment of cash equivalent of leave as leave salary at the time of retirement upto a maximum limit of 240 days as are, at present, enjoyed by the non-teaching employees of the State-aided Universities including Bengal Engineering College (Deemed University in terms of the Government order No. 450-Edn(U) dated 20.8.98 read with Government order No. 660-Edn(U) dated 23.11.98) to all whole time teachers and officers of the State-aided Universities including Bengal Engineering College (Deemed University) provided the Universities would bear the cost of the expenditure towards encashment of leave salary from their own resource maintaining other terms and conditions as embodied in terms of the aforesaid Government orders and as are applicable to the State Government employees in terms of the Finance Department Memo. No. 11260-F dated 12th October, 1987.
3. This order takes effect from the 1st day of April, 1998.
4. The Universities/Bengal Engineering College (Deemed University) will take early step towards amendment of the relevant statutes and ordinances/Bye-laws in this regard.
5. This order issues with the concurrence of the Finance Department vide their U.O. No. Group P' (Services) No. 782 dated 10.4.2000.

All concerned are being informed.

Yours faithfully,

Sd/-

Joint Secretary.

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 374(10)-Edn(U)

Dated, Calcutta, the 20th April, 2000.

1U-93/98

From : Shri S. Bhattacharyya.

Joint Secretary to the Govt. of West Bengal.

To : The Registrar,

_____ University/Bengal Engineering College (Deemed
University)

Sub : Sanction of House Rent Allowance (HRA) in respect of the teachers and officers of the State-aided Universities in West Bengal and the matter regulating payment of arrears.

Sir,

In partial modification of the Government order No. 358(a)-Edn(U) dated 11.4.2000 on the subject cited above I am directed to state that due to oversight payment of interest admissible according to the Provident Fund Rules on the arrears to be paid in respect of the teachers and the officers was not indicated in the aforesaid Government Order. The Governor has now been pleased to decide that in respect of the teachers and the officers of the Jadavpur University arrear amount of the House Rent allowance along with interest as admissible under the Provident Fund Scheme will be paid in three equal annual instalments. 1st instalment not being available before 31.10.2001.

In respect of other universities interest as per rule will be allowed for any deposit with the Director, Pension, Provident Fund etc.

All concerned are being informed.

Yours faithfully,

Sd/-

Joint Secretary.

Compendium

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhannagar, Calcutta-700091

No. 386(8)-Edn(U)

Dated, Calcutta, the 26th April, 2000.

1U-34/98

From : Shri S. Bhattacharyya,
Joint Secy, to the Govt, of West Bengal.

To : The Registrar,

_____ University,

Bengal Engineering College (Deemed University), Shipbore, Howrah.

Sub : Regulations on minimum qualifications for Appointment and Career Advancement of Lecturers, Readers and Professors in Universities.

Ref. : Department's G.O. No. (i) 111-Edn(U) dated 05-02-99, (ii) 175-Edn(U) dated 25-02-99, (iii) 1061-Edn(U) dated 14-12-99 and (iv) 181(8)-Edn(U) dated 24-02-2000.

Sir,

In continuation of this Department's G.O. Nos. referred to above on the above mentioned subject and in partial modification of the relevant provisions incorporated in those Government orders to the extent indicated in the U.G.C. Regulations (as enclosed), I am directed to enclose a copy of D.O. letter No. F.3-1/2000(PS) dated 04-04-2000 along with its enclosures received from the U.G.C. regarding the minimum qualification for appointment and for Career Advancement of Lecturers, Readers and Professor in the Universities. I am now directed by order of the Governor to state that the Governor has been pleased to decide that the University will strictly follow the provisions as prescribed in the aforesaid regulations. The State Level Eligibility Test being conducted by the College Service Commission as accredited by the U.G.C. shall also be accepted as an alternative to NET.

All concerned are being informed.

Encl : As above.

Yours faithfully,
Sd/-
Joint Secretary.

No. 386/1 (I)-Edn(U).

Copy along with a copy of U.G.C.'s D.O. letter No. F. 3-1/2000(PS) dated 04-04-2000 along with its enclosures forwarded to the Joint Secretary (Appointment Branch) for information and necessary action.

Dated, Calcutta,
the 26th April, 2000.

Sd/-
Assistant Secretary.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Dr. (Mrs) Pankaj Mittal,
Deputy Secretary.
Phone No. 323-2055
D.O. No. F.3-1/2000(PS).

COPY
University Grants Commission,
Bahadurshah Zafar Marg,
New Delhi 11002.
Dated : 4th April, 2000.

Sub : UGC Regulations on minimum qualifications for appointment and for Career Advancement of Lecturers, Readers and Professor in the Universities & Colleges.

Dear/Sir/Madam,

In supersession of UGC Regulation No. F. 1-11/87(CPP-II) dated 19-09-91 and notification No. F.3-1/94(PS) dated 24-12-98, the UGC has made the Regulations for minimum qualifications required for the appointment and career advancement of teachers in universities and institutions affiliated to it.

The Regulations have been sent to Assistant Controller (Commercial), Government of India, Department of Publication, (Urban Development and Employment) Civil Lines, Delhi, for publication in the Gazette of India.

The provision contained in the U.G.C. notification of 24-12-98 mentioning that it would be optional for the university to exempt Ph.D. degree holders from NET or to require NET in their case as a desirable or essential qualification for appointment as Lecturer has been withdrawn. NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidates who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31-12-93, are exempted from appearing in the NET examination.

The proviso in the Regulation, 1991 which reads as follows :-

Provided that any relaxation in the prescribed qualifications can only be made by a University in regard to the posts under it or any of the institutions including constituent or affiliated colleges recognised under clauses (f) of Section 2 of the aforesaid Act or by an institution deemed to be a university under Section 3 of the said Act with the prior approval of the University Grants Commission.

has been dropped and is replaced by the following proviso :-

Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only. (This relaxation, if allowed, would be given based on sound justification and would apply to affected Universities for that particular subject for the specified period. No individual applications would be entertained).

The Regulations issued by the U.G.C. are mandatory in nature and all the universities are advised to strictly comply with them. It shall be necessary for the universities and the management of colleges to make the necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate these Regulations.

A copy of the Regulations is enclosed for information and necessary action. It is requested that the contents of the above letter may be brought to the notice of the colleges affiliated to your university. Receipt of this letter may please be acknowledged. With regards,

To
Secretary Education (Hr.)
Government of West Bengal,
8th floor, Bikash Bhavan, Salt Lake, Calcutta.

Yours sincerely,
Sd/- Pankaj Mittal.

Compendium

**UGC Regulations, 2000 regarding
Minimum Qualifications for Appointment and Career Advancement of Teachers
in Universities and Colleges.**

To be published in the Gazette of India

Part III Sector 4

University Grants Commission

Bahadur Shah Zafar Marg

New Delhi-110 002

No. F.3-1/2000(PS)

Dated : 04-04-2000.

NOTIFICATION

In exercise of the powers conferred by clause (e) & (g) of sub-section (1) of Section 26 read with Section 14 of University Grants Commission Act, 1956 (3 of 1956), and in supersession of the Regulations issued under University Grants Commission letter No. F.1-93/74(CPP) Part (v) dated 13-06-83 and No. F.1-11/87CPP-II) dated 19-09-91 and notification No. 1-93/74(CP) dated 19-02-85, 26-11-85 and No. F.3-1/94(PS) dated 24-12-98, the University Grants Commission hereby makes the following regulations, namely :-

1. Short Title, application and commencement:

- i) These regulations may be called the University Grants Commission (minimum qualifications required for the appointment and Career Advancement of teachers in Universities and institutions affiliated to it) Regulations, 2000.
- ii) They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognised by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institution deemed to be a university under Section 3 of the said Act.
- iii) They shall come into force with immediate effect.

2. Qualifications :

No person shall be appointed to a teaching post in university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in any institution deemed to be university under Section 3 of the said Act in a subject if he/she does not fulfil the requirements as to the qualifications for the appropriate subjects as provided in the Annexure.

Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a Specified period only. (This relaxation, if allowed, would be given based on sound justification and would apply to affected universities for that particular subject for the specified period. No individual applications would be entertained.)

Provided further that these regulations shall not be applicable to such cases where selections of the candidates having had the then requisite minimum qualifications as were existing at that

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

time through duly constituted Selection Committees for making appointments to the teaching posts have been made prior to the enforcement of these regulations.

3. Consequences of failure of universities to comply with recommendations of the Commission, as per provisions of Section 14 of the University Grants Commission Act, 1956 :

If any university grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of that sub-section or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) or clause (g) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (g) of sub-section (1) of Section 26, the Commission after taking into consideration the clause, if any, shown by the university for such failure or contravention, may withhold from the university the grants proposed to be made out of the Fund of the Commission.

Sd/- R. P. Gangurde,
Secretary.

To
The Assistant Controller,
Publication Division,
Government of India,
Urban Development Ministry,
Civil Lines, Delhi 110 054.

ANNEXURE

Minimum qualifications for the post of Professors, Principals, Readers and Lecturers in subjects other than Fine Arts, Management, Engineering and Technology in Universities or Colleges for appointment of persons through open advertisement and for their Career Advancement.

1.0.0 Direct Recruitment

1.1.0 Principal (Professor's Grade)

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 15 years of teaching/Research in Universities/Colleges and other institutions of higher education.

1.2.0 Principal (Reader's Grade)

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 10 years of teaching/Research in Universities/Colleges and other institutions of higher education.

1.3.0 Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

1.3.1 Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level.

OR

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

1.3.2 Reader

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades, O,A,B,C,D,E & F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovations design of new courses and curricula.

1.3.3 Lecturer

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

Note : NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil, degree or have submitted Ph.D. thesis in the concerned subject up to 31-12-93, are exempted from appearing in the NET examination.

1.4.0 Journalism and Mass Communication

1.4.1 Professor

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in postgraduate teaching and/or research at the university/national level institution including experience of guiding research at doctoral level in Communication/Journalism.

1.4.2 Reader Essential

1. Ph.D. degree in Communication/Mass Communication/Journalism from an Indian University or an equivalent degree from a foreign University.

OR

Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an equivalent grade) at Master's level in the subject.
3. Eight years experience of teaching and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to education innovation, design of new courses and curricula.

OR

10 years full time work experience in any area of Mass Communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established Industrial and Commercial Houses).

1.4.3 Lecturer

Good academic record with at least 55% marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign university/recognised institution in Communication/Mass Communication/Journalism. Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for Lecturers conducted by UGC or similar test accredited by the UGC.

Note : NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31-12-93, are exempted from appearing in the NET examination.

Desirable

1. Ph.D. degree in Communication/Mass Communications/Journalism from an Indian university or an equivalent degree from a foreign university.

Compendium

2. Two years full time teaching/research/experience in any area of Mass Communication (News papers accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Governments, Public Sector Undertaking and established Industrial and Commercial Houses).

1.5.0 Social Work

1.5.1 Professor

An eminent scholar with published work of high quality actively engaged in research with ten years experience in post-graduate teaching and/or research at the University/National level institution including experience of guiding research at doctoral level in Social Work.

1.5.2 Reader

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (1) or (2) innovation in teaching method or (3) production of teaching materials. Possess at least 55% marks or an equivalent grade at Master's degree level.

About eight years experience of teaching and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

1.5.3 Lecturer

Good academic record with at least 55% of the marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or Foreign University. Candidates besides fulfilling the above qualification should have cleared National Eligibility Test for Lecturers (NET) conducted by UGC or similar test accredited by the UGC.

Note :- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31-12-93, are exempted from appearing in the NET examination.

1.6.0 Music

1.6.1 Lecturer

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Note :- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31-12-93, are exempted from appearing in the NET examination.

2.0.0 Career Advancement

2.1.0 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil. and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

2.1.2 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selction Grade).

2.1.3 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as Professor.

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' — Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	23-34
'F' = Fail	0-0.49	0-24

2.1.4 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

2.2.0 Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

- i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil, and Ph.D.
- ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- iii) Consistently satisfactory performance appraisal reports.

2.3.0 Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination

Compendium

work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post or Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

2.4.0 Reader (Promotion)

2.4.1 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has :

- i) Completed 5 years of service in the Senior Scale.
- ii) Obtained a Ph.D. degree or has equivalent published work.
- iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- v) Possesses consistently good performance appraisal reports.

2.4.2 Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

2.5.0 Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisement, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

2.6.0 The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following :

- a) Self-appraisal reports (required).
- b) Research contribution/books/articles published.
- c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- d) Seminars/Conferences attended.
- e) Contribution to teaching/academic environment/institutional corporate life.
- f) Extension and field outreach activities.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

2.7.0 The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows :-

- i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).
- iii) The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

2.8.0 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

3.0.0 Selection Committees recommended by the UGC.

3.1.0 Lecturer in a Private College

- 1) Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
- 2) The Principal of the concerned College.
- 3) One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.
- 4) Two nominees of the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- 5) Two subject-experts not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.

For Government Colleges, the State Public Service Commission must invite three subject experts for which the State Public Service Commissions will involve the University in the selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.

The quorum for the meeting should be five of which at least two must be from out of three subject experts.

3.2.0 For the post of University Lecturer

At the University level, all selections must be done within the system with the Vice-Chancellor as the Head of the Selection Committee.

Compendium

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
3. Dean of the concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Visitor/Chancellor.

The quorum should be four, out of which at least two outside subject experts must be present.

3.3.0 For the post of Reader

The process of selection should involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition :-

1. Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
4. Dean of the Faculty.
5. Head/Chairperson of the Department.

At least four members, including two outside experts, must constitute the quorum.

3.4.0 For the post of Professor

The process of selection should involve inviting the bio-data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of a Reader.

It may be ensured that the process of selection in every case is transparent and credible.

In the case of posts of Readers and Professors in Colleges, besides the Chairperson of Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of the whom will be the Dean of College or equivalent position in the

University, who will substitute the Visitor's nominee and the VC should be substituted by the VC's nominee.

3.5.0 For the post of Principal

1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees, out of whom one should be an expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

At least four members, including two experts should constitute the quorum.

The process of selection should involve the following :-

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyse and Discuss.
- d) Optional : Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a classroom situation/lecture, wherever it is possible.

Notes :

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
2. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.
3. B in the 7 point scale with letter grade O,A,B,C,D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
4. NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET examination.
5. The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Directors of Physical Education and Deputy Directors of Physical Education, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Directors of Physical Education.
6. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/ CSIR only, prior to 1989, when the minimum mark required to appear for JRF examination were 50%.

Compendium
Government of West Bengal
Higher Education Department
University Branch

Bikash Bhavan, Salt Lake, Calcutta-91

No. 507(8)-Edn(U)

Dated, Calcutta, the 20th June, 2K.

1U-34/98

From : Shri M. Biswas,
O.S.D. & Ex-officio Dy. Secretary to the
Govt. of West Bengal.

To : The Registrar,
_____ University.
B.E. College (D.U.), Howrah.

Sub : Regulations on minimum qualifications for appointment and career advancement of Lecturers, Readers and Professors in Universities.

Sir,

In continuation of this Deptt.'s G.O. No. 386-Edn(U) dt. 26-4-2000 on the above noted subject, I am directed to send herewith a copy of D.O. No. F-1-6/98(PS) dt. April, 2000 received from the Dy. Secretary, University Grants Commission, New Delhi on the same issue for favour of your information and guidance.

Enclo. : As stated.

Yours faithfully,
Sd/-
O.S.D. & Ex-officio
Deputy Secretary.

No. 507/1(1)-Edn(U)

Copy along with a copy of U.G.C.'s D.O. Letter No. F-1-6/98(PS) dt. April, 2000 forwarded to the Jt. Secretary (Appointment Branch) for information and necessary action.

Calcutta,
the 20th June, 2000.

Sd/-
Assistant Secretary.

University Grants Commission
Bahadurshah Zafar Marg
New Delhi-110002

D.O. No. F.1-6/98(PS)

Dated : April, 2000.

Dr. (Mrs.) Pankaj Mittal,
Deputy Secretary.

Dear Sir,

In continuation of this office letter of even number dated 4th April, 2000 vide which the UGC Regulations on minimum qualifications for appointment and for Career Advance of Lecturers, Readers and Professors in Universities and colleges were issued, it is to inform you that for the Ph.D. degree holders who had passed Master's degree prior to 19th September, 1991, a relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level to be eligible to appear for NET.

This may also be brought to the notice of the colleges affiliated to your university.

With regards,

Yours faithfully,
Sd/- Pankaj Mittal
PANKAJ MITTAL

Secretary,
Higher Education Deptt.
Govt. of West Bengal
Bikash Bhavan,
Salt Lake, Calcutta-91.

Compendium

**Government of West Bengal
Higher Education Department
University Education Branch
Bikash Bhavan, Salt Lake, Calcutta-91**

No. : 524-Edn(U)

Dated : 23-6-2000.

1U-16/95

MEMORANDUM

The question of Uniform Holidays and Uniform Leave Rules for the wholetime employees e.g., (Officers and Non-teaching employees) of the State-aided Universities namely (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) Kalyani University, (v) Vidyasagar University, (vi) North Bengal University, (vii) Rabindra Bharati University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya and (xi) West Bengal University of Animal & Fishery Sciences is under consideration of the State Government for some time past. A Committee constituted in terms of G.O. No. 646-Edn(U) dated 13-06-94 made certain recommendations regarding introduction of uniform leave rules and uniform holidays in the State-aided Universities in West Bengal. The Pay Committee constituted for the Non-teaching employees of the State-aided Universities and certain other bodies has also made certain recommendations in respect of uniform holidays and uniform leave rules.

2. After careful consideration of the matter, the Governor has been pleased to accept the above-mentioned recommendations with some modifications and approved the benefits as incorporated in the Annexure in respect of whole-time employees (in the categories of Officers and Non-teaching employees) of the State-aided Universities. The benefits as indicated in the Annexure read with the provisions of this memorandum shall be treated as a comprehensive package for implementation.
3. Seperate memorandum for providing a uniform list of holidays for the Officers and the Non-teaching employees will be issued seperately.
4. Concerned Universities will make amendments in their Statutes/Ordinances/Rules etc., where necessary, for incorporation of the provisions of the Government order therein.
5. This order will be effective from 1st July, 2000 except fixed otherwise in any particular rule in this memorandum.
6. Any difficulty which may arise in implementing the provisions of this order may be referred to the State Government for clarification and/or order.
7. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal & Fishery Sciences may implement the provisions of this order after obtaining the concurrence of the Agriculture Department and Animal Resource Development Department of this Government, respectively.
8. This order issues with the concurrence of the Finance Department vide their U.O. No. 546 Group 'P' (Service) dt. 05-05-2000.
9. The Accountant General, West Bengal is being informed.

Sd/-
Assistant Secretary.

ANNEXURE

LEAVE RULES FOR WHOLE-TIME EMPLOYEES (e.g. OFFICERS & NON-TEACHING EMPLOYEES) OF STATE-AIDED UNIVERSITIES IN WEST BENGAL INCLUDING BENGAL ENGINEERING COLLEGE (DEEMED UNIVESTITY).

1. These rules may be called “Leave Rules” in respect of whole-time employees (in the categories of Officers & Non-teaching Employees) of the State-Aided Universities in West Bengal including Bengal Engineering College (Deemed University).
2. These rules are applicable to all whole-time employees other than teachers, of the (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) Kalyani University, (v) Vidyasagar University, (vi) Rabindra Bharati University, (vii) North Bengal University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya and (xi) West Bengal University of Animal & Fishery Sciences.
3. Leave of any description cannot be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University service.
4. Leave ordinarily shall begin on the day on which the transfer of charge is effected and on the day preceding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but cannot be affixed and prefixed to holidays when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
5. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.
6. An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from Registered Medical Practitioner.
7. An employee who remains absent after the expiry of leave is entitled to no leave salary for the period of unauthorised absence and that period will be debited to leave, as though it were leave on full pay provided leave on full pay is available to such an employee.
8. No employee shall be allowed to absent himself from office without prior permission.
9. All applications for leave of absence and/or for leaving station should be previously made in writing and sanction obtained before leave is availed of, except in case of emergency in which case the report of such absence must be sent if possible, on the very day the employee is forced to absent himself and, in any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a Registered Medical Practitioner or any other unavoidable cause.
10. If any employee is on unauthorised absence or on unreported absence or on overstaying of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned employee at his recorded address asking him to rejoin duty within a specified date. If the employee does not join duty by the stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him. If during the course of

Compendium

disciplinary proceedings the employee comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him (unless he is placed under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularisation of the period of unauthorised absence or unreported absence or overstayal of leave shall be left over for consideration till the finalisation of disciplinary proceedings.

11. Habitual irregularities or frequent absence without proper authorisation, will be considered gross negligence of duty and shall involve disciplinary action at the discretion of the appropriate authority of the University.
12. Leave at the Credit of an employee in his leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service.
13. Unless Syndicate/Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorised and unreported absence from duty the concerned employee shall cease to be in service of the University.
14. Date of retirement in relation to calculation of leave due to the credit of an employee shall mean the afternoon of the last day of the month in which the employee attain the age of superannuation for retirement under the terms and conditions governing his/her service.
15. Each employee, on arrival at office shall sign the attendance register putting time of arrival and at the time of departure shall sign the attendance register putting the time of departure. Normal office hours should be fixed generally from 10 a.m. to 5.30 p.m. on all working days with half an hour recess with provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.45 a.m. Attendance Register for marking time for departure should not be placed before the employees before 5.15 p.m. Anybody leaving office before that time will be marked absent and action as per University Rules, will be taken in such cases. For every three days' late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee.
16. Subject to the foregoing general principles, leave shall mean :-
 - (i) Casual leave
 - (ii) Earned leave
 - (iii) Half-pay leave
 - (iv) Commuted leave
 - (v) Compensatory leave
 - (vi) Study leave
 - (vii) Quarantine leave
 - (viii) Maternity leave
 - (ix) Leave in extraordinary circumstances
 - (x) Special disability leave
 - (xi) Leave on Duty
17. Casual Leave :
 - a) Casual Leave for short period, not exceeding four days at a time and fourteen days in a calender year may be granted to an employee on account of emergency which may arise.
 - b) Casual Leave cannot be combined with any other kind of leave or Puja Holidays; but can be prefixed and/or suffixed to Saturdays, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- c) An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtained by the employee concerned.
- d) An employee on casual leave shall be treated as on duty.
- e) In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.
- f) Casual Leave, if not taken within the calendar year will lapse.

18. Earned Leave :

- a) Earned Leave is the leave which is earned by an employee by discharge of duties for a certain period as mentioned hereinbelow and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which he proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.

- b) Earned Leave shall be credited to the leave account at the rate of 21/2 days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

In the event of death, resignation, retirement or dismissal from service on any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account at the rate of 21/2 days per calendar month.

Earned Leave shall be credited to the leave account, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year not exceeding maximum limit of 240 days till 30-06-98 and 300 days with effect from 01-07-98.

While affording credit of Earned Leave, fraction of a day shall be rounded off to the nearest day.

- c) Earned Leave can be combined with any other kind of leave except casual and quarantine leave.

19. Half-pay Leave :

- a) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to maximum period of two years during the whole period of service on medical ground on production of certificate from a Medical Practitioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practitioner/Medical Board appointed by the same authority before granting him leave.

Provided further that all employee on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

- b) half-pay leave may be combined with any other kind of leave except casual and quarantine leave.

20. Commuted Leave :

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- a) An employee will be entitled to commute the half-pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted twice the number of days of actual leave of absence on half-pay shall be debited against the leave account.

Provided further that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceed ten days at a time.

- b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

21. Compensatory Leave :

- a) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.

- b) Such leave shall be granted for the equal number of days the employee concerned is detained for duty.

- c) No overtime or holiday allowance shall be admissible for the period for which compensatory leave is granted.

- d) Compensatory leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

22. Study Leave :

- a) Study leave for advanced study and training which are not taught in a regular or semi academic course directly related to his work in the University may be granted to a permanent employee by the University Syndicate/Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire therefrom within three years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The Syndicate/Executive Council may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his furnishing an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the University may decide, failing which he will be required to refund the amount paid to him as leave salary for the period of study leave.

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to that extent.

- b) The maximum period for which study leave may be granted is limited to two years during the whole course of an employee's service. Such leave may be combined with any other kind of leave as may be due or holidays except casual and quarantine leave.

23. Quarantine Leave :

- a) Quarantine Leave is leave is absence from duty necessiated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.
- b) For the above purpose small-pox may be considered as infectious disease, chicken-pox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer considers that because of doubt as to the true nature of disease, e.g., smallpox, there is reason for the grant of such leave.
- c) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave :-
 - i) Scarlet Fever
 - ii) Plague (Bucekmonic or Bubenic)
 - iii) Thyphus
 - iv) Cerebro-spinal meningitis
- d) For persons employed in the preparation and distribution of food, the following additional diseases shall also be treated as infectious :-
 - i) Dysentery
 - ii) Enteric fever (Typhoid fever)
 - iii)Malta fever
 - iv) Paratyphoid fever
- e) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.

24. Maternity Leave :

- a) Maternity leave may be granted to a whole-time female employee for a period not exceeding 120 days including the period of confinement as per advice of a registered medical practitioner.
- b) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceding six weeks provided the application for leave is supported by a registered medical practitioner.
- c) Maternity leave will not be debited against leave account.
- d) The concerned employee on maternity leave will be entitled to normal annual increment in time-scale of pay.

25. Leave in extraordinary circumstances :

- a) Extraordinary leave without pay may be granted to a wholetime permanent employee in special circumstances on the following conditions :
 - i) when no other leave is admissible.

Compendium

- ii) when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- iii) not more than 3 months extraordinary leave be granted to an employee.
- b) Syndicate/Executive Council in view of exceptional circumstances in the following cases may grant extraordinary leave in excess of the limit prescribed in clause (a) :-
 - i) six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) and his/her request for such leave is supported by a Medical Certificate as required under these rules.
 - ii) eighteen months, where the employee is undergoing treatment for :-
 - a) pulmonary tuberculosis or pleurisy of tubercular origin in a recognised sanatorium,
 - b) tuberculosis of any other part of the body by a qualified tuberculosis specialist.
 - c) leprosy in a recognised leprosy institution by a Medical Officer or a specialist in leprosy recognised by the University authority.
 - d) cancer or mental diseases, in an institution recognised for the treatment of such diseases or a specialist in such diseases recognised as such by the University authority.
 - iii) twenty four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a).
- c) where an University employee is granted extraordinary leave in terms of the provision contained in sub-clause (iii) of clause (b) he/she shall be required to execute a bond as in the case of leave undertaking to refund to the University actual amount of expenditure incurred by the University during such leave plus that incurred by any agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
- d) The bond shall be supported by sureties from the permanent wholetime employees having status comparable to or higher than that of the University employee concerned.
- e) Two spells of extraordinary leave, if intervened by any other kind of leave including maternity leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (b).
- f) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- g) An employee shall not be allowed to enjoy extraordinary leave (including other kind of leave) for more than two years at a stretch.
- h) Such leave shall not count towards annual increment in the time-Scale of Pay.

26. Special Disability Leave :

- a) An employee who is disabled by injury accidentally incurred in consequence of the due performance of any particular duty which has the effect of increasing his liability to illness or injury beyond disability leave on full pay and allowances for a maximum period of four months during the whole course of service.
- b) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice, provided that if University authority is satisfied as to the cause of the disability, such leave may be granted in cases where the disability manifested, more than three months after the occurrence of its cause.
- c) The period of leave granted shall be such as is certified by a medical board to be necessary.
- d) Special disability leave may be combined with any other kind of leave except casual leave and quarantine leave.
- e) The concerned employee is entitled to normal annual increment in time-scale of pay during such leave of absence.
- f) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

27. Leave on Duty :

An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds :-

- a) for participating in International, All India or Regional Games, sports or cultural activities organised by bodies recognised as such by the University or State Government.
- b) for attending meetings of recognised public bodies as an elected representatives of the people.
- c) for participating in conference/symposium/seminar/workshop or the like to be conducted by any organisation recognised by the University.

Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave is not debited against leave account.

Provided further that the date of annual increment in the time-scale of pay shall not be disturbed on account of an employee being on leave of absence on duty.

28. Encashment of Earned Leave :

- a) An employee who retires on attaining the age of superannuation, shall be entitled to cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of retirement, subject to a maximum of upper limit to be fixed by the State Government from time to time.
- b) An employee who retires from the service on attaining the age of superannuation, while under suspension, shall become eligible for the benefit of cash equivalent of earned leave that was at his/her credit on the date of retirement, on conclusion of the proceedings against him/her, if the authority competent to reinstate him/her in service holds that the suspension was wholly unjustified.

Compendium

- c) An employee who retires voluntarily may be granted cash equivalent of leave salary in respect of earned leave at his/her credit subject to a maximum of upper limit of accumulation of earned leave prescribed by the State Government from time to time provided this period does not exceed the period between the date on which he/she so retires and the date on which he would have retired in the normal course after attaining the age of superannuation.
- d) An employee who resigns from service, shall be entitled to cash equivalent earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of half of upper ceiling of accumulation of earned leave fixed by the State Government from time to time.

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-700091

No. : 525-Edn(U)

Dated, Calcutta, the 23rd June, 2000.

1U-16/95

MEMORANDUM

The question of uniform holidays for the whole time employees (in the categories of the officers and Non-teaching employees) of the State-aided Universities namely (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) Kalyani University, (v) Vidyasagar University, (vi) North Bengal University, (vii) Rabindra Bharati University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya and (xi) West Bengal University of Animal & Fishery Sciences is under consideration of the State Government for some time past. A Committee constituted in terms of G.O. No. 646-Edn(U) dated 13.06.94 made certain recommendations regarding introduction of uniform holidays in the State-aided Universities. The Pay Committee constituted for the Non-teaching employees of the State-aided Universities and certain other bodies has also made certain recommendations in respect of uniform holidays.

2. After careful consideration of the matter and in continuation of this Deptt. Memo. No. 524-Edn(U) dated 23.6.2000 the Governor has been pleased to approve the list of holidays as in the Annexure in respect of wholetime employees (in the categories of officers and non-teaching employees) of the State-aided Universities.
3. The concerned University will make amendments in their Statutes/Ordinances/Rules etc., where necessary, for incorporation of the provisions of this Government order therein.
4. This order will take effect from 1st July, 2000, but the past cases which have already been settled otherwise need not be re-opened.
5. Any difficulty which may arise in implementing the provisions of this order may be referred to the State Government for clarification and/or order.
6. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal & Fishery Sciences may implement the provisions of this order after obtaining the concurrence of the Agriculture Deptt. and Animal Resource Development Deptt. of this Government.
7. This order issues with the concurrence of the Finance Department vide their U.O. No. 545 Group 'P'/Service dated 5.5.2000.
8. The Accountant General, West Bengal, is being informed.

Sd/-
Assistant Secretary.

Compendium

ANNEXURE TO ORDER NO. 525-Edn (U) DT. 23-6-2000

LIST OF HOLIDAYS FOR THE WHOLE-TIME EMPLOYEES (IN THE CATEGORY OF OFFICERS & NON-TEACHING EMPLOYEES) OF STATE-AIDED UNIVERSITIES IN WEST BENGAL

The following shall be the list of holidays in addition to Saturdays and Sundays in the Universities until declared otherwise by the State Government.

	<u>Occasion</u>	<u>No. of days</u>
1.	Birthday of Netaji	1
2.	University Foundation Day	1
3.	Republic Day	1
4.	Saraswati Puja	1
5.	Id-ul-Fitre	1
6.	Doljatra	1
7.	Good Friday	1
8.	Bengali New Year's Day	1
9.	May Day	1
10.	Birthday of Rabindranath	1
11.	Id-uj-Zoha	1
12.	Muharram	1
13.	Fateha-doaz-Daham	1
14.	Independence Day	1
15.	Janmastami	1
16.	Birthday of Mahatma Gandhi	1
17.	Mahalaya	1
18.	Durgapuja including Lakshmi Puja inclusive of Saturdays and Sundays	9
19.	Kali Puja	1
20.	Birthday of Guru Nanak	1
21.	Christmas Day	<u>1</u>
		29
22.	Restricted holidays at the discretion of the University which may include day or (days) on religious & festive occasion.	<u>2</u>
		31

The following days may be observed as sectional holidays for the employees of the different communities :—

- i) Baisakhi (for Sikhs only).
- ii) Easter Saturday (for Christians only).
- iii) Buddha Purnima (for Buddhist only).

(If any of the holidays fall on Saturday and Sunday, no additional holiday will be allowed instead).

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Calcutta-91

No. 555(8)-Edn(U)

Dated, Calcutta, the 30th June, 2000.

1U-34/98

From : Shri M. Biswas,

O.S.D. & Ex-Officio Deputy Secretary.

To : The Registrar,

_____ University/B.E. College (D.U.)

Sir,

In continuation of this Department G.O. No. 181(8)-Edn(U) dated 24.02.2000 regarding implementation of the UGC scales of pay for the teachers of the State-aided universities effective from 01.01.96, I am directed to state that the UGC has since clarified as follows :-

“Two advance increments will be granted to teachers who have acquired/will acquire Ph.D. on or after 1.1.96. However, the increments would be admissible from the date of award of Ph.D. degree.”

The Governor has now been pleased to decide that the universities may take action accordingly.

Yours faithfully,

Sd/-
Officer on Special Duty
&
Ex-Officio Deputy Secretary.

No. 555(8)/1(3)-Edn(U)

Dated, Calcutta, the 30th June, 2000.

Copy forwarded for information to :-

- 1) Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta -1;
- 2) Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Calcutta-1;
- 3) Finance (Group 'B') Department of this Government.

Sd/-
Assistant Secretary.

Compendium

**Government of West Bengal
Higher Education Department
University Education Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 605-Edn(U)

Dated, Calcutta, the 17th July, 2000.

1U-66/98

From : Shri H. Ghosh, IAS,

Principal Secretary to the Government of West Bengal.

To : The Registrar,

_____ University,

_____.

_____.

_____.

Bengal Engineering College (Deemed University), Shibpore, Howrah.

Sub : Revision of scales of pay of the teachers and officers of the State-aided Universities in West Bengal/Bengal Engineering College (Deemed University) payment of arrears due to.

Sir,

I am directed to refer to government order No. 111-Edn(U) dated 05-02-99 in respect of the teachers of the State-aided Universities and the Bengal Engineering College (Deemed University) as well as to No. 113(8)-Edn(U) dated 05-02-99 in respect of the officers of the State aided Universities in West Bengal including Bengal Engineering College (Deemed University) and to state that it was indicated therein that the modalities of payment of arrears would be notified in due course. Certain other orders relating to other benefits like career advancement, advance increments for holding Ph.D. degree etc. were issued subsequently from time to time on the basis of the recommendations of the Government of India or the UGC. The Governor is now pleased to decide that the payment of arrears on the basis of the revised scales of pay in accordance with the aforesaid orders in respect of those teachers and the officers, as the case may be who were on position in 01-01-96 or appointed on 01-01-96 or thereafter, will be made in six monthly instalments beginning with effect from 01-07-2000 subject to the stipulation that the claim of the universities in this respect is received in this Department in due time.

2. This order issues with the concurrence of the Finance Department vide their u.o. No. Group 'P' Service No. 1521 dated 13-06-2000.
3. All concerned are being informed.

Yours faithfully

Sd/-
Principal Secretary.

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Bidhan Nagar, Calcutta-91

No. 691-Edn(U)
TU(SE) 16/2000

Dated, Calcutta, the 9th August, 2000.

From : Shri S. Bhattacharyya,

O.S.D.& (Ex-officio) Joint Secretary to the Govt. of West Bengal.

To : The Registrar,

Bengal Engineering College (D.U.) Howrah.

Sub : Conversion of B.E. College (D.U.) from vactional to Non-vactional Institution.

Sir,

In response to your letter No. Bom/Misc/2000/144 dated 27.6.2000 on the above subject, I am directed by order of the Governor to pay that the Governor has been pleased to accord approval to the conversion of the Bengal Engineering College (Deemed University), a vactional Institution to a Non-vactional Institution in respect of the non-teaching employees and officers, working in the said Bengal Engineering College (D.U.) specially for the purpose of implementation of the provision of this Department's Government Order Nos. 524-Edn(U) and 525-Edn(U) both dated 23.6.2000 regarding introduction of uniform leave rules and uniform list of holidays for the above-mentioned employees.

The receipt of the same may kindly be acknowledge.

Yours faithfully

Sd/- S. Bhattacharyya

O. S. D. & Ex-officio Joint Secretary.

No. 681/1(8)-Edn(U)

Copy forwarded for information to the :-

1. Accountant General (Audit-I), West Bengal,
2. Accountant General (Audit-II), West Bengal,
3. Pay and Accounts Officer, Calcutta Pay and Accounts Office, 81/2/2, Phears Lane, Calcutta :12,
4. Director of Technical Education, West Bengal,
5. Vigilance Cell, B.E. College, (D.U.)
6. Finance Officer, Bengal Engineering College (D.U.),
7. P. A. to Principal Secretary, Higher Education Department,
8. Shri M. Biswas, O.S.D & Ex-officio Deputy Secretary of this Department, in change of Publication of Handbook of circulars.

Dated, Calcutta,
the 9th August, 2000

Sd/-
Assistant Secretary.

Compendium

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake,
Kolkata-700 091.**

No 44-Edn(U)

Dated 28/01/08

MEMORANDUM

The question of Uniform Leave Rules for the whole time teachers of the State-aided Universities namely (1) Calcutta University; (2) Jadavpur University; (3) Burdwan University; (4) Kalyani University; (5) Vidyasagar University; (6) North Bengal University; (7) Rabindra Bharati- University; (8) Netaji Subhas Open University; (9) Bengal Engineering & Science University, Shibpur; (10) West Bengal University of Technology is under consideration of the State Government for some time past. A committee constituted in terms of G.O. No. 781-Edn(U) dated 28.12.94 made certain recommendations regarding introduction of Uniform Leave Rules in the State-aided Universities in West Bengal. The U.G.C., the West Bengal State Council of Higher Education, the Finance Department of Government of West Bengal and certain other bodies have also made certain recommendations in respect of Uniform Leave Rules for the Whole time teachers of the State-aided Universities mentioned above.

2. After careful consideration of the matter, the Governor has been pleased to accept the above mentioned recommendations with some modifications and approved the benefits as incorporated in the annexure in respect of whole-time teachers of the State-aided Universities. The benefits as indicated in the Annexure read with the provisions of this memorandum shall be treated as a comprehensive package for implementation.

3. Concerned Universities will make amendments in their Statutes / Ordinances / Rules etc. where necessary for incorporation of the provisions of the Government order therein.

4. This order will be effective from 28th January 2008 except fixed otherwise in any particular rule in this memorandum.

5. Any difficulty, which may arise in implementing the provisions of this order, may be referred to the State Government for clarification and / or order.

6. This order issues with the concurrence of the Finance Department vide their U.O No. 875-Gr. P (Service) dated 10.08.07.

7. The Accountant General West Bengal is being informed.

Assistant Secretary

No 44-4/1(72)-Edn(U)

Dated 28/01/08

Copy forwarded for information and necessary action to the Registrar,

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No 44-4/2(20)-Edn(U)

Dated 28/01/08

Copy forwarded for information and necessary action to the :

1. Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Kolkata -700001.
2. Finance Department of this Government (Group-P)
3. Finance Department of this Government (Group-B)
4. Pro-Vice Chancellor (B&F). Calcutta University
5. Finance Officer.....University.
6. Additional Chief Secretary of this Department.
7. Budget Branch of this Department.
8. P.A to the Additional Chief Secretary of this Department.
9. Shri M. Biswas, Joint Secretary of Department in-charge of publication of Hand Book.
10. Guard Tile.

Assistant Secretary

Compendium

ANNEXURE

LEAVE RULES FOR WHOLE TIME TEACHERS OF STATE AIDED UNIVERSITIES IN WEST BENGAL

1. These rules may be called “Leave Rules” in respect of whole-time teachers of the State-aided Universities in West Bengal.

2. These rules are applicable to all whole-time teachers of the (1) Calcutta University, (2) Jadavpur University, (3) Burdwan University, (4) Kalyani University, (5) Vidyasagar University, (6) North Bengal University, (7) Rabindra Bharati University, (8) Netaji Subhas Open University, (9) Bengal Engineering & Science University, Shibpur, (10) West Bengal University of Technology.

3. Leave of any description can not be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of the any description at any time according to the exigency of University service.

4. Leave ordinarily shall begin on the day on which the transfer of charge is effected and ends on the day preceding that on which duty is resumed. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot be both affixed and prefixed to holidays; when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating, the amount of leave on full pay that may be admissible at a time.

5. A teacher on leave shall not return to duty before the expiry of leave granted to him without permission of the authority, which sanctioned the leave.

6. A teacher who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a Registered medical practitioner.

7. A teacher who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited to leave, as though it were leave on full pay.

8. No teacher shall be allowed to absent himself from office without prior permission.

9. All applications for leave of absence and / or for leaving station should be Previously made in writing and sanction obtained before leave is availed of except in case of emergency in which case the report of such absence must be sent, if possible, on the very day the teacher is forced to absent himself and in any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.

10. If a teacher is on unauthorised absence or on unreported absence or on overstaying of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned teacher at his/her recorded address asking him/her to rejoin duty within a specified date. If the teacher does not join duty by he/she stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him/her. If during the course of disciplinary proceedings the teacher comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him/her (unless he/she is placed

under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularisation of the period of unauthorised absence or unreported absence or overstay of leave shall be left over for consideration till the finalisation of disciplinary proceedings.

11. Habitual irregularities or frequent absence without proper authorisation, will be considered gross negligence of duty and shall invite disciplinary action at the discretion of the appropriate authority of the University.

12. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.

13. Unless the Syndicate / Executive Council, In view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorised and unreported absence from duty, the concerned teacher shall cease to be in service of the University.

14. Date of retirement in relation to calculation of leave due at the credit of a teacher shall mean the last day of the month in which the teacher attains the age prescribed for superannuation under the terms and conditions governing his/her service.

15. Subject to the foregoing general principles, "leave" shall mean: (i) Casual Leave (ii) Special Casual Leave / Leave on Duty (iii) Earned Leave (iv) Half Pay Leave (v) Commuted Leave (vi) Study Leave (vii) Extraordinary Leave (viii) Leave not Due (ix) Quarantine Leave (x) Maternity Leave (xi) Special Disability Leave (xii) Leave preparatory to retirement.

16. Casual Leave

- (a) Casual Leave for short periods not exceeding four working days at a time and twelve in a calendar year may be granted to a teacher on account of certain emergency which may arise.
- (b) Casual Leave cannot be combined with any other kind of leave or Puja Holidays: Provided that Sundays, holidays and weekly offs preceding, following or falling within the period of Casual Leave shall not be counted as part of the Casual Leave. Provided further such casual leave shall not exceed seven days at a time including Sundays or holidays or weekly off days except for special circumstances to be recorded in writing. Balance of such leave shall not be carried from one year to another.
- (c) A teacher on casual leave shall be treated as on duty.

17. Earned Leave

- (a) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and / or proceeding on leave as well as for extension of leave, even if the period of leave applied for is less than twenty days.
- (b) Earned Leave admissible to a teacher shall be (i) 1/30th of actual service including

Compendium

vacation plus (ii) 1/3rd of the period, if any during which he / she is required to perform duty during vacation or equal to one eleventh of the period spent on actual service in a non-vacation department provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days may be sanctioned in case of higher study / training / leave with medical certificate.

- (c) Earned leave can be combined with any other kind of leave, except casual and quarantine leave.

18. Half Pay Leave

- (a) A teacher of University shall be entitled to half-pay leave for 20 days in respect of each completed year of service.

This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.

Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course or study certified to be in students interest by the leave sanctioning authority.

- (b) Half pay leave may be combined with any other kind of leave except casual and quarantine leave.
- (c) Maximum period of accumulation of such leave would be 720 days.

19. Commuted Leave

- (a) A teacher shall be entitled to commute the half pay leave that he has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice the number of days of actual leave of absence on half pay shall be debited against the leave account. Provided also that total commuted leaves may be granted not exceeding 180 days during the whole service period of the teacher.

- (b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

20. Study Leave

- (a) Study leave for advanced study and research directly related to his/her work in the University may be granted to a teacher by the Syndicate / Executive Council provided the concerned teacher has put in at least three years service and is not due to retire there from within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his / her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

into account in determining the pay and allowances on which the study leave may be granted. The Foreign Scholarship / Fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living a family in the country in which the study is to be undertaken. In the case of a Fellowship / Scholarship / Financial Assistance which exceeds the salary of the teacher, the salary of the teacher shall be regulated in the following manner:

I.

Value of Scholarship/Fellowship/Financial Assistance per annum	Nature of Study Leave to be granted
(a) US\$0,000 or above	Leave without pay
(b) above US\$20,000 but less than US\$30,000	Leave with half-pay
(c) US\$20,000 or less	Leave with half-pay

II. For leave up to but not exceeding 3 months full pay and allowances notwithstanding the amount of Scholarship / Fellowship received per month will be paid. However these are subject to variation / substitution as and when UGC rules in this regard are changed.

- (b) An application for study leave with particulars of Institutional assignments, Scholarship / Fellowship of financial assistance including travel grant, if any, statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
- (c) Study leave on full pay maybe granted for a maximum period of two years extendable by one year at the discretion of the Syndicate / Executive Council. However, such leave may not be granted by the Syndicate / Executive Council in case the number-of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.
- (d) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post
- (e) A teacher granted study leave shall on his / her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he / she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (f) Study leave shall count as service for Pension / Contributory Provident Fund, provided the-teacher joins the University on the expiry of his / her study leave.

Study leave granted to a teacher shall be deemed to be cancelled incase it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

Compendium

- (g) A teacher availing himself / herself of study leave shall undertake that he / she shall serve the University for a continuous period of at least three years to be calculated from the date of his / her resuming duty after expiry of the study leave.
- (h) After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave execute a bond in favour of the University binding himself / herself for the due fulfillment of the conditions laid down in sub clause above.

21. Extraordinary Leave

- (1) Extraordinary leave may be granted to a teacher in special circumstances
 - (i) when no other leave is admissible to him; or
 - (ii) when other leave is admissible, but still he applies in writing for the grant of extraordinary leave.
- (2) Except in the case of a permanent teacher, the duration of extraordinary leave shall not exceed three months on any one occasion.

Provided that—

- (a) when such a teacher is undergoing treatment for—
 - (i) tuberculosis in a recognized hospital or at an approved sanatorium or at his residence under a Specialist recognized as such by the Vice-Chancellor; or for
 - (ii) leprosy in a recognised leprosy institution by a Medical Officer of health or a Specialist in leprosy recognized as such by the Vice-Chancellor; he may subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months; or
- (b) when such a teacher requires leave for the purpose of study in India or abroad, the Executive Council may grant him extraordinary leave upto a maximum 24 months in combination with or in continuation of any other kind of leave admissible under the rules, provided that the teacher concerned agree to give an undertaking in writing to serve in a similar capacity, if so required by the University, for a period of at least 5 years after the expiry of the leave.

Note 1 The concession of extraordinary leave upto 12 months under proviso (a) of this sub-rule would be admissible to a teacher if he produces a certificate signed by the Superintendent of the hospital or the Specialist, as the case may be, to the effect that he has reasonable prospect of recovery on the expiry of the leave recommended.

Note 2 The concession of extraordinary leave under provisos (a) and (b) of this sub-rule will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

- (3) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

22. Quarantine Leave

- (a) Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the residence of a teacher..

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Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer or a registered medical practitioner for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave count, may be combined with any other kind of leave except casual leave. A teacher on quarantine leave will be treated as absent from duty.

- (b) For the above purpose smallpox may be considered as infectious disease, chicken pox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer or a registered medical practitioner consider that because of doubt as to the true nature of disease, e.g. smallpox there is reason for grant of such leave. The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave :
 - (i) Scarlet fever
 - (ii) Plague (Bubonic or Bubonic)
 - (iii) Typhus
 - (iv) Cerebro-spinal meningitis

23. Maternity Leave

- (a) Maternity leave may be granted to a whole-time female teacher for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner, preferably a Gynaecologist.
- (b) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by the written advice of a registered medical practitioner, preferably a Gynaecologist.
- (c) Maternity leave will not be debited against leave account.
- (d) The concerned teacher on maternity leave will be entitled to normal annual increment in time-scale of pay.

24. Special Disability Leave

- (a) A teacher who is disabled by injury accidentally incurred in consequence of the due performance of his official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of twenty four months during the whole course of service.
- (b) Special disability leave may be combined with any other kind of leave, except casual leave.
- (c) The concerned teacher is entitled to normal annual increment in time-scale pay during such leave of absence.
- (d) 'Special Disability Leave' shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the teacher disabled acted with due promptitude in bringing it to the notice of the appropriate authority.

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- (e) Such leave shall be granted only on the recommendation of a Medical Board. The period of such leave shall be such, as is certified by the 'medical board' and such leave in no case exceed 24 months.
- (f) Such leave may be granted more than once if the disability is a aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- (g) Since 'Special Disability Leave' is granted owing to an injury caused in during due discharge of official, duty and in consequence of the due performance of the office duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him the injury for the entitlement of such leave.

25. Leave Not Due

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

Provided further that the Executive Council may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

26. Special Casual Leave

Unless specifically deputed by the University for the purpose, special casual eave upto a maximum period of 30 days in a year may be granted for

- (a) Presenting paper / participating in conferences, congress, symposia, workshop and seminars on literay / scientific / educational subjects and / or presenting performance (Perfoming Arts), Exhibition (Visual Arts) where applicable, with prior permission of or intimation to appropriate authority (Vice Chancellor / Head of the Department).
- (b) Delivering lectures as well as demonstrations in academic institutions of repute / Universities at the invitation of-such institutions or Universities (Prior permission / intimation)" to the appropriate authority.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (c) For participating In All India or Regional Games / Sports organised by bodies recognised by the University.
- (d) For attending meetings of recognised public bodies, participating in a delegation or working in a Committee appointed by the Government of India / Government of West Bengal / UGC / Sister Univeisity / recognised Academic Body (prior permission / intimation).
- (e) For conducting examinations, acting as Chairman Member of Selection Committee constituted by Public Service Commission / College Service Commission / sister university / recognised Academic Body.
- (f) To attend Refresher Course / Orientation Course.

If for performing any such duty, the teacher is specifically deputed by the Vice Chancellor and / or given an assignment by the University to conduct field work of the students as per curriculum, no leave is required as he / she will be considered to be on duty.

27. Encashment of accumulated Leave

Every teacher shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retirement on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.

Compendium

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Bidannagar, Kolkata-700 091.

No 46-Edn(U)/EH/1U-131/08

Dated 20/01/2009

MEMORANDUM

Sub Creation of Temporary Posts for the Pay Committee, 2008 for Review of Emoluments of Non-Teaching Employees of the State-Aided Universities, West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education.

The undersigned is directed by the order of the Governor to say that the Governor has been pleased to accord permission to the creation of the marginally noted temporary posts for the Pay Committee, 2008 for Review of Emoluments of Non-Teaching Employees of the State-Aided Universities, West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education.

Name of Post	No. of Posts
1. Assistant Secretary	1 (One)
2. Schedule 'A' Stenographer	2 (Two)
3. Section Officer	1 (One)
4. Upper Division Assistant	2 (Two)
5. Typist	1 (One)
6. Group -D	2 (Two)
Total Posts	9 (Nine)

The Remuneration of the Hon'ble Chairman, Member and Member Secretary will be equivalent to their last drawn pay less Pension while the emoluments of the posts created herein will be as per usual Pay and Allowances attached to the posts under the Govt. of West Bengal.

The Charge will be debit to the head of account "2202-General Education 03-University & Higher Education 001-Direction & Administration-NP-Non Plan-002-Pay Committee-01-Salaries, etc." in the current year's State Budget.

Accounts Officer, West Bengal Secretariat, Bikash Bhavan will act as the Drawing & Disbursing Officer in this respect.

This order issues in concurrence with Finance (Audit) Department, Group-P Service's U.O. No. 4617. dt. 30.12.2008 read with Finance (Audit) Department. Group-Ts U.O. No. 1533, Dt. 31.12.08.

All concerned are being informed.

Sd/-Zafar Ahmed
Assistant Secretary
to the Government of West Bengal

<http://wbxpress.com/>

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Kolkata-700 091.**

No. 502-Edn(U)

Dated, Kolkata, the 28th August, 2009

From: Shri Satish Chandra Tewary, IAS,
Principal Secretary to the Government of West Bengal.

To: The Registrar,

-----University,

Sub The Revision of Pay Structures of the Teachers and eq ivalents grades/cadres of the State -Aided Universities in West Bengal.

The undersigned is directed to refer to this Department earlier order no. 135-Edn (U), dated 27.02.2009 followed by order no. 303(15)-Edn(U) dated: 21st May, 2009 and to say that the State Govt. has introduced revised pay structures and provided ad-hoc interim relief respectively to above categories of employees pending issuance of final pay fixation orders after obtaining suitable inputs from UGC/ Govt. of India.

In observance of the letter no 1-32/2006-U.II/U.I(i) dated 31.12.08 and the authenticated Fitment Table, received recently, as forwarded by the Ministry of Human Resource Development, Govt. of India to the UGC vide their letter no. F.3-1/2009-U.I, dated 04.06.2009, the State Govt., taking into consideration other local conditions, has decided in its discretion, to fix the pay of the above mentioned categories of an employees in the revised pay structure with corresponding Academic Grade Pay(AGP) along with re-designation as applicable to them with effect from the 1st day of January, 2006. The Govt. of India has offered to render financial assistance to the extent of 80% of additional expenditure involved in the implementation of the revision subject to the following conditions:

- (i) The central assistance on this account will be available from the period from January 1st, 2006 to March 31, 2010.
- (ii) The State Govt. will take over the entire financial liability for maintaining the revised Pay structure with effect from April 1, 2010.
- (iii) The central assistance will be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on January 1, 2006.

2. Drawal of Pay in the Revised Pay Structure:

Every employee will draw pay in the revised pay structure applicable to the post to which he/she is appointed; provided that an employee may elect to continue to draw pay in the existing scale until the date on which he/she earns his/her next or any subsequent increment in the existing scale or until he/she vacates his/her post or ceases to draw pay in that scale; provided further that in cases where an employee has been placed in a higher pay scale (pre-revised) between the

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period from 01.01.2006 to the date of this order on account of promotion/up gradation of pay scale etc., such employee may elect to switch over to the revised pay-structure from the date of such promotion/upgradation as the case may be.

Nb e: Regarding promotion/upgradation through CAS as per earlier scheme (UGC scale of pay 1996) of an employee which falls due on any date on or after the date of issuance of this order, decision will be taken after obtaining clarification/guidelines from the UGC.

Explanation I. – The option to retain existing scale under the first proviso of this order will be admissible only in respect of one existing scale.

Explanation II. – The aforesaid option will not be admissible to any person appointed to a post on or after 01.01.2006, whether for the first time in service or by transfer from another post, and he/she will be allowed pay only in the revised pay structure.

Explanation III. – Where an employee exercises the option under the provisos to this order to retain the existing scale in respect of a post held by him/her in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under any rule or order applicable to that post, his/her substantive pay will be the substantive pay which he/she would have drawn had he/she retained the existing scale in respect of the permanent post on which he/she holds a lien of would have held lien had his/her lien not been suspended or the Pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

3. Exercise of Option:

- (1) The option under the provisos of para 2 of this order will be exercised in writing in the form appended to Schedule-I, Part-A to the Head of his/her institution / office within three months from the date of issuance of this order; provided that
 - (i) an employee, who on the date of issuance of this order, is on leave or deputation or on foreign service, the said option will be exercised in writing so as to reach the said authority within three months of his/her return from such leave or deputation or foreign service as the case may be; and
 - (ii) An employee, who is under suspension on the date of this order, will exercise the said option within three months of the date of his/her return to his/her duties or within three months of the date of issuance of this order, whichever is later.
- (2) The option once exercised will be final.

Nb e1 An employee, whose service is terminated on or after 01.01.2006 and who is unable to exercise the option on account of discharge, dismissal on disciplinary ground or resignation within the prescribed period will be entitled to the benefits of exercising option under this proviso.

Nb e2 An employee, who died on or after 01.01.2006 within the prescribed period, will be deemed to have exercised for the revised pay structure on and from 01.01.2006 or from such subsequent date as is considered most beneficial to him/her, had he/she been alive.

Nb e3 An employee, who was on leave or any other leave on 01.01.2006 and is entitled him/her leave salary, will be allowed the benefits of this proviso.

4. Fixation of Pay in the Revised Pay Structure (format appended at Schedule-I, Part-B & Illustrations at Part-C)

- (1) The initial pay of an employee who elects or is deemed to have elected under provisos of para 3 to be governed by the revised pay structure on and from 01.01.2006, will, unless in any case the Governor by special order otherwise directs, be fixed separately in respect of his/her substantive pay in the permanent post on which he/she holds a lien or would have held a lien, had his/her lien not been suspended and in respect of his/her pay in the officiating post held by him/her in the following manner namely:—
- (i) The pay in the pay band of an employee who continued in service after 31st December, 2005 will be determined, multiplying his/her existing basic pay as on 1st day of January, 2006, by way of multiplying a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
 - (ii) If the minimum of the revised pay band is more the amount at, as per (i) above, the pay will be fixed at the minimum of the revised pay band.
 - (iii) On the basis of norms of pay fixation as indicated in (i) and (ii) above, fitment tables, vide no. F.3-1/2009-U.1 dated 04.06.2009 of the MHRD, Govt. of India, for each stage in each of the pre-revised scale including the benefits of bunching in the revised pay structure, are appended to schedule II.
 - (iv) In addition to the pay in the pay band as determined in the above manner, Academic Grade Pay (AGP) corresponding to the existing scale will be payable.

Nb e1 An employee, who is on leave on 01.01.2006 and is entitled to leave salary, will be entitled to pay in the revised pay structure from 01.01.2006 or the date of option for the revised pay structure from the date of actual effect of revised emoluments. Similar benefits are available when a Govt. employee is on study leave on 01.01.2006.

Nb e2 An employee, under suspension, will continue to draw the subsistence allowance based on existing scale of pay and his/her pay in revised pay structure will be subject to the final order of the pending disciplinary proceedings.

Nb e3 Where in the fixation of pay under sub-para (1) of para 4, the pay of an employee, who immediately before 01.01.2006, was drawing more pay in the existing scale than another govt. employee junior to him/her in the same cadre/position, gets fixed in the revised pay band at a stage lower than that of such junior, his/her pay will be stepped up to the same stage in the revised pay band as that of the junior.

Nb e4 In case where a senior employee promoted or upgraded to a higher post before 01.01.2006, draws less pay in the revised pay structure than his/her junior who is promoted/ upgraded to the higher post on or after 01.01.2006, the pay in the pay band of senior employee shall be stepped up to an amount equal to the pay in the pay band as fixed for his/her junior in that higher post. The stepping up will be done by the Govt. with effect from the date of promotion/up gradation of the junior employee subject to the fulfillment of the following conditions:—

- (i) Both the junior & the senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;

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- (ii) The pre-revised scale of pay and the revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior employee at the time of promotion should have been drawing equal or more pay than the junior;
- (iv) If even in the lower post, the junior officer was drawing more pay in the pre revised scale than the senior by virtue of any advance increment granted to him/her the provisions of this Note will not be applicable to step up to the pay of the senior employee.

5. Fixation of pay in revised pay structure of employees appointed as fresh recruit on or after 01.01.2006.

- (2) The pay of direct recruit to a particular post carrying a specific grade pay will be fixed on or after 01.01.2006, at the entry level pay in the pay band as indicated in Schedule-II.
- (3) The provisions of sub-para (1) will also be applied in the case of those recruited between the 1st day of January 2006, and the date of issuance of this order.

6. Rate of increment in the revised pay structure

- (1) The rate of increment in the revised pay structure will be 3 per centum (3%) of the sum of the pay in the pay band and Academic Grade Pay applicable and the resulting amount will be rounded off to the next multiple of 10.
- (2) The amount of increment will be added to the revised pay in the pay band.
- (3) In the case of the calculation of increment under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

Illustra in : If the amount of increment Rs. 830.70, the amount be rounded off to Rs. 830; if the amount of increment comes to Rs. 831 and above the same would be rounded off to Rs. 840. The amount of increment will be added to the existing pay in the pay band.

7. Date of next increment in the revised pay structure

- (1) There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006 in the revised pay structure will be granted on 01.07.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

Provided that in case of employees who had been drawing maximum of the existing scale more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure will be allowed on 1st day of January, 2006. Thereafter, the provisions stated in the above para would apply.

- (2) In case of employees who earned their last increment between the period commencing from the 2nd day of January, 2005 and ending on the 1st day of January, 2006, after fixation of their pay under revised pay structure, such employees should get next increment on the 1st day of July, 2006.

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- (3) In case of Govt. employees whose date of next increment fell due on the 1st day of January, 2006, after granting an increment in the pre-revised pay scale as on the 1st day of January, 2006, their pay in the revised pay structure should be fixed on the 1st day of January, 2006 and such employees should get their next increment on 1st day of July, 2006.
- (4) In case of a employee who opts to come under revised pay structure after any date between the 1st January, 2006 to the 1st day of July, 2006, his/her pay in the revised pay structure should be fixed accordingly, but his/her date of next increment should be 1st day of July, 2007.

8. Fixation of pay on promotion/placement on account of CAS benefits on or after 01.01.2006

- (1) In case of promotion/placement/up gradation from one academic grade pay to another in the revised pay structure on or after 01.01.2006 the fixation of pay of an employee will be made in the following manner:
 - (a) One increment equal to three per centum (3%) of some of the pay in the pay band and the existing academic grade pay will be computed and rounded off to the next multiple of 10;
 - (b) The amount arrived at (a) will be added to the existing pay in the pay band and in case the pay in the pay band after adding the increment is less than the minimum of higher pay band to which promotion/placement is taking place, pay in the pay band will be stepped up to such minimum;
 - (c) After the pay in the pay band determined academic grade pay corresponding to the promotional/up gradational post will be granted in addition to this pay in the pay band.
- (2) In case where promotion/ upgradation involves change in the pay band in subsequent order following UGC regulations/guidelines, the same procedure as mentioned in (a), (b) & (c) of sub-para (1) of para 7 for fixation of pay will be applicable.

Nb e1- In case the employee opts to get his/her pay fixed from his/her date of next increment, then, on the date of promotion/ upgradation, pay in the pay band will continue to be unchanged but academic grade pay of the higher post will be granted. Further re-fixation will be done on the date of his/her next increment i.e. 1st day of July. On that date, such a employee will be granted two (2) increments; one annual increment and the second on account of promotion/ upgradation. While computing these two increments, basic pay prior to the date of promotion and academic grade pay corresponding to such pay in the pay band will be taken into account. After allowing such increments, academic grade pay of the higher post will be allowed.

Nb e2 In case of the employee opts his/her pay fixed in the higher grade from the date of his/her promotion/ up gradation, he/she will get his/her first increment in the higher grade on the next 1st July, if, he/she was promoted /upgraded between the period from the 2nd July to 1st January. However, if he/she was promoted/ upgraded between period commencing from the 2nd January and ending on the 30th June of a particular year, he/she will get his/her increment on the 1st July of the next year.

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9. Allowances

Allowances viz. Dearness Allowance (DA), House Rent Allowance (HRA) & Medical Allowance (MA) as admissible to the State Govt. Employees from time to time will also be applicable to the incumbent mentioned in the subject.

These are as follows.

- (1) House Rent Allowance: With effect from 1st April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic grade pay in the revised pay structure subject to a maximum of Rs. 6000/- per month. The ceiling of House Rent Allowance drawn by husband and wife together will also be raised to Rs. 6000/- per month.

The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1st April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of I louse Rent Allowance will be limited to actual license fee/rent paid or 15% of the pay whichever is lower.
- (2) Dearness Allowance: Dearness allowance payable with effect from 1st April, 2008 will be at the following rate:-

Period from which payable	Rate of Dearness Allowance per month on revised basic pay
01.4.2008 to 31. 5.2008	2%
01.6.2008 to 31. 10.2008	6%
01.11.2008 to 28.2.2009	9%
01.3.2009 to 31. 3.2009	12%
01.4.2009 onwards	16%

- (3) Medical Allowance: Medical allowances will be payable @ Rs. 300/- per month with effect from 1st April, 2009.

10. Other miscellaneous matters

This Order regarding revised pay will be effective from 1st January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1st April, 2009. Regarding

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modalities of payment of arrears for the period prior to 1st April, 2009 and other related matters towards the implementation of the revision of pay that have not been dealt with in the preceding paras would be considered separately and notified in due course after obtaining suitable inputs/guidelines/regulations from the UGC/Govt. of India.

11. The Interim Relief as allowed in terms of this Department's Order No.303(15)-Edn (U), dated 21st May, 2009 hereby stands withdrawn and the same already drawn is to be adjusted against pay and allowances payable in terms of this Order.

12. This Order issues with the concurrence of the Finance Department, Govt. of West Bengal vide their U.O. No. Group P (Service) 2540 dated 27.08.2009.

13. Any difficulty which may arise in implementing the provisions relating to the revision of pay structures as indicated in this order may be brought to the notice of the State Govt. for decision.

14. The Accountant General, West Bengal is being informed.

By order of the Governor

Sd/-

Satish Chandra Tewary,
Principal Secretary to the Govt. of West Bengal.

No. 502/1(25)-Edn (U)

Dated, Kolkata, the 28th August, 2009

Copy along with the copies of annexure forwarded to the:

1. Finance (Group 'B') Department of this Govt.
2. Accountant General (A & E), West Bengal.
3. Pro-Vice Chancellor for Business Affairs & Finance,
.....University.
4. Finance Officer,.....University,
5. Chancellor's Secretariat.
6. Budget Branch of this Department, Kolkata.
7. Section Officer, Statistical Cell of this Branch.
8. P.S. to Hon'ble MIC, Higher Education Department, Govt. of West Bengal.
9. Monitoring Cell of this Department.
10. Guard File.

Joint Secretary to the Govt. of West Bengal

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SCHEDULE-I
PART - A
FORM OF OPTION

* (i) I hereby elect the revised pay structure with effect from 1st January, 2006.

* (ii) I hereby elect the revised pay structure with effect from 1st January, 2006 and exercise my promotional fixation with effect from.....

* (iii) I..... hereby elect to continue on the existing scale of pay of my post mentioned below until:

(a) the date of my next increment

(b) the date of my subsequent increment raising my pay to Rs.....in the existing scale

(c) the date of my promotion/placement (CAS) to
.....in the existing scale of pay of Rs.....

Declaration – I hereby undertake to refund to the Government any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of pay in the revised pay structure as soon as the fact of such excess drawal comes / brought to my notice.

—
Countersignature of the Head of the
Institution / Office

Signature _ _

Name _

Designation _ _

Institution / Office in which employed

Date _

Station _

*To be scored out, if not applicable

PART -B

Form for fixation of initial pay in the revised pay structure

1.	Name of Institution / Office	
2.	Name and Designation of Employee	Name _ _
		Designation _ _
3.	Existing scale of pay	
4.	Existing Basic pay as on (date of option)	
5.	Admissible Pay Band and Academic Grade Pay (AGP) corresponding to existing scale (as shown at SI. No. 3. above)	Pay band _ AGP _
6.	Pay in Pay Band in which pay is to be fixed (as per Fitment Table)	
7.	Academic Grade Pay (AGP) to be applied	
8.	Revised basic pay (SI. No. 6 + SI. No. 7)	
9.	Date of effect	
10.	Date of next increment	

Date _
Station _ _

Signature of the Head of the Institution/Office

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PART - C

Illustrations showing the fixation of pay under revised pay structure

Illustration 1 : An employee with basic pay of Rs. 9100/- p.m. in the existing scale of pay of Rs. 8000-13500/- opted for fixation of his/her pay in the revised pay structure with effect from 01/01/2006.

1	Existing Scale of pay	Rs. 8000-275-13500/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/01/2006	Rs. 9100/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 16930/-
5	Academic Grade pay (as admissible)	Rs. 6000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 22930/- (as on 01/01/2006)
7	Date of next increment	01/07/2006

Illustration 2 : An employee with basic pay of Rs. 10975/- p.m. in the existing scale of pay of Rs. 10000-15200/- opted for fixation of his/her pay in the revised pay structure with effect from 01/04/2006.

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/04/2006	Rs. 10975/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 20420/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 27420/- (as on 01/04/2006)
7	Date of Next increment	01/07/2006

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Illustration 3 : An employee with basic pay of Rs. 10000/- p.m. in the existing scale of pay of Rs. 10000-325-15200/- on 01/01/2006 and his/her date of next increment was due on 01/02/2006. He/she opted for fixation of his/her pay in the revised pay structure with effect from 01/02/2006

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/02/2006 (after adding the increment in the pre-revised scale)	Rs. 10325/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 19210/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 26210/- (as on 01/02/2006)
7	Date of Next increment	01/07/2007

NOTE : If the same employee opts for fixation of his/her pay in the revised Pay Structure with effect from 01/01/2006 (foregoing his/her next increment on 01/02/2006

3	Existing basic pay as on 01/02/2006	Rs. 10000/- p.m.
4	Pay in the Pay band (as per Fitment Table)	Rs. 18600/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay	Rs. 25600/- (as on 01/01/2006)
7	Revised Basic pay on the date of next increment [18600 + 770 (inc.) + 7000 (AGP)]	Rs. 26370/- (as on 01/07/2006)

(Under first option above, his/her Revised Basic Pay stands at Rs. 26210/- on 01/07/2006)

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Illustration 4 : An employee with basic pay of Rs. 11625/- p.m. in the existing scale of pay of Rs. 10000-15200/- as on 01/01/2006 was promoted / upgraded to a post in the existing scale of Rs. 12000-18300/- with higher initial of Rs. 12840/- with effect from 01/04/2006. He/she opted for fixation of his/her pay in the revised pay structure with effect from 01/01/2006 and he/she also exercised for promotional fixation with effect from 01/07/2006.

(A)

1	Existing Scale of pay	Rs. 10000-325-15200/-
2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
3	Existing basic pay as on 01/01/2006	Rs. 11625/-p.m.
4	Pay in the Pay band (as per fitment table)	Rs. 21630/-
5	Academic Grade pay (as admissible)	Rs. 7000/-
6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade pay (4+5)	Rs. 28630/- (as on 01/01/2006)
7	Date of Next increment	01/07/2006

(B)

1	Existing Scale of pay of the promotion/ upgraded post	Rs. 12000-420-18300/-
2	Date of promotion/upgradation	01/04/2006
3	Option exercised for promotional/ upgradational fixation	01/07/2006
4	Pay band applicable in the promotional / upgradational post	Rs. 15600-39100/-
5	Pay in the Pay Band on the date of promotion / upgradation	Rs. 21630/-
6	Academic Grade Pay attached to the Scale of Promotion Post	Rs. 8000/-
7	Revised basic pay initially fixed in the Promotion / upgradation post with effect from 01/04/2006	Rs. 29630/-
8	Revised basic pay finally fixed in the Promotion / upgradation post (as per option exercised) as on 01/07/2006 [Normal increment @ 3% on pay at item No. A - 6 above amounting to Rs. 860 + Promotional increment i.e. @ 3% on the whole amount so arrived at, amounting to Rs. 890]	Pay in the Pay Band + AGP = Total Rs. 23380 + Rs. 8000 = Rs.31380
9	Date of next increment	01/07/2007

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Illustration 5 : An employee with basic pay of Rs. 12275/- p.m. in the existing scale of pay of Rs. 10000-15200/- as on 01/01/2006 was promoted / upgraded to a post in the existing scale of Rs. 12000 -18300/- with higher initial of Rs.13680/- with effect from 01/04/2006. He/she opted for fixation of his/her pay in the revised pay structure with effect from 01/01/2006 and he/she also exercised for promotional fixation with effect from 01/07/2006.

(A)	1	Existing Scale of pay	Rs. 10000-325-15200/-
	2	Pay Band applicable (under revised structure)	Rs. 15600-39100/-
	3	Existing basic pay as on 01/01/2006	Rs. 12275/-p.m.
	4	Pay in the Pay band (as per Fitment Table)	Rs. 22840/-
	5	Academic Grade pay (as admissible)	Rs. 7000/-
	6	Revised Basic pay :- total of pay in the Pay Band and Academic Grade Pay (4+5)	Rs. 29840/- (as on 01/01/2006)
	7	Date of Next increment	Rs. 1/07/2006

(B)	1	Existing Scale of pay of the promotion/ upgraded post	Rs. 12000-420-18300/-
	2	Date of promotion/upgradation	Rs. 1/04/2006
	3	Option exercised for promotional/ upgradational fixation	Rs. 1/07/2006
	4	Pay band applicable in the promotional/ upgradational post	Rs. 37400-67000/-
	5	Pay in the Pay Band on the date of promotion/ upgradation (as per Fitment Table)	Rs. 22840/-
	6	Academic Grade Pay attached to the Scale of Promotion/upgradation Post	Rs. 9000/-
	7	Revised basic pay initially fixed in the Promotion/upgradation post with effect from 01/04/2006	Rs. (22840/- + 9000/-) = Rs. 31840/-
	8	Revised basic pay finally fixed in the Promotion/upgradation post (as per option exercised as on 01/07/2006) [Normal increment @ 3% on pay at item No. A - 6 above amounting to Rs. 900 + Promotional increment @ 3% on the whole amount so arrived at, amounting to Rs. 930]	Pay in the Pay Band Rs. 22840/- + Rs. 900/- + Rs.930/- = Rs. 24670/- to be stepped up to the minimum of the Pay Band of Promotional Post = Rs. 37400 + Rs. 9000 (AGP) = Rs. 46400 (as on 01/07/2006)
	9	Date of next increment	01/07/2007

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SCHEDULE-II

Fitment Tables

Table-1

1. Incumbent: Assistant Professor (formerly Lecturer)
2. Incumbent: Assistant Librarian
3. Incumbent: Assistant Director of Physical Education

Pre-revised Scale Rs. 8,000-275-13,500		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 6,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

Table-2

1. Incumbent: Assistant Professor [formerly Lecturer (Sr. Scale)]
2. Incumbent: Assistant Librarian (Sr. Scale)
3. Incumbent: Assistant Director of Physical Education (Sr. Scale)

Pre-revised Scale Rs. 10,000-325-15,200		Revised Pay Band + AGP Rs. 15,600-39,100 + AGP 7,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

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Table-3

1. Incumbent: Reader/Lecturer (SI. Grade) not completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.
2. Incumbent: Deputy Librarian / Assistant Librarian (SI. Grade) not completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.
3. Incumbent: Deputy Director of Physical Education / Assistant Director of Physical Education (SI. Grade) not completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.

Pre-revised Scale Rs. 12,000-420-18,300		Revised Pay Band + AGP Rs. 15,600-39,100 +AGP 8,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

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Table-4

1. Incumbent: Associate Professor [formerly Reader & Lecturer (SI. Grade) completed 3 years of service as on 01.01.2006] in the pre-revised scale of Rs. 12,000-18,300.
2. Incumbent: Deputy Librarian / Assistant Librarian (SI. Grade) completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.
3. Incumbent: Deputy Director of Physical Education / Assistant Director of Physical Education (SI. Grade) completed 3 years of service as on 01.01.2006 in the pre-revised scale of Rs. 12,000-18,300.

Pre-revised Scale Rs. 12,000-420-18,300		Revised Pay Band + AGP Rs. 37,400-67,000 + AGP 9,000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

Compendium

Table-5

1. Incumbent: Professors
2. Incumbent: Librarians
3. Incumbent: Director of Physical Education

Pre-revised Scale Rs. 16,000-450-20,500-500-22400(S27 & S29)		Revised Pay Band + AGP Rs. 37,400-67,000 + AGP 10,000	
Pre-revised Basic Pay		Revised Pay	
		Pay in the Pay Band	Academic Grade Pay
		Revised Basic Pay	

16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Department of Higher Education
C.S. Branch
Bikash Bhavan, Salt Lake, Kolkata - 700 091.

No. 546 - Edn (U)

Dated, Kolkata, the 16th September, 2009

CORRIGENDUM

The following in the Order No. 502-Edn (U), dated 28.08.2009 as shown in the specific row within quotes in column 1 in the table below be read as shown in the corresponding row in the column 2.

SI. No.	Column 1	SI. No.	Column 2
1.	Para 4 sub-para (iii): ..."each of the pre-revised scale"...	1.	..."each of the pre-revised scales"...
2.	Para 4 Note1: ..."Govt, employees"...	2.	..."employees"...
3.	Para 4 Note3: ..."another Govt, employee"...	3.	... "another employee"...
4.	Para 4 Note 4 point (iv) ..."junior officer was drawing "...	4.	..."junior employee drawing"...
5.	Para 5: Sub-paras marked as "(2)" & "(3)"	5.	Sub-paras be marked as "(1)" & "(2)"
6.	Para 6. Illustration: ..."the increment Rs. 830.70"... & ..."the amount be rounded"...	6	..."the increment is Rs. 830.70"... & ..."the amount would be rounded"...
7.	Para 7. sub-para (3): ..."a Govt, employees"...	7.	..."employees"...
8.	Para 8 sub-para (1) (c): ..."pay band determined academic grade pay"...	9.	..."pay band so determined, academic grade pay"...
9.	Para 8 sub-para (2): ..."sub-para (1) of para 7"...	10.	... "sub-para (1) of para 8"...
10.	Para 8. Note2: ..."in case of... & ..."between period commencing"...	11.	..."in case"... & ..."between the period commencing"...
11.	Para 9, sub-para (1) (a): ..."in all respect"...	12.	..."in all respects"...
12.	Schedule I, Part-C & Illustration 2, Item 7: ..."01/07/2006"...	13.	..."01/07/2007"...
13.	Schedule II, Table 4, Item no. 1; 2 and 3: ..."completed 3 years of service as on 01.01.2006"....		
14.	Schedule II. Table 5: "Pre-revised Scale Rs. 16000-450-20500-500-22400 "	14.	"Pre-revised Scale Rs. 16,400-450-20,900-500-22,400"

Sd/- S.K. Chanda
Joint Secretary to the Govt, of West Bengal

Compendium

No. 546/1 (35)-Edn (U)

Dated, Kolkata, the 16th September, 2009

Copy along with the copies of annexure forwarded to the:

- 1) Finance (Group 'B') Department of this Govt.
- 2) Accountant General (A & E), West Bengal
- 3) Register,.....University.
- 4) Pro-Vice Chancellor for Business Affairs & Finance,
.....University.
- 5) Finance Officer,.....University
- 6) Chancellor's Secretariat.
- 7) Budget Branch of this Department, Kolkata.
- 8) Section Officer, Statistical Cell of this Branch.
- 9) P.S. to Hon'ble MIC, Higher Education Department, Govt, of West Bengal.
- 10) Monitoring Cell of this Department.
- 11) Guard File.

Joint Secretary to the Govt, of West Bengal

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 668 - Edn (U)

Dated, Kolkata, the 27th November, 2009

From: Shri Satish Chandra Tewary, IAS,
Principal Secretary to the Government of West Bengal.

To: The Registrar,

-----University,

Sub : Revision of the pay of the Vice-Chancellors and the Pro-Vice-Chancellors of the State-aided Universities in West Bengal.

Sir,

The undersigned is directed by order of the Governor and the ex-officio Chancellor to refer to earlier order no. 135-Edn (U), dated 27.02.2009 followed by order no. 305(15) -Edn (U) dated 22nd May, 2009 and order no. 407(15)-Edn(U) dt. 10.07.2009 of this Department and to state that following the recommendation of the Government of India as communicated in its letter No. no 1-32/2006-U.II/U.I(i) dated 31.12.08, the Chancellor of the State-aided Universities in West Bengal has been pleased to decide that the pay of the Vice-Chancellors of the State Aided Universities be revised to Rs. 75,000 (Rupees Seventy five thousand) only (fixed) per month with a special pay of Rs. 5,000/- (Rupees Five thousand) only per month.

2. The Chancellor has also been pleased to decide that the Pro-Vice-Chancellors of the State aided Universities will be entitled to the revised pay of Rs. 61,850/- (Rupees Sixty one thousand eight hundred and fifty) only in the pay band of Rs. 37,400 - 67,000/- with Academic Grade Pay (AGP) of Rs. 12,000/- and a Special Allowance of Rs. 4000/- per month subject to the condition that the sum total of the Pay in Pay Band, the AGP and Special Allowance shall not exceed Rs. 80,000/-p.m. and no increment will be allowed.

3. In observance of the letter no 1-32/2006-U.II/U.I(i) dated 31.12.08 and the authenticated Fitment Table, received recently, as forwarded by the Ministry of Human Resource Development, Govt. of India to the UGC vide their letter no. F.3-1/2009-U.I, dated 04.06.2009, the Chancellor, taking into consideration other local conditions, has decided in his discretion, to fix the pay of the Vice Chancellors and Pro Vice Chancellors in the revised pay structure with corresponding Academic Grade Pay(AGP) with effect from the 1st day of January, 2006. The Govt. of India has offered to render financial assistance to the extent of 80% of additional expenditure involved in the implementation of the revision subject to the following conditions:

- (i) The central assistance on this account will be available from the period from January 1st, 2006 to March 31, 2010.
- (ii) The State Govt. will take over the entire financial liability for maintaining the revised Pay structure with effect from April 1, 2010.

Compendium

(iii) The central assistance will be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on January 1, 2006.

4. The Chancellor has also been pleased to direct that the payment of dearness allowance on the revised pay be drawn in the following manner:-

Period from which payable	Rate of Dearness Allowance per month on revised basic
01.4.2008 to 31. 5.2008	2%
01.6.2008 to 31. 10.2008	6%
01.11.2008 to 28.2.2009	9%
01.3.2009 to 31. 3.2009	12%
01.4. 2009 onwards	16%

The provision contained in this paragraph supersedes all orders issued from time to time by the Chancellor's Secretariat regulating sanction of D.A. to the Vice-Chancellors and Pro-Vice-Chancellors, beginning from 01-01-2006 subject to the condition that the D.A. drawn between the period from 01-01-2006 to 31-03-2008 need not be recovered.

5. With effect from 1st April, 2009, the House Rent Allowance admissible to an employee will be 15% of his/her revised basic pay i.e. aggregate of the pay in pay band plus academic grade pay in the revised pay structure subject to a maximum of Rs. 6000/- per month. The ceiling of House Rent Allowance drawn by husband and wife together will also be raised to Rs. 6000/- per month. The existing terms and conditions of drawl of House Rent Allowance by employees living in their own house or in a rental house will continue to apply.

Subject to continuance of the existing terms and conditions regulating drawal of House Rent Allowance by the employees provided with accommodation owned/hired by the Authority and recovery of fixed rent/license fee from time, the following conditions will be there with effect from 1st April, 2009 in respect of such categories of employees.

- (a) When an official accommodation being in habitable condition in all respect and such accommodation is earmarked for holder of a particular post without any rent, the holder will not be entitled to House Rent Allowance for living elsewhere.
- (b) In case the employee pays rent or license fee for such official accommodation, his reimbursement in the form of House Rent Allowance will be limited to actual license fee/ rent paid or 15% of the pay whichever is lower.

6. Medical allowances will be payable @ Rs. 300/- per month with effect from 1st April, 2009.

7. The Vice-Chancellors and the Pro-Vice-Chancellors shall cease to draw the dearness allowances on the basis of previous orders issued by the State Government from time to time in this respect and necessary adjustment should be made while making payment of D.A. in pursuance of this order.

8. The **Interim Relief** as allowed in terms of this Department's Order No. 305(15) -Edn (U) dated 22nd May, 2009 and order no. 407(15)-Edn(U) dt. 10.07.2009 will be continued to be drawn till such time the Pay of the incumbent is fixed in the revised Pay Band with AGP and monthly salary on the basis of the revised pay is actually drawn.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

9. This Order regarding revised pay will be effective from 1st January, 2006 notionally. For the present, the payment in the revised pay structure will be made w.e.f. 1st April, 2009. Regarding modalities of payment of arrears for the period prior to 1st April, 2009 and other related matters towards the implementation of the revision of pay that have not been dealt with in the preceding paras would be considered separately and notified in due course after obtaining suitable inputs/guidelines/regulations from the UGC/Govt. of India.

10. Any difficulty which may arise in implementing this order may be referred to the Chancellor's Secretariats for a decision.

11. This order issues with the concurrence of the Finance Department, Group - P (Service) vide their U.O. No. 4144 dt. 03.11.2009.

12. The Accountant General, West Bengal is being informed.

Yours faithfully,
Sd/-S.C. Tewary
Principal Secretary
Higher Education Department
and

Secretary to the Chancellor,
State-aided Universities in West Bengal.

No. 668 /1(20)-Edn(U)

Dated, Kolkata, the 27th November, 2009.

Cop forwarded for information to :

1. Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Calcutta-1
2. Finance Department of this Government.
3. Finance Officer_ University.
4. Pro-Vice-Chancellor for Business Affairs & Finance, Calcutta University.
5. Registrar, Bengal Engineering College (Deemed University), Shibpore, Howrah.
6. Agriculture Deptt. of this Govt.
7. Animal Resource Development Department of this Govt.
8. Secretary to the Governor, West Bengal, Raj Bhavan, Calcutta.
9. Chancellor's Secretariat.
10. University Branch of this Deptt.
11. Guard file.

Joint Secretary.

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91

No. 700 (12)-Edn(U)

Date: 10.12.2009

From: Sri
Joint Secretary to the Govt. of West Bengal.

To: The Registrar,
U niversity.

Sub : Revision of Pay and Allowances for the Non-Teaching Staff of the State-Aided Universities in West Bengal. 0

I am directed to forward herewith a copy of the Finance Department, Audit Branch order no,10570-F(P) dt. 25.11.2009 regarding **Revision of Pay and Allowances for the Non-Teaching Staff of the State-Aided Universities in West Bengal. 2009** for proper implementation of the above stated order.

sd/-
Joint Secretary

Encl: as stated

No. 700-(12)/l(35)-Edn(U)

Date: 10.12.2009

Copy forwarded for information and necessary action to:

1. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-(1) Hyde Lane, Kol-12.
2. The Treasury Officer, _____
3. The- Pro Vice-Chancellor, for Business Affairs & Finance, Calcutta University
4. The Finance Officer, _____ University,.
5. The Audit Officer, Internal Audit Wing Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
6. Budget Branch of this Department.
7. P.A. to the Principal Secretary of this Department.
8. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
9. Statistical Cell of this Department
10. Guard File

Joint Secretary

**Government of West Bengal
Finance Department
Audit Branch**

No.: 10570-F(P)

Kolkata, the 25th November, 2009

MEMORANDUM

In Finance Department Resolution No. 8349-F dated the 10th November, 2008, read with subsequent orders issued thereon, the Government of West Bengal constituted a Pay Committee for the non-teaching employees (other than officers and teachers) of the State-aided Universities, namely, (1) Calcutta University, (2) Jadavpur University, (3) Burdwan University, (4) North Bengal University, (5) Kalyani University, (6) Rabindra Bharati University, (7) Vidyasagar University, (8) Bidhan Chandra Krishi Viswa Vidyalaya, (9) Bengal Engineering and Science University, (10) West Bengal University of Animal and Fisheries Science, (11) West Bengal Health University, (12) West Bengal University of Technology and (13) North Bengal Krishi Viswa Vidyalaya, as well as employees of the West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education, West Bengal State Council of Rabindra Open Schooling and the employees of Hostel/Mess of the State-aided Universities :-

- (i) to examine the present structure of pay and conditions of service after taking into account the total package of benefits available to them and suggest changes which may be desirable and feasible keeping in view, inter alia, the need of benefits for the employees, the needs for more people orientation, social accountability and efficiency of the administration, the recommendations of the Fifth State Pay commission, the decisions of the State Government taken thereon;
- (ii) to examine the existing promotion policies and related issues and suggest changes which may be desirable and feasible after taking into consideration the norms of efficiency/productivity, wherever relevant, and having regard to the need for improving people orientation, social accountability and the efficiency of the administration;
- (iii) to examine the allowances, concessions and benefits in kind which are available to the employees in addition to the pay and to suggest changes which may be desirable and feasible;
- (iv) to examine issues relating to the retirement benefits and
- (v) to make recommendations on each of the above having regard, inter alia, to :
 - (a) the prevailing pay structure under the Central and other State Govt. as well as that obtaining in different Universities/Higher Secondary Council/Board of Secondary Education;
 - (b) the economic condition of the country, financial responsibility of the Government of India and the pattern of allocation of revenues to the State;
 - (c) the resources of the State Government as well as of the State-aided Universities, West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary

Compendium

Education and the demands thereon on account of their commitment to developmental activities;

The pay Committee submitted Volume I of its report on the 17th September, 2009, which was under consideration of the State Government for some time past. After due consideration of the recommendations of the Pay Committee in regard to scales of pay and major allowances like deafness allowance, house rent allowance and medical allowance, the Governor has been pleased to approve the following benefits in respect of all employees under the terms of reference of the Pay Committee appointed to the whole time posts as approved by the State Govt. from time to time including whole time posts for officers, as mentioned herein below:-

1. A. **Scale of Pay :**

Keeping parity with the pay-structure prescribed for the State Govt. employees in the West Bengal Services (Revision of Pay and Allowance) Rules, 2009, the Governor has been pleased to prescribe running pay bands and grade pay corresponding to each existing scale of pay with some modifications on recommendation of the Pay Committee.

The revised pay structure which has been prescribed by the Government are set out in -

- (a) Part A of the Annexure I, covering employees of the State-aided Universities, West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education and West Bengal State Council of Rabindra Open Schooling including the employees of the Hostel/Mess of the State-aided Universities;
- (b) Part B of the Annexure I, covering officers of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education;
- (c) Part C of the Annexure I, covering entry-point pay structure of the employees/officers appointed on or after 1st January, 2006.

1. B. **Allocation of Pay Scales :**

Existing scales of pay for the posts of whole time employees/officers as approved by the State Government in terms of Govt. Order No.342-Edn(U) dated 03.05.99 and No. 520-SE(S) dated 19.05.99 read with subsequent orders, if any, issued in this behalf are hereby revised from the date of commencement of this order and the revised pay structure corresponding to each existing scale of the post has been prescribed in Part A and Part B of the Annexure I.

2. **For the purpose of this order unless the context otherwise requires, -**

- (i) “*existing scale*” means, the existing scale applicable to a regular post approved by the Government or the personal scale applicable to an employee on account of his advancement to a higher scale under specific or general orders of the Government, whether in a substantive or officiating or temporary capacity;
- (ii) “*existing emoluments*” mean the aggregate of - (a) existing basic pay, (b) dearness pay appropriate to the basic pay, (c) dearness allowance appropriate to the basic pay as sanctioned by the Government from time to time and (d) interim benefits sanctioned from 01.04.09 under F.D.Memo No. 4479-F dt 09.06.09;

- (iii) “*pay in the pay band*” means pay drawn in the running pay bands specified in column (5) of Part A of Annexure-I and column (3) of Part B of the said Annexure-I;
- (iv) “*grade pay*” means a fixed amount corresponding to the pre-revised pay scales/posts;
- (v) “*basic pay*” in the revised pay structure means the pay drawn in the prescribed pay band plus applicable grade pay, but does not include any other type of pay;
- (vi) “*officer*” means an officer of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education holding approved regular post;
- (vii) “*arrears of pay*” in relation to an employee/officer, means the difference between the aggregate of pay and allowances to which he is entitled on account of revision of pay and dearness allowance under this order for the period in question and the aggregate of the pay and allowance to which he would have been entitled for that period had his pay and allowances not been so revised.

3. Date of effect and fixation of pay in the revised pay structure :

The revised pay structure as mentioned in paragraph 1A and 1B above shall be deemed to have come into force from the 1st January, 2006, but actual payment to be made from the 1st April, 2008, after notional fixation of pay in the revised pay-structure with effect from the 1st January, 2006 or from any subsequent date, according to the option to be exercised by the employee/officer.

4. Exercise of option :

(a) For coming under the revised pay structure an employee/officer shall have to exercise option in writing in the form appended to Part A and Part B of the Annexure II so as to reach the respective Heads of offices within 90 (ninety) days from the date of issue of this order :

Provided that -

- (i) he may take opportunity of drawing next increment or any subsequent increment in the existing scale after 1st January, 2006 and thereafter may opt for the revised pay structure from the date of such increment;
- (ii) where he has been placed in a higher pay scale between 1st January, 2006 and the date of issue of this order on account of promotion or non-functional movement to higher scale, he may opt to come under the revised pay structure with effect from the date of such promotion or non-functional movement to higher scale, as the case may be.

Save the two cases detailed above, no employee/officer will be allowed to draw pay in the existing scale after 1st January, 2006.

(b) The option to be exercised under the provisions mentioned above shall further be guided by the following provisions :-

- (i) An employee/officer who on the date of issue of this order is on leave or deputation or on foreign service, the said option shall be exercised in writing so as to reach the concerned Head Office within 90 days of his return from such leave or deputation or foreign service.

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- (ii) An employee/officer who is under suspension on date of issue of this order shall exercise the said option so as to reach the Head of Office within 90 days of his return to duty/ reinstatement.
- (iii) The option once exercised shall be final.
- (iv) If an employee/officer who was in service after the 31st December, 1995 and to whom this order applies, does not exercise option under Para 4(a) above within the stipulated period, he shall be deemed to have elected to be governed by the revised pay structure with effect from the 1st January, 2006.
- (v) An employee/officer who dies on or after the 1st day of January, 2006 and could not exercise the option within the prescribed period, shall be deemed to have exercised option for the revised pay structure on and from the 1st January, 2006 or from such subsequent date as is considered most beneficial to him, if he was alive.

5. **Fixation of initial pay in the revised pay-structure :**

- (1) The initial pay of an employee/officer who elects or is deemed to have elected under Para 4 of this order to be governed by the revised pay structure on and from the 1st January, 2006, shall be fixed in the following manner :-
 - (a) The pay in the pay band of an employee/officer who continued in service after 31st December, 2005 shall be determined notionally as on 1st day of January, 2006 or on any date thereafter as per option exercised by him, by way of multiplying his existing basic pay by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10 :

Provided that if the minimum of the revised pay band is higher than the amount so arrived at, the pay shall be fixed at the minimum of the revised pay band.
 - (b) After the pay in the pay band so determined, grade pay corresponding to the existing scale shall be added.
- (2) Fixation of pay in the revised pay structure shall further be guided under the following conditions:
 - (i) An employee/officer under suspension, shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay structure shall be subject to the final order pending disciplinary proceedings.
 - (ii) Where the amount of existing emoluments exceeds the revised emoluments in respect of any employee/officer, the difference amount shall be allowed as personal pay to be absorbed in future increase in pay.
 - (iii) Where in the fixation of pay under sub-para (1) of this paragraph, the pay of an employee/officer, who, immediately before the 1st day of January, 2006, was drawing more pay in the existing scale than another employee/officer junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.

- (iv) In the case where a senior employee/officer promoted to a higher post before the 1st day of January, 2006, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2006, the pay in the pay band of senior employee/officer shall be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up shall be done with effect from the date of promotion of the junior employee/officer subject to the fulfilment of the following conditions :
- (a) both the junior and the senior employee/officer should belong to the same cadre, and the posts in which they have been promoted should be identical in the same cadre;
 - (b) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be identical;
 - (c) the senior employee/officer at the time of promotion should have been drawing equal or more pay than the junior;
 - (d) the anomaly should arise directly as a result of the application of the provisions of the normal rule or any other rule or order regulating fixation of pay on such promotions in the revised pay structure. If even in the lower post the junior was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, the provisions set out above shall not be applicable to step up the pay of the senior.

6. Fixation of pay in revised pay structure of employees appointed as fresh recruits on or after 1st day of January, 2006 :-

- (1) The pay of direct recruits to a particular post carrying a specific grade pay shall be fixed on or after the 1st day of January, 2006, at the entry level pay in the pay band as indicated in Part C of Annexure-I appended to this order.
- (2) The provisions of paragraph (1) shall also be applied in case of those recruited between 1st day of January, 2006 and the date of issue of the order:

Provided that where the emoluments in the pre-revised pay scale(s) i.e. sum total of the basic pay in the pre-revised scale(s), dearness pay, if any, plus dearness allowance applicable from the date of joining, exceeds the sum of the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be ignored up to 31st March, 2008 and such difference in total emoluments for the period from 1st day of April, 2008 to 30th day of November, 2009, shall be regulated in accordance with the provisions of set out in paragraph 13.

7. Rate of increment in revised pay structure

- (1) The rate of increment in the revised pay structure shall be three *per centum* (3%) of the sum of the pay in the pay band and grade pay applicable and the resulting amount shall be rounded off to the next multiple of 10. In the process of calculation paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10.

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- (2) The amount of increment shall be added to the existing pay in the pay band :

Provided that in case an employee/officer who reaches the maximum of this pay band after addition of the amount of increment to the existing pay in the pay band, shall be placed in the next higher pay band after one year of reaching such a maximum and at the time of placement in the higher pay band, benefit of one increment shall be allowed while the grade pay shall remain the same in the higher pay band and such employee/Officer shall continue to move in the higher pay band till his pay in the pay band reaches the maximum of the said pay band.

8. Date of increment in revised pay structure

In respect of all employees/officers, there shall be a uniform date of annual increment and such date of annual increment shall be the 1st day of July of every year.

The grant of such annual increment shall be regulated in the following manner:-

- (1) In case of employees/officers completing six (6) months and above in the revised pay structure as on 1st day of July, shall be eligible to be granted the increment. The first increment after fixation of pay on the 1st day of January, 2006 in the revised pay structure shall be granted nationally on the 1st day of July, 2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.
- (2) In case of employees/officers who earned their last increment between the period commencing from the 2nd day of January, 2005 and ending on the 1st day of January, 2006, after fixation of their pay under revised pay structure, such employee, officer should get next increment on the 1st day of July, 2006.
- (3) In case of the employees/officers whose date of next increment falls on the 1st day of January, 2006 after granting an increment in the pre-revised pay scale as on the 1st day of January, 2006, their pay in the revised pay structure should be fixed on the 1st day of January, 2006 and such employees/officers should get their next increment on the 1st day of July, 2006.
- (4) If an employee/officers opts to come under the revised pay structure after any date between 1st day of January, 2006 to 1st day of July, 2006, his pay in the revised pay structure should be fixed accordingly, but his date of next increment should be 1st day of July, 2007.

9. Fixation of pay on promotion or non-functional elevation to higher scale or grade on or after 1st day of January, 2006

- (1) In case of promotion or non-functional movement from one grade pay to another in the revised pay structure on or after the 1st day of January, 2006, the fixation of pay of an employee/officer shall be made in the following manner :-
 - (i) one increment equal to three *p r centum* (3%) of the sum of the pay in the pay band and the existing grade pay shall be computed and rounded off to the next multiple of 10;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (ii) the amount arrived at in (i) above, shall be added to the existing pay in the pay band and in case the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band shall be stepped up to such minimum;
 - (iii) after the pay in the pay band so determined, grade pay corresponding to the promotional post or grade pay of the non-functional movement to existing scale shall be granted in addition to this pay in the pay band.
- (2) Such fixation of pay on promotion or non-functional elevation shall further be regulated in the following manner :
- (i) In case the employee/officer opts to get his pay fixed from the date of next increment, then, on the date of promotion, pay in the pay band shall continue to be unchanged, but grade pay of the higher post shall be granted. Further re-fixation shall be done on the date of his increment, i.e. 1st day of July. On that day, such an employee/officer shall be granted two increments; one annual increment and the second on account of promotion . While computing these two increments, basic pay prior to the date of promotion and grade pay corresponding to such pay in the pay band shall be taken into account. After allowing such increments, grade pay of the higher post/scale shall be allowed.
 - (ii) In case the employee/officer opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1st July, if he was promoted between the periods from the 2nd July to 1st January. However, if he was promoted between periods commencing from the 2nd January and ending on the 30th June of a particular year, he shall get his increment on the 1st July of the next year.
 - (iii) In case of non-functional movement to higher scale, if option is exercised on the date of entitlement straightway, no annual increment shall be available for such movement to higher scale on the 1st July of the year, if such movement occurs between 2nd January to 30th June. However, if such non-functional movement occurs between 2nd July to 1st January of a particular year he will get usual annual increment on the next 1st July after the benefit of nonfunctional promotion is granted to him.
 - (iv) In case non-functional movement falls between the period 2nd January to 30th June, and the employee/officer opts to get his pay fixed in the higher scale on the date of annual increment, no interim benefit shall be available to him on the date of entitlement of the benefit. However, two incremental benefits shall be allowed to him on the date of annual increment as per (i) above.
- (3) If an employee/officer after getting non-functional movement to higher scale gets promotion in the same existing pre-revised scale, he shall get only one incremental benefit for the higher post without any change in the grade pay.

Compendium

10. Dearness Allowance :

- (1) The employees/officers who will come under the revised pay- structure will get dearness allowance at the same rate as will be prescribed by the State Government from time to time for the State Govt. employees.
- (2) Since no arrears of pay and allowances in respect of the period from the 1st January, 2006 to 31st March, 2008 shall be paid, the payment of dearness allowance on the revised pay structure with effect from the 1st April, 2008 in respect of the employees/officers shall be regulated in the following manner :-

Period for which payable	Rate of Dearness Allowance per month on basic pay
01.04.2008 to 31.05.2008	2%
01.06.2008 to 31.10.2008	6%
01.11.2008 to 28.02.2009	9%
01.03.2009 to 31.03.2009	12%
01.04.2009 and onwards	16%

- * Dearness allowance admissible to the Hostel / Mess employees shall continue to be guided by the existing norms.

11. Medical Allowance :

The employees/officers who are getting medical allowance of Rs. 100/- per month shall draw medical allowance at the rate of Rs. 300/- per month with effect from 1st April, 2009.

12. House Rent Allowance:

- (1) With effect from the 1st April, 2009, the house rent allowance admissible to an employee/officer shall be 15% of his revised basic pay i.e. aggregate of the pay in the pay band plus grade pay in the revised pay structure subject to a maximum of Rs. 6000/- per month. The ceiling of house rent allowance drawn by husband and wife together shall be raised to Rs. 6000/- per month.
- (2) All other conditions regarding drawal of house rent allowance and recovery of rent/ license fee shall continue to apply.

13. Mode of Payment of arrears :

- (1) No arrears of pay to which an employee/officer may be entitled in respect of the period from the 1st day of January, 2006 to the 31st day of March, 2008 shall be paid to the employee/officer.
- (2) The arrears of pay to which the employee/officer may be entitled to in respect of the period from the 1st day of April, 2008 to 31st day of March, 2009, shall be paid in three consecutive equal yearly installments in cash from the year 2009-2010. The first installment may be paid in the month of January, 2010.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (3) An employee/officer, who retired on any date between the 1st day of January, 2006 to the 31st day of March, 2008 shall not be entitled to any arrears of pay for the period up to the 31st day of March, 2008.
- (4) An employee/officer, who retired between the periods from the 31st day of March, 2008 to the 1st day of April, 2009 shall receive arrears of pay for the period from the 1st April, 2008 to the date of his retirement, in cash.
- (5) Since interim benefit of 'additional pay' of an amount equivalent to 30 % of the existing 'basic pay' and benefit of other allowances thereon, was sanctioned to the employees/officers with effect from 1st April, 2009 in terms of F.D.Memo No. 4479-F dt 09.06.2009, arrears of pay in respect of the period from 1st April, 2009 to 30th November, 2009, shall be paid to the employees/officers after due adjustment of the amount already drawn by them as interim benefit - in cash with the salary of month of December, 2009.

14. Other Allowances :

Until further orders are issued revising the rates of other allowances, the employees/officers shall continue to draw the amount of allowance at the same rate and scale as they drew on their unrevised basic pay till 31st March, 2009, after they have opted to come under the revised pay structure.

15. Fixation of pay in the revised pay structure from the pre-revised scales of pay of the post/service to the revised pay band pay and grade pay has been prescribed in this order keeping in view scale to scale fixation of pay. Any revision of pay structure of any post/service may be decided by the Government later on after final report of the Pay Committee is available with the Government.
16. (a) Concerned Universities/Council/Board will make amendments to their Statutes/Ordinance/Rules etc. where necessary, for incorporation of the provision of this order therein.
(b) Anomalies and difficulties, if any, in the implementation of the provisions of this order may be brought to the notice of Finance Department through the respective controlling departments.

**By order of the Governor,
Sd/- S. K. Chattopadhyay,
Special Secretary to the
Government of West Bengal,
Finance Department.**

Compendium

No.: 10570/1(150)-F(P)

Date : 25.11.09

Copy forwarded for information & necessary action to :-

- (1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1.
- (2) Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
- (3) Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-73.
- (4) The Treasury Officer,.....
- (5) Principal Secretary/Secretary.....Department.
- (6)

Sd/- B. Lahiri
*Officer on Special Duty &
Ex-Officio Deputy Secretary to the
Government of West Bengal,
Finance Department.*

Annexure -1
PART-A

Correspondence between the existing scales and the revised scales

Existing Pay Structure			Revised Pay Structure		
SI. No.	Post / Services	Existing Scales (Rs.)	Name of Pay Band	Pay Band Scale (Rs.)	Grade Pay (Rs.)
1(a)	For Hostel/Mess employees, where applicable	2600-55-2985-60-3525-65-4175	PB-I	5400-18,600	1800
1(b)	All posts/services carrying existing scales shown in column (3)	2850-60-3030-65-3550-70-4250-75-4400	PB-I	5400-18,600	1800
2	-do-	3000-75-3450-80-4330-90-5230	PB-I	5400-18,600	2100
3	-do-	3325-90-3775-100-4575-125-6325	PB-I	5400-18,600	2600
4	-do-	3525-100-3925-125-5550-150-7050	PB-I	5400-18,600	2900
5	-do-	3850-125-5100-150-5850-175-7075-200-8075	PB-2	7200-25,400	3300
6	-do-	4125-150-4575-175-5450-200-7450-225-9700	PB-2	7200-25,400	3900
7	-do-	4525-175-5225-200-7425-225-9675-250-10175	PB-2	7200-25,400	4100
8	-do-	4800-175-5150-200-6150-225-8175-250-10925	PB-3	9000-28,300	4400
9	-do-	5000-200-6000-225-8025-250-10775-275-11325	PB-3	9000-28,300	4600
10	-do-	6000-225-7800-250-9800-275-12000	PB-3	9000-28,300	4800

Compendium

**Annexure -1
PART-B**

Correspondence between the existing scales and the revised scales of the Officers

SI No.	Existing Pay Scale (Rs.)	Revised Pay Structure	
		Pay Band (Rs.)	Grade Pay (Rs.)
1	8000-275-13,500	15,600-39,100	5400
2	10,000-325-15,525	15,600-39,100	6600
3	12,000-375-18,000	15,600-39,100	7600

**Annexure -1
PART- C**

Entry Pay in the revised pay structure for direct recruits appointed on or after 1st. January

PAY BAND -1 (Rs. 5400 - 18,600)

SI. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	1800	5400	7200
2	2100	5580	7680
3	2600	6190	8790
4	2900	6560	9460

PAY BAND - 2 (Rs. 7200 - 25,400)

SI. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	3300	7200	10500
2	3900	7680	11580
3	4100	8420	12520

PAY BAND - 3 (Rs. 9000 - 28,300)

SI. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	4400	9000	13400
2	4600	9300	13900
3	4800	11160	15960

PAY BAND- (Rs. 15,600 -39,100)

SI. No.	Grade Pay (Rs.)	Pay in the Pay Band (Rs.)	Total (Rs.)
1	5400	15600	21000
2	6600	18600	25200
3	7600	22320	29920

**Annexure - II
PART-A**

Form of option

(^{*} i) I..... hereby elect to the revised pay structure with effect from 1st January, 2006

(^{*} ii) I..... hereby elect to continue on the existing scale of pay of any substantive/officiating post mentioned below until:

(a) the date of my next increment

(b) the date of my subsequent increment raising my pay to Rs..... in the existing scale

(c) the date of my promotion to.....in the existing scale of pay of Rs.....

Declaration - I hereby undertake to refund to the authority (University, Council, Board as the case may be) any amount which may be drawn by me in excess of what is admissible to me on account of erroneous fixation of pay in the revised pay structure as soon as the fact of such excess drawal come/brought to my notice.

Date:

Signature:

Station:

Name:

Designation :

Office in which employed :

Department/Section :

University/Council/Board :

* To be scored out, if not applicable

Compendium

**Annexure - II
PART-B**

Form of fixation of initial pay in the revised pay structure under this Memorandum

01. Name of the Department, Office
(University/Council/Board) :
02. Name and designation of the employee :
03. Status (substantive/officiating) :
04. Existing scale of pay
(a) in substantive post :
(b) in officiating/temporary post :
05. Existing basic pay as on :
06. Pay after multiplication by a factor 1.86 and
rounded off to next multiple of 10 :
07. Revised Pay Band & Grade Pay corresponding
to existing scale (as shown at SI. No. 4 above) :
08. Pay in the revised pay band/scale in which pay
is to be fixed :
09. Grade Pay to be applied in terms of PART-A/
PART-B of Annexure-I :
10. Revised basic pay (SI. No. 8 + SI. No. 9) :
11. Date of effect :
12. Date of next increment :

Signature of Head of Office/Department

Designation

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revlsed Scale Rs.2600- 4175/-	Revised Pay Band + Grade Pay		
	PB -1	-- Rs. 5400-18600/-	+ Rs. 1800/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
2600	5400	1800	7200
2655	5400	1800	7200
2710	5400	1800	7200
2765	5400	1800	7200
2820	5400	1800	7200
2875	5400	1800	7200
2930	5450	1800	7250
2985	5560	1800	7360
3045	5670	1800	7470
3105	5780	1800	7580
3165	5890	1800	7690
3225	6000	1800	7800
3285	6120	1800	7920
3345	6230	1800	8030
3405	6340	1800	8140
3465	6450	1800	8250
3525	6560	1800	8360
3590	6680	1800	8480
3655	6800	1800	8600
3720	6920	1800	8720
3785	7050	1800	8850
3850	7170	1800	8970
3915	7290	1800	9090
3980	7410	1800	9210
4045	7530	1800	9330
4110	7650	1800	9450
4175	7770	1800	9570

Compendium
Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 1 Rs. 2850 - 4400/-	Revised Pay Band + Grade Pay		
	PB -1	--	Rs. 5400-18600/- + Rs. 1800/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
2850	5400	1800	7200
2910	5420	1800	7220
2970	5530	1800	7330
3030	5640	1800	7440
3095	5760	1800	7560
3160	5880	1800	7680
3225	6000	1800	7800
3290	6120	1800	7920
3355	6250	1800	8050
3420	6370	1800	8170
3485	6490	1800	8290
3550	6610	1800	8410
3620	6740	1800	8540
3690	6870	1800	8670
3760	7000	1800	8800
3830	7130	1800	8930
3900	7260	1800	9060
3970	7390	1800	9190
4040	7520	1800	9320
4110	7650	1800	9450
4180	7780	1800	9580
4250	7910	1800	9710
4325	8050	1800	9850
4400	8190	1800	9990

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revlsed Scale No. 2 Rs.3000 - 52307-	Revised Pay Band + Grade Pay		
	PB-1	-- Rs. 5400-18600/-	+ Rs. 2100/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3000	5580	2100	7680
3075	5720	2100	7820
3150	5860	2100	7960
3225	6000	2100	8100
3300	6140	2100	8240
3375	6280	2100	8380
3450	6420	2100	8520
3530	6570	2100	8670
3610	6720	2100	8820
3690	6870	2100	8970
3770	7020	2100	9120
3850	7170	2100	9270
3930	7310	2100	9410
4010	7460	2100	9560
4090	7610	2100	9710
4170	7760	2100	9860
4250	7910	2100	10010
4330	8060	2100	10160
4420	8230	2100	10330
4510	8390	2100	10490
4600	8560	2100	10660
4690	8730	2100	10830
4780	8900	2100	11000
4870	9060	2100	11160
4960	9230	2100	11330
5050	9400	2100	11500
5140	9570	2100	11670
5230	9730	2100	11830

Compendium
Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 3 Rs. 3325 - 6325/-	Revised Pay Band + Grade Pay		
	PB -1	--	Rs. 5400 - 18600/- + Rs. 2600/-
	Revised Pay		
Pre Revised Basic Pay (Rs.)	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3325	6190	2600	8790
3415	6360	2600	8960
3505	6520	2600	9120
3595	6690	2600	9290
3685	6860	2600	9460
3775	7030	2600	9630
3875	7210	2600	9810
3975	7400	2600	10000
4075	7580	2600	10180
4175	7770	2600	10370
4275	7960	2600	10560
4375	8140	2600	10740
4475	8330	2600	10930
4575	8510	2600	11110
4700	8750	2600	11350
4825	8980	2600	11580
4950	9210	2600	11810
5075	9440	2600	12040
5200	9680	2600	12280
5325	9910	2600	12510
5450	10140	2600	12740
5575	10370	2600	12970
5700	10610	2600	13210
5825	10840	2600	13440
5950	11070	2600	13670
6075	11300	2600	13900
6200	11540	2600	14140
6325	11770	2600	14370

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 4 Rs. 3525 - 7050/-	Revised Pay Band + Grade Pay		
	PB-1	--	Rs. 5400-18600/- + Rs. 2900/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3525	6560	2900	9460
3625	6750	2900	9650
3725	6930	2900	9830
3825	7120	2900	10020
4925	9170	2900	12070
4050	7540	2900	10440
4175	7770	2900	10670
4300	8000	2900	10900
4425	8240	2900	11140
4550	8470	2900	11370
4675	8700	2900	11600
4800	8930	2900	11830
4925	9170	2900	12070
5050	9400	2900	12300
5175	9630	2900	12530
5300	9860	2900	12760
5425	10100	2900	13000
5550	10330	2900	13230
5700	10610	2900	13510
5850	10890	2900	13790
6000	11160	2900	14060
6150	11440	2900	14340
6300	11720	2900	14620
6450	12000	2900	14900
6600	12280	2900	15180
6750	12560	2900	15460
6900	12840	2900	15740
7050	13120	2900	16020

Compendium
Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 5 Rs. 3850 - 8075/-	Revised Pay Band + Grade Pay P B - 2 -- Rs. 7200 - 25400/- + Rs. 3300/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
3850	7200	3300	10500
3975	7400	3300	10700
4100	7630	3300	10930
4225	7860	3300	11160
4350	8100	3300	11400
4475	8330	3300	11630
4600	8560	3300	11860
4725	8790	3300	12090
4850	9030	3300	12330
4975	9260	3300	12560
5100	9490	3300	12790
5250	9770	3300	13070
5400	10050	3300	13350
5550	10330	3300	13630
5700	10610	3300	13910
5850	10890	3300	14190
6025	11210	3300	14510
6200	11540	3300	14840
6375	11860	3300	15160
6550	12190	3300	15490
6725	12510	3300	15810
6900	12840	3300	16140
7075	13160	3300	16460
7275	13540	3300	16840
7475	13910	3300	17210
7675	14280	3300	17580
7875	14650	3300	17950
8075	15020	3300	18320

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 6 Rs. 4125-9700/-	Revised Pay Band + Grade Pay		
	PB-2	-- Rs. 7200 - 25400/-	+ Rs. 3900/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
4125	7680	3900	11580
4275	7960	3900	11860
4425	8240	3900	12140
4575	8510	3900	12410
4750	8840	3900	12740
4925	9170	3900	13070
5100	9490	3900	13390
5275	9820	3900	13720
5450	10140	3900	14040
5650	10510	3900	14410
5850	10890	3900	14790
6050	11260	3900	15160
6250	11630	3900	15530
6450	12000	3900	15900
6650	12370	3900	16270
6850	12750	3900	16650
7050	13120	3900	17020
7250	13490	3900	17390
7450	13860	3900	17760
7675	14280	3900	18180
7900	14700	3900	18600
8125	15120	3900	19020
8350	15540	3900	19440
8575	15950	3900	19850
8800	16370	3900	20270
9025	16790	3900	20690
9250	17210	3900	21110
9475	17630	3900	21530
9700	18050	3900	21950

Compendium
Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 7 Rs. 4525-10175/-	Revised Pay Band + Grade Pay		
	P B - 2	--	Rs. 7200 - 25400/- + Rs.4100/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
4525	8420	4100	12520
4700	8750	4100	12850
4875	9070	4100	13170
5050	9400	4100	13500
5225	9720	4100	13820
5425	10100	4100	14200
5625	10470	4100	14570
5825	10840	4100	14940
6025	11210	4100	15310
6225	11580	4100	15680
6425	11960	4100	16060
6625	12330	4100	16430
6825	12700	4100	16800
7025	13070	4100	17170
7225	13440	4100	17540
7425	13820	4100	17920
7650	14230	4100	18330
7875	14650	4100	18750
8100	15070	4100	19170
8325	15490	4100	19590
8550	15910	4100	20010
8775	16330	4100	20430
9000	16740	4100	20840
9225	17160	4100	21260
9450	17580	4100	21680
9675	18000	4100	22100
9925	18470	4100	22570
10175	18930	4100	23030

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revlsed Scale No. 8 Rs. 4800-10925/-	Revised Pay Band + Grade Pay		
	PB-3	-- Rs. 9000 - 28300/-	+ Rs. 4400/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
4800	9000	4400	13400
4975	9260	4400	13660
5150	9580	4400	13980
5350	9960	4400	14360
5550	10330	4400	14730
5750	10700	4400	15100
5950	11070	4400	15470
6150	11440	4400	15840
6375	11860	4400	16260
6600	12280	4400	16680
6825	12700	4400	17100
7050	13120	4400	17520
7275	13540	4400	17940
7500	13950	4400	18350
7725	14370	4400	18770
7950	14790	4400	19190
8175	15210	4400	19610
8425	15680	4400	20080
8675	16140	4400	20540
8925	16610	4400	21010
9175	17070	4400	21470
9425	17540	4400	21940
9675	18000	4400	22400
9925	18470	4400	22870
10175	18930	4400	23330
10425	19400	4400	23800
10675	19860	4400	24260
10925	20330	4400	24730

Compendium
Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 9 Rs. 5000-11325/-	Revised Pay Band + Grade Pay		
	P B - 3	-- Rs. 9000 - 28300/-	+ Rs. 4600/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
5000	9300	4600	13900
5200	9680	4600	14280
5400	10050	4600	14650
5600	10420	4600	15020
5800	10790	4600	15390
6000	11160	4600	15760
6225	11580	4600	16180
6450	12000	4600	16600
6675	12420	4600	17020
6900	12840	4600	17440
7125	13260	4600	17860
7350	13680	4600	18280
7575	14090	4600	18690
7800	14510	4600	19110
8025	14930	4600	19530
8275	15400	4600	20000
8525	15860	4600	20460
8775	16330	4600	20930
9025	16790	4600	21390
9275	17260	4600	21860
9525	17720	4600	22320
9775	18190	4600	22790
10025	18650	4600	23250
10275	19120	4600	23720
10525	19580	4600	24180
10775	20050	4600	24650
11050	20560	4600	25160
11325	21070	4600	25670

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale No. 10 Rs. 6000-12000/-	Revised Pay Band + Grade Pay		
	P B - 3	-- Rs. 9000 - 28300/-	+ Rs. 4800/-
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
6000	11160	4800	15960
6225	11580	4800	16380
6450	12000	4800	16800
6675	12420	4800	17220
6900	12840	4800	17640
7125	13260	4800	18060
7350	13680	4800	18480
7575	14090	4800	18890
7800	14510	4800	19310
8050	14980	4800	19780
8300	15440	4800	20240
8550	15910	4800	20710
8800	16370	4800	21170
9050	16840	4800	21640
9300	17300	4800	22100
9550	17770	4800	22570
9800	18230	4800	23030
10075	18740	4800	23540
10350	19260	4800	24060
10625	19770	4800	24570
10900	20280	4800	25080
11175	20790	4800	25590
11450	21300	4800	26100
11725	21810	4800	26610
12000	22320	4800	27120

Compendium

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 8000-13500/-	Revised Pay Band + Grade Pay Rs. 15600 -39100/- + Rs. 5400/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
8000	15600	5400	21000
8275	15600	5400	21000
8550	15910	5400	21310
8825	16420	5400	21820
9100	16930	5400	22330
9375	17440	5400	22840
9650	17950	5400	23350
9925	18470	5400	23870
10200	18980	5400	24380
10475	19490	5400	24890
10750	20000	5400	25400
11025	20510	5400	25910
11300	21020	5400	26420
11575	21530	5400	26930
11850	22050	5400	27450
12125	22560	5400	27960
12400	23070	5400	28470
12675	23580	5400	28980
12950	24090	5400	29490
13225	24600	5400	30000
13500	25110	5400	30510

Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 10000-15525/-	Revised Pay Band + Grade Pay Rs. 15600-39100/- + Rs. 6600/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
10000	18600	6600	25200
10325	19210	6600	25810
10650	19810	6600	26410
10975	20420	6600	27020
11300	21020	6600	27620
11625	21630	6600	28230
11950	22230	6600	28830
12275	22840	6600	29440
12600	23440	6600	30040
12925	24050	6600	30650
13250	24650	6600	31250
13575	25250	6600	31850
13900	25860	6600	32460
14225	26460	6600	33060
14550	27070	6600	33670
14875	27670	6600	34270
15200	28280	6600	34880
15525	28880	6600	35480

Compendium
Annexure - III

FITMENT TABLE IN THE REVISED PAY BAND			
Pre-Revised Scale Rs. 12000-18000/-	Revised Pay Band + Grade Pay Rs. 15600-39100/- + Rs. 7600/-		
Pre Revised Basic Pay (Rs.)	Revised Pay		
	Pay in Pay Band (Rs.)	Grade Pay (Rs.)	Revised Basic Pay (Rs.)
12000	22320	7600	29920
12375	23020	7600	30620
12750	23720	7600	31320
13125	24420	7600	32020
13500	25110	7600	32710
13875	25810	7600	33410
14250	26510	7600	34110
14625	27210	7600	34810
15000	27900	7600	35500
15375	28600	7600	36200
15750	29300	7600	36900
16125	30000	7600	37600
16500	30690	7600	38290
16875	31390	7600	38990
17250	32090	7600	39690
17625	32790	7600	40390
18000	33480	7600	41080

Annexure - IV

Illustrations showing the fixation of pay under this memorandum

Illustration I: An employee attached to Hostel / Mess of a University with basic pay of Rs. 2820 - p.m. in the existing scale of pay of Rs. 2600-4175/- opted for fixation of his pay in the revised Pay Structure w.e.f. 01.01.06

1. Existing Scale of Pay	:	Rs.2600-55-2985-60-3525-65-4175/-
2. Pay Band (Revised) applicable	:	PB - 1 Rs. 5400-18600/-
3. Existing Basic Pay as on 01.01.06	:	Rs. 2820/-
4. Pay after multiplication by a factor of 1.86 (to be rounded off to next multiple of 10)	:	Rs. 5250/-
5. Pay in the Pay Band (PB-1)	:	Rs. 5400/-
6. Grade Pay attached to the scale	:	Rs. 1800/-
7. Revised Basic Pay (total of Pay in the Pay Band and Grade Pay) (5+6)	:	Rs. 7200/- (as on 01.01.06)
8. Date of next increment	:	01.07.06

Illustration II: An employee with basic pay of Rs. 4275 - p.m. in the existing scale of pay of Rs. 3325 - 6325/- opted for fixation of his pay in the revised pay structure w.e.f. 01.04.06 after taking increment in the unrevised scale.

1. Existing Scale of Pay	:	Rs. 3325 - 6325/-
2. Pay Band (revised) applicable	:	PB - 1 Rs. 5400 - 18600/-
3. Existing Basic Pay as on 01.04.06 after increment	:	Rs. 4275/-
4. Pay after multiplication by a factor of 1.86 (to be rounded off to next multiple of 10)	:	Rs. 7960/-

Compendium
Annexure - IV

5. Pay in the Pay Band (PB - 1)	:	Rs. 7960/-
6. Grade Pay attached to the scale	:	Rs. 2600/-
7. Revised Basic Pay (total of Pay in the Pay Band and Grade Pay) (5 +6)	:	Rs. 10560/- (as on 01.04.06)
8. Date of next increment	:	01.07.07

Illustration III: An employee with basic pay of Rs. 8000 - in the existing scale of pay of Rs. 8000 - 10000 - as on 01.01.06 was promoted to a post in the existing scale of pay of Rs. 45000 - 100000 - w.e.f. 01.04.06. He opted for fixation of his pay in the revised pay structure w.e.f. 01.01.06 and he also exercised option for promotional fixation w.e.f. 01.07.06.

A.

1. Existing Scale of Pay	:	Rs. 3850 - 8075/-
2. Pay Band (revised) applicable	:	PB - 2 Rs. 7200 - 25400/-
3. Existing Basic Pay as on 01.01.06 after increment	:	Rs. 5850/-
4. Pay after multiplication by a factor of 1.86 (to be rounded off to next multiple of 10)	:	Rs. 10890/-
5. Pay in the Pay Band (PB - 2)	:	Rs. 10890/-
6. Grade Pay attached to the scale	:	Rs. 3300/-
7. Revised Basic Pay (total of Pay in the Pay Band and Grade Pay) (5 +6)	:	Rs. 14190/-
8. Date of next increment	:	01.07.06

Annexure - IV

B.

1. Revised pay structure of the promotion: post PB - 2, Rs. 7200 - 25400/-
Grade pay Rs. 4100/-
2. Date of Promotion : 01.04.06
3. Option exercised for fixation of pay in the promotion post : 01.07.06
4. Pay Band (revised) applicable in the Promotion Post : PB - 2 Rs. 7200 - 25400/-
5. Pay in the Pay Band on the date of promotion : Rs. 10890/-
6. Grade Pay attached to the scale of promotion post : Rs. 4100/-
7. Pay initially fixed in the promotion post w.e.f. 01.04.06 : Rs. 14990/- (Rs. 10890 + Rs. 4100)
8. Pay finally fixed in the promotion post (as per option exercised) as on 01.07.06 : Rs. 11760 (Pay in the Pay Band) + Rs. 4100 (Grade Pay) = Rs. 15860.
[normal increment @ 3% on pay at item no. A-7 above amounting to Rs. 430 + promotional increment @ 3% on the whole amount of Rs. 14620 => (14190+ 430) so arrived at amounting to Rs. 440/-]
9. Date of next increment : 01.07.07

C.

In case the employee opted for fixation of his pay straightway with effect from the date of promotion i.e. w.e.f. 01.04.06 after coming under the revised pay structure on 01.07.06

1. Existing Scale of Pay of promotion post : Rs. 4525 - 10175/-
2. Date of Promotion : 01.04.06
3. Option exercised for promotion post : 01.04.06

Compendium

Annexure-IV

4. Pay Band (revised) applicable in the Promotion Post : PB - 2 Rs. 7200 - 25400/-
5. Pay in the Pay Band on the date of promotion : Rs. 10890/-
6. Grade Pay attached to the scale of promotion post : Rs. 4100/-
7. Pay to be fixed in the promotion post w.e.f. 01.04.06 (promotional increment @ 3% on pay at item A-7 above amounting to Rs. 430/-) : Rs. 11320 + Rs. 4100 = Rs. 15420/-
8. Date of next increment : 01.07.07

Illustration -IV: An employee with basic pay of Rs. 5000 - in the existing scale of pay of Rs. 8075/- as on 01.01.06 got the benefit of CAS in the next higher scale of Rs. 4125-9700/-w.e.f. 01.04.06. He opted for fixation of his pay in the revised pay structure w.e.f. 01.01.06 and also he exercised option for fixation of his pay in the next higher scale w.e.f. 01.07.06.

A. Revision of pay

1. Existing scale of pay : Rs. 3850-8075/-
2. Pay Band (revised) applicable : PB-2, Rs. 7200-25400/-
3. Existing basic pay as on 01.01.06 : Rs. 5100/-p.m.
4. Pay after multiplication by a factor of 1.86 : Rs. 9490/-
(to be rounded off to next multiple of 10)
5. Pay in the Pay Band-2 : Rs. 9490/-
6. Grade pay attached to the scale : Rs. 3300/-(3850-8075/-)

Annexure - IV

7. Revised basic pay (total of pay in the Pay: Rs. 12790/- (as on 01.01.06)
Band and Grade Pay) (item 5+6)

8. Date of next increment : 01.07.06

B. Pay on awardment of CAS benefit option on the date of next increment

1. Date of entitlement : 01.04.06

2. Option exercised for fixation of pay : 01.07.06

3. Pay Band (revised) applicable : PB-2, Rs. 7200-25400/-

4. Grade pay attached to the higher scale : Rs. 3900/-

5. Pay fixed under the CAS benefit as on 01.07.06: Rs. 10280/-(Rs. 9490 + 390
+ 400) (pay in the pay
Band) + Rs. 3900/- (Grade
Pay) = Rs. 14180/-

[normal increment @ 3% on pay at item no. A-7 above amounting to Rs. 390/- + Increment
under CAS benefit @ 3% on the whole amount of Rs. 13180/-(12790 + 390) amounting to
Rs. 400/-]

6. Date of next increment : 01.07.07

C. Pay on awardment of CAS benefit option on date of entitlement

1. Date of entitlement : 01.04.06

2. Option exercised for fixation of pay w.e.f. : 01.04.06

3. Pay would be fixed as on 01.04.06 : Rs.9880/- (Rs.9490+390)(pay in
the pay Band) + Rs. 3900/-
(Grade Pay) = Rs. 13780/-

[Fixational increment @ 3% on pay at item No. A-7 above amounting to Rs. 390/-]

4. Date of next increment : 01.07.07

Compendium

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata -700091

No. 644(12) - Edn(U)/IU - 94/09

Date: 16.11.2010

From: Sri Brata Kumar Das
Assistant Secretary to the Government of West Bengal

To: The Registrar,
.....University
.....
.....

Sub: Revision of pay of Certain Categories of Non-Teaching Employees vide Finance Department. Audit Branch Memorandum No. 9167-F(P) dtd. 15.09.2010

Sir,

I am directed to refer to Finance Department, Audit Branch Memorandum no. 9176-F(P) dt. 15th September, 2010 (copy enclosed) and inform you that the Governor has been pleased to grant revised pay scales to certain categories of non-teaching employees (other than teachers and officers) of the state-aided universities as detailed in the said order under reference.

I am thus directed to request you to take steps for proper implementation of the above stated order.

Yours faithfully

Enclosure: As Stated

Sd/- *Brata Kumar Das*
Assistant Secretary

No. 644(12)/1(1) - Edn(U)/IU - 94/09

Date: 16.11.2010

Copy forwarded for information and necessary action to :-

1. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office I, 81/2/2, Phears Lane, Kolkata- 12
2. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office II, P-1 Hyde Lane, Kolkata -12.
3. The Treasury Officer,.....Treasury,
.....
.....
4. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700073.
5. Accounts Officer, P.A.C., Bikash Bhavan, 6th Floor, Kolkata -91
6. Budget Cell of this Department
7. P.A. to the Principal Secretary of this Department
8. Statistical Cell of this Department
9. Guard File
10.

Assistant Secretary

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata -700091

No.652-(12)-Edn(U)/IU-94/09

Date: 19.11.2010

From: Sri Brata Kumar Das
Assistant Secretary to the Government of West Bengal

To: The Registrar,
.....University
.....
.....

Sub: Corrigendum to . 644(12) - Edn(U)/IU - 94/09 dated 16.11.2010

In the Subject of the order no. 644(12) - Edn(U)/IU - 94/09 dated 16.11.2010 read “9176-F(P) dtd. 15.09.2010” instead of “9167-F(P) dtd. 15.09.2010

Yours faithfully

Assistant Secretary

No. 652 - (12) 11 (20) - Edn(U)/IU - 94/09

Date: 19.11.2010

Copy forwarded for information and necessary action to :-

1. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office I, 81/2/2, Phears Lane, Kolkata- 12
2. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office II, P-1 Hyde Lane, Kolkata -12.
3. The Treasury Officer,.....Treasury,
4. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700073.
5. Accounts Officer, P.A.C., Bikash Bhavan, 6th Floor, Kolkata -91
6. Budget Cell of this Department
7. PA. to the Principal Secretary of this Department
8. Statistical Cell of this Department
9. Guard File
10.

Assistant Secretary

Compendium

Government of West Bengal
Finance Department
Audit Branch

MEMORANDUM

No. 9176-F(P)

Kolkata, thu 15th September, 2010

In continuation and further modification of this department Memo No.10570-F(p) dt. 25. 11. 2009, the undersigned is directed by order of the Governor to say that after careful consideration of the report of the pay committee submitted in volume-II part-II about allocation of revised pay scale to certain categories of posts the Governor is pleased to allow the revised scale of pay to the certain categories of the non-teaching posts (other than officers and teachers) of the state-aided universities in the following manner :-

category	Name of the posts	Pre-revised scale under previous ROPA	Pro-revised scale under previous ropa to be revised notionally	Revised pay structure under F. D. Memo No.10570-F(P) dt. 25. 11. 09	Revised pay structure to be awarded
1	2	3	4	5	6
	Technical Assistant Grade-II	Rs. 4125-9700/-(Scale .6)	Rs. 4800-109 25/- (Scale No. 8)	PB-2; Rs. 7200-25400/-Grade pay Rs. 3900/-	PB-3 Rs. 9000-28,300/- Grade pay Rs. 4400/-
'A'	Technical Assistant Grade-I	Rs. 4800-10,925/- (Scale No. 8)	RS. 5000-11,3 25/- (Scale No.9)	PB-3 Rs.9000-28,300/-Grade pay Rs. 4400/-	PB-3 Rs. 9000-28,300/- Grade pay Rs. 4600/-
	superintend Technical Assistant	Rs. 5000-11,325/- (Scale No. 9)	Rs. 6000-12,000/- (scale no. 10)	PB-3, R.9000-28300/- Grade pay Rs. 4600/-	PB-3 Rs. 9000-23,300/- Grade pay Rs. 4800/-
	Sub-Assistant Engineer Grede-III	Rs. 4125-9700/- (Scale No. 6)	Rs. 4800-10,9 25/- (Scale No. 8)	PB-2 Bs. 7200-25,400/-Grade pay Rs. 3900/-	PD-3 Rs.9000-28,300/-Grade pay Rs. 4400/-
'B'	Sub-Assistant; Engineer Grade-II	Rs.4800-10,925/- (Scale No. 8) .	PB-3, Rs. 9000-28300/-, Grade pay Rs.4400/-	PB-3 Rs. 9000-28,300/-Grade pay Rs. 4400/-	PB-3 Rs.9000-28,300/-Gradc pay RS.4600/-
	Sub-Assistant Engineer Grade-I	Rs. 5000-11,325/- (Scale No. 9)	Rs. 6000-12,000/- (Scale No. 10)	PB-3 Rs.9000-28,300/-Grade pay Rs. 4600/- 1	PB-3 Rs. 9000-28,300/- Grade pay .4800/-

No.....Date.....

Pr. Secretary. H.E. Deptt

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

category	Name of the posts	Pre-revised scale under previous ROPA	Pro-revised scale under previous ROPA to be revised notionally	Revised pay structure under F. D. Memo No.10570-F(P) dt. 25. 11. 09	Revised pay structure to be awarded
1	2	3	4	5	6
	Assistant Librarian Grade-II/ Junior Library Assistant	Rs.4125-9700/- (scale No. 6)	Rs.4800-10,925/- (Scale No. 8)	PB-2 Rs. 7200-25,400/- Grade pay Rs. 3900/-	PB-3 Rs.-9000--28,300/- Grade pay Rs. 4400/-
'C'	Assistant Librarian Grade-I/Junior Library Assistant	Rs.4800-10,925/- (Scale No. 8)	Rs. 5000- 11,325/- (Scale No. 9)	PB-3 Rs.9000-28,300/- Grade pay Rs. 4400/-	PB-3 Rs.9000-28,300/- Grade pay Rs. 4600/-
	Superintendent Library service	Rs. 5000-11,325/- (scale No.9)	Rs. 6000-12,000/- (scale No.10)	P B—3 Rs. 9000-28,300/-Grade pay Rs. 4600/-	PB-3 Rs.9000-28,300/- Grade pay Rs. 4800/-

2. The above allocation of pay-scales of the categories of posts shall be subject to the following conditions :- .
 - i) The enhanced/modified unrevised scales shall come into effect notionally from 01-01-1996 and the employees will get stage wise notional fixation of the modified scale up to the period before they opt to fix their pay under revised pay-structure.
 - ii) The modified/enhanced Pay-Band pay and Grade pay shall be off active notionally from 01-01-2006.
 - iii) The benefit of hither to unrevised scale(s) since revised and the newly revised pay-band and grade pay shall actually be available to the employees from 01-04-2008.
 - iv) All other terms and conditions of fixation of pay, awardment of increments and payment of arrears etc as laid down in F.D. Memo. NO.10570-F(P) dt. 25. 11. 2009 shall remain unchanged.
3. The employees whose pay will have to be revised on the strength of this order will exercise option within 3(three) months from the date of issue of this order.
4. Anomalies and difficulties, if any, in the implementation of the provisions of this order may be brought to the notice of the Finance Department through the Higher Education Department.

Sd/- S. Chattopadhyay
Special secretary to the
Government of West Bengal.

Compendium

No. 9176/1(200)-F(P)

Kolkata, the 15th September, 2010.

Copy forwarded for information & necessary action to :-

1. The principal Accountant General(A&E) , west Bengali Treasury Buildings, Kolkata -1
2. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata -700012.
3. Pay & Accounts Officer, Kolkata pay & Accounts Office-II, P-I, Hyde Lane, Kolkata -73,
4. The Treasury officer,
5. Principal Secretary/Secretary,

O.S.D.& E.O. Deputy secretary
to the Government of West Bengal
Finance Department.

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
UNIVERSITY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700 091

No. 711(30)-Edn(U)

Dated 21st December, 2010

MEMORANDUM

In modification of this Department's order no. 464 -Edn(U) dt 13.08.2010. I am to state that the question relating to the revision of West Bengal State Aided Universities (Death-Cum-Retirement Benefit) Scheme, 1999 with subsequent amendments made thereto for the employees (Teachers, Officers and Non-teaching Staff) of the State Aided Universities, namely (1) Calcutta University, (2) Jadavpur University, (3) Kalyani University (4) Burdwan University, (5) North Bengal University, (6) Rabindra Bharati University, (7) Vidyasagar University, (8) West Bengal State University, Barasat (9) University of Gour Banga (10) Bengal Engineering and Science University, (11) West Bengal University of Technology, (12) Netaji Subhas Open University and the employees of Hostel /Mess of the State Aided Universities is under consideration of the Government of West Bengal for some time past. The Pay Committee constituted for the non-teaching employees of the State Aided Universities and certain other bodies as per Finance Department Resolution No. 8349-F dated 10th November, 2008, read with subsequent orders issued thereon also made certain recommendations in regard to retirement benefits.

After careful consideration of the recommendations made by the Pay Committee constituted for the non-teaching employees of the State Aided Universities and certain other bodies in regard to retirement benefits, the Governor, in partial modification of G.O No. 83-Edn(U), 84-Edn(U), 85-Edn(U) all dated 30.01.2000 and subsequent orders issued in this regard, has been pleased to decide that the revised benefits as embodied in Annexures be allowed to the pensioners (teachers, officers and non-teaching employees)/family pensioners of State-Aided Universities.

The revised scheme shall be called **West Bengal State Aided Universities (Death-cum-retirement benefit) Scheme, 2010.**

It shall be deemed to have come into force with effect from 1st January, 2006 or any subsequent date in respect of any particular paragraph of the scheme as will be indicated in the paragraph itself.

The scheme together with those provisions of the old scheme which have not been amended by the modified old scheme indicated in the subsequent paragraphs shall apply to teachers, officers and the non-teaching employees of the State -Aided Universities in West Bengal.

This order issues as per Finance Department Memo No 608-F(Pen) dated 29th June, 2010 & U.O No 567 dated 2.8.2010

Sd/- S.C. Tewari
Principal Secretary

Compendium

No.711/l(30)-Edn(U)

Dated 21st December, 2010

Copy forwarded for information & necessary action to the:-

1. Principal Accountant General(A&B), West Bengal, Treasury Building, Kolkata
2. Accountant General(Audit-I), West Bengal, 4 Brabourne Road, Kolkata
3. Accountant General(Audit-II), West Bengal, 18, Rabindra Sarani, Kolkata
4. Registrar,.....University
5. Finance Officer,.....University
6. Finance Department (Group-B) of this Government
7. Pension Branch, Finance Department of this Government
8. Accounts Officer, Higher Education Department of this Government
9. Budget Branch of the Department
10. Statistical Cell of the Department
11. P.S. to the Minister-in-Charge of this Department.
12. P.A. to the Principal Secretary of this Department.
13. Principal Secretary, Agriculture Department, Govt, of West Bengal
14. Principal Secretary, Health & Family Welfare Department, Govt, of West Bengal
15. Principal Secretary, Animal Resource Development Department, Govt, of West Bengal
16. West Bengal University Pensioners' Association
17. Guard File

Assistant Secretary

ANNEXURE-1

(to Memo No 711-Edn (U) dated 21st December. 2010)

Revision of Pension / Family Pension of Pre-2006 Pensioners / Family Pensioners under CPF-cum-Gratuity-cum-Pension Scheme

1. The revision of Pension /Family Pension of Pre-2006 i.e. the persons who retired on or before 31.12.2005 and receiving pension/family pension as per G.O.No 83-Edn(U) dated 30.01.2000 and G.O. No.84-Edn(U) dated 30.01.2000 will be made in the following manner as indicated in succeeding paragraphs with effect from 1.04.2008.
2. In these orders :-
 - (a) “Existing pensioners” or “Existing family pensioners” means pensioners who were drawing /entitled to pension/family pension on 31.12.2005.
 - (b) “Existing pension” means the basic pension inclusive of commuted portion, if any, due on 31.12.2005.
 - (c) “Existing family pension” means the basic family pension due under West Bengal State-Aided Universities (Death-cum-Retirement benefit) Scheme, 1999 incorporated in G.O. No. 83-Edn(U) & 84-Edn(U) both dated 30.01.2000.
 - (d) “Dearness Pension” means dearness relief equal to 50% of the basic pension/family pension.
3. The Pension /family pension of existing pre-2006 pensioners / family pensioners (who retired up to 31.12.1985) will be consolidated with effect from 01.01.2006 adding together :-
 - (a) Existing Basic Pension/Family Pension (inclusive of Commuted portion & excluding the effect of merger of 50% of Dearness Pension)
 - (b) Dearness Pension, where applicable @ 50% of Basic pension/family pension
 - (c) Dearness Relief up to AICPI (IW) Average index 536 (Base year 1982=100) i.e. 24% of Basic Pension/Family Pension plus @50% of Basic pension / family pension where applicable, on notional basis.
 - (d) Fitment weightage @ 40% of the existing Basic Pension /family pension.
 - (e) Additional weightage @20% of the existing Basic Pension /family pension. (Who retired on or before 01.01.1986).
 - (f) Consolidated Pension (a+b+c+d+e)

Provided the total amount so arrived at is less than Rs.2160/-, the same shall be stepped up to Rs.2160/-.The amount so arrived at will be regarded as consolidated pension family pension notionally with effect from 01.01.2006 with actual effect from 01.04.2008.

Compendium

4. The Pension /family pension of existing pre-2006 pensioners / family pensioners (i.e. who retired during the period 01.01.1986 to 31.12.2005) will be consolidated with effect from 01.01.2006 adding together:-
- a) Existing Basic Pension/Family Pension (including Commuted portion & excluding the effect of merger of 50% of Dearness Pension)
 - (b) Dearness Pension, where applicable @ 50% of Basic pension/family pension
 - (c) Dearness Relief up to AICPI (IW) Average index 536 (Base year 1982=100) i.e. 24% of Basic Pension/Family Pension plus @ 50% of Basic pension/family pension where applicable, on notional basis.
 - (d) Fitment weightage @ 40% of the existing Basic Pension /family pension.
 - (e) Additional weightage @ 10% of the existing Basic Pension /family pension.
 - (f) Consolidated Pension (a+b+c+d+e).

Provided the total amount so arrived at is less than Rs.2160/-, the same shall be stepped up to Rs.2160/-. The amount so arrived at will be regarded as consolidated pension /family pension notionally with effect from 01.01.2006 with actual effect from 01.04.2008.

- 5 (a) The existing minimum amount of monthly pension /family pension of Rs. 650/- & Rs. 1000/- as laid down in G.O. 322-Edn(U) dated 30.03.2001 & G.O.No 494-Edn(U) dated 18.09.2006 respectively as mentioned has been raised to Rs.2160/-.
- (b) The existing maximum monthly pension /family pension of Rs.5600/- and Rs.1680/- respectively as laid down in G.O.No.322-Edn(U) Dated 29th March,2001 has been increased to Rs.22,500/- and Rs. 15,000/- respectively.
6. The fixation of pension will be subject to the provision that the revised pension, in no case, shall be lower than 30% of the minimum of the Pay in the Pay Band plus the Grade Pay in the revised Pay Structure corresponding to the pre-revised pay scale from which the Pensioner had retired.
7. The fixation of family pension will be subject to the provision that the revised family pension, in no case, shall be lower than 20% of the minimum of the Pay in the Pay Band plus the Grade Pay in the revised Pay Structure corresponding to the pre-revised pay scale from which the pensioner had retired.
8. The pensioners / family pensioners who are re-employed / employed are not getting relief on pension in terms of the existing rules/ orders. In their cases, the notional relief which would have been admissible to them but for their re-employment / employment will be taken into account for consolidation of their pension in terms paragraph 3 & 4 above, as if they were drawing the relief. Their pay on reemployment will be refixed with effect from 01.04.2008 with reference to consolidated pension becoming admissible to them. Relief beyond 01.04.2008 will, however, not be admissible to them during the period of re-employment / employment.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

9. The quantum of additional pension / family pension available to the old pensioners / family pensioners shall be increased as indicated in the following table with effect from 01.04.2008 :-

Age of Pensioners / Family Pensioners	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension /family pension
From 85 years to less than 90 years	30% of revised basic pension /family pension
From 90 years to less than 95 years	40% of revised basic pension /family pension
From 95 years to less than 100 years	50% of revised basic pension /family pension
100 years or more	100% of revised basic pension /family pension

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ANNEXURE- II

(to Memo No 711-Edn (U) dated 21st December, 2010)

Revision of Pension / Family Pension for those Retiring on or after 01.01.2006 under CPF-cum -Gratuitv-cum-Pension

(The revision of Pension /Family Pension of the persons who retired on or after 2006 and who have not exercised option to come under G.O. No 85-Edn(U) dated 30.01.2000)

The pensionary benefits in respect of the West Bengal State-Aided Universities employees who retired after coming into force of the West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009, for Non-teaching staff, vide G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & vide G.O.No78 Edn(U) dated 23.02.2010 for Officers and whose pay has been fixed under the said rules actually or in whose favour such revised pay has been allowed notionally shall be as follows :-

a) Pension

- (i) An University employee retiring in accordance with the provisions of State-Aided Universities (Death-cum-Retirement Benefit) Scheme, 1999 incorporated in G.O. No. 84-Edn(U) dated 30.01.2000 and before completion of minimum qualifying service of ten years shall not be entitled to pension, but he/ she shall continue to be entitled to gratuity.
- (ii) Eligibility of pension after 15 years qualifying service as incorporated in clause No. 8 of G.O.No. 1250-Edn(U) dated 27.12.1991 to be replaced by 10 years. Once an University employee has rendered a minimum qualifying service of 15 years, pension shall be paid at 30% of the last basic pay drawn. For University employees who at the time of retirement have rendered qualifying service for 10 (ten) years or more but less than 15(fifteen) years, proportionate reduction shall be made while calculating the amount of pension. This provision, however, shall be applicable to the University employees retiring on or after the date 01.04.2009 and shall not be applicable in respect of those employees, who have retired on or after 1st day of January, 2006 but before 1st April, 2009.
- (iii) The existing maximum monthly pension of Rs.5600/- per month as laid down in G.O.No.322-Edn(U) dated 29th March, 2001 shall be raised to Rs,22,500/-.
- (iv) The existing minimum amount of pension / family pension of Rs.650/- & Rs.1000/- as laid down in G.O. 322-Edn(U) dated 29.03.2001 & G.O. No. 494-Edn(U) dated 18.09.2006 respectively shall be raised to Rs.2160/-only per month.

b) Family Pension :-

Family Pension be calculated @ 20% of the last basic pay drawn actually or notionally under West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009 for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No.78-Edn(U) dated 23.02.2010 for Officers. The maximum ceiling of family pension of Rs 1680/-

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

only per month as laid down in G.O.No.322-Edn(U) dated 29th March, 2001 shall be raised to Rs. 15,000/- per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.

c) **Gratuity:-**

The maximum of Death / Retiring Gratuity of Rs. 1,00,000/- (Rupees one lakh) only as laid down in clause No.3(iv) of G.O.No.322-Edn(U) dated 29th March, 2001 shall be raised to Rs.2.40 lakh (Rupees two lakh forty thousand) only.

d) **Regulation of the cases of pensioners / family pensioners during the period from 01.01.2006 to 31.03.2008**

i) University employees who retired during the period from 01.01.2006 to 31.03.2008 are also entitled to have their pensionary benefits revised notionally in terms of West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009 for Non-teaching staff; G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No. 78-Edn(U) dated 23.02.2010 for Officers for the period prior to 01.04.2008. They shall not get any arrears representing the difference between revised pension and existing pension for the period upto 31.03.2008. They shall continue to draw the existing pension which was fixed without taking into account the benefit of notional fixation of pay upto 31.03.2008. They shall get actual payment of revised pensionary benefits, i.e., pension, death / retiring gratuity and family pension arrived at on the basis of emolument allowed notionally as a special case. In their cases pensionary benefits shall be calculated on the basis of notional pay fixed under West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009 for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No.78-Edn(U) dated 23.02.2010 for Officers on the date of retirement / death , as a special case and in relaxation of normal rules.

ii) The amount of gratuity, if any, paid earlier in respect of employees of this category according to the rules prevailing at the material time will be adjusted against the revised gratuity calculated on the basis of notional emoluments on the basis of this order.

iii) In the cases of pensioners who are otherwise eligible to have their pay fixed notionally under West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009 for Non-teaching staff; G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No.78 Edn(U) dated 23.02.2010 for Officers and who died on any date before or after being eligible to actual payment of revised pension and gratuity determined on the basis of notional emoluments, pension / family pension and gratuity in respect of them shall also be determined as stated above and life-time arrear of such benefits with effect from 01.04.2008 shall be paid to the nominee(s)/legal heir(s) / family members as usual after adjustment of the amount already paid on this account.

e) **Commutation of pension**

i) An University employee shall continue to be entitled to commute for a lump sum payment upto $33\frac{1}{3}\%$ of his/her pension.

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- ii) The existing table of commutation value for pension annexed to G.O.No.1250-Edn(U) dated 27.12.1991 shall be substituted by a new Table at Annexure -V.
- iii) The revised table of commutation value of pension will be used for all commutations of pensions and shall be effective with effect from 01.04.2009.
- iv) In case of those pensioners, in whose case commutation of pension become absolute on or after the 1st January, 2006, but before the issue of this memorandum, the pre-revised table of commutation value for pension will be used for payment of commutation based on pre-revised pay / pension. Such pensioners shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay / pension on implementation of the recommendations of the Pay Committee, other bodies. On exercising such option by the pensioner, the revised table of commutation value of pension will be used for the commutation of additional amount of pension that has become commutable on account of retrospective revision of pay / pension.
- v) In all cases where the date of retirement / commutation is on or after the date of issue of this memorandum, the revised table of commutation for pension will be used for commutation of pension.

f) **Additional Pension**

The quantum of additional pension / family pension available to the old pensioners / family pensioners shall be increased as indicated in the following table with effect from 01.04.2008 :-

Age of Pensioners / Family Pensioners	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension /family pension
From 85 years to less than 90 years	30% of revised basic pension /family pension
From 90 years to less than 95 years	40% of revised basic pension /family pension
From 95 years to less than 100 years	50% of revised basic pension /family pension
100 years or more	100% of revised basic pension /family pension

ANNEXURE- III

(to Memo No 464-Edn (U) dated 13th August, 2010)

Revision of Pension / Family Pension of Pre-2006 Pensioners / Family Pensioners under GPF-cum-Gratuity-cum-Pension

(i.e., who exercised option to come under G.O.No. 85-Edn(U) dated 30.01.2000 & 550-Edn(U) dated 15.09.2005 and retired during the period 01.01.1996 to 31.12.2005)

- 1) The revision of Pension /Family Pension of Pre-2006 i.e. the persons who retired on or before 31.12.2005 and receiving pension /family pension as per G.O.No 85-Edn(U) dated 30.01.2000 and G.O.No.550-Edn(U) dated 15.09.2005 will be made in the following manner as indicated in succeeding paragraphs with effect from 1.04.2008.
- 2) In these orders :-
 - a) “Existing pensioners” or “Existing family pensioners” means pensioners who were drawing /entitled to pension/family pension on 31.12.2005.
 - b) “Existing pension” means the basic pension inclusive of commuted portion, if any; due on 31.12.2005. It covers all classes pension under West Bengal State-Aided Universities (Death-cum-Retirement benefit) Scheme, 1999 incorporated in G.O. No. 85-Edn(U) dated 30.01.2000.
 - c) “Existing family pension” means the basic family pension due under West Bengal State-Aided Universities (Death-cum-Retirement benefit) Scheme, 1999 incorporated in G.O. No. 85-Edn(U) dated 30.01.2000.
 - d) “Dearness Pension” means dearness relief equal to 50% of the basic pension/family pension.
- 3) The Pension /family pension of existing pre-2006 pensioners / family pensioners (who retired upto 31.12.2005) will be consolidated w.e.f. 01.01.2006 adding together :-
 - a) Existing Basic Pension/Family Pension(inclusive Commuted portion & excluding the effect of merger of 50% of Dearness Pension)
 - b) Dearness Pension, where applicable @ 50% of Basic pension/family pension.
 - c) Dearness Relief upto AICPI (IW).Average index 536 (Base year 1982=100) i.e. 24% of Basic Pension/Family Pension plus @50% of Basic pension/family pension where applicable, on notional basis.
 - d) Fitment weightage @40% of the existing Basic Pension /family pension.
 - e) Consolidated Pension (a+b+c+d)

Compendium

Provided the total amount so arrived at is less than Rs.3600/-, the same shall be stepped up to Rs.3600/-.The amount so arrived at will be regarded as consolidated pension /family pension notionally with effect from 01.01.2006 with actual effect from 01.04.2008.

- 4) a) The existing minimum amount of monthly pension /family pension of Rs.1300/- as laid down in G.O. No. 85-Edn(U) dated 30.01.2000 has been raised to Rs.3600/-.
- b) The existing maximum monthly pension /family pension as laid down in G.O. No. as mentioned above has been raised to Rs.37,500/- and Rs.22,500/- respectively.
- 5) The fixation of pension will be subject to the provision that the revised pension in no case, shall be lower than 50% of the minimum of the Pay in the Pay Band plus the Grade Pay in the revised Pay Structure corresponding to the pre-revised pay scale from which the pensioner had retired.
- 6) The fixation of family pension will be subject to the provision that the revised family pension in no case, shall be lower than 30% of the minimum of the Pay in the Pay Band plus the Grade Pay in the revised Pay Structure corresponding to the pre-revised pay scale from which the pensioner had retired.
- 7) The pensioners / family pensioners who are reemployed / employed are not getting relief on pension in terms of the existing rules/ orders. In their cases, the notional relief which would have been admissible to them but for their re-employment / employment will be taken into account for consolidation of their pension in terms paragraph 3 & 4 above, as if they were drawing the relief. Their pay on re-employment will be refixed with effect from 01.04.2008 with reference to consolidated pension becoming admissible to them. Relief beyond 01.04.2008 will, however, not be admissible to them during the period of re-employment / employment.

8) Additional Pension :-

The quantum of pension / family pension available to the old pensioners / family pensioners shall be increased as indicated in the following table with effect from 01.04.2008 :-

Age of Pensioners / Family Pensioners	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension /family pension
From 85 years to less than 90 years	30% of revised basic pension /family pension
From 90 years to less than 95 years	40% of revised basic pension /family pension
From 95 years to less than 100 years	50% of revised basic pension /family pension
100 years or more	100% of revised basic pension /family pension

ANNEXURE- IV

(to Memo No 711(30)-Edn(U) Dated 21st December, 2010)

Revision of Pension / Family Pension for those Retiring on or after 01.01.2006 under GPF-cum -Gratuity-cum-Pension

(The revision of Pension /Family Pension of the persons who retired on or after 2006 and who have exercised option to come under G.O.No 85-Edn(U) dated 30.01.2000)

1) That the pensionary benefits in respect of the West Bengal State-Aided Universities employees who retired after coming into force West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules,2009, for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No.78 Edn(U) dated 23.02.2010 for Officers and whose pay has been fixed under the said rules actually or in whose favour such revised pay has been allowed notionally shall be as follows :-

a) Pension:-

- i) An University employee retiring in accordance with the provisions of State-Aided Universities(Death-cum-Retirement benefit)Scheme,1999 incorporated in G.O. No. 85-Edn(U) dated 30.01.2000 and before completion of minimum qualifying service of ten years shall not be entitled to pension, but he/ she shall continue to be entitled to gratuity.
- ii) Linkage of full pension with 33 years of qualifying service as per G.O.No.85-Edn(U) dated 30.01.2000 shall be dispensed with. Once a University employee has rendered a minimum qualifying service of 20 years, pension shall be paid at @50% of the last basic pay drawn. For University employees who at the time of retirement have rendered qualifying service for 10(ten) years or more but less than 20(twenty) years, proportionate reduction shall be made while calculating the amount of pension. This provision, however, shall be applicable to the University employees retiring on or after the date 01.04.2009 and shall not be applicable in respect of those employees, who have retired on or after 1st day of January, 2006 but before 1st April, 2009.
- iii) The existing maximum amount of monthly pension of Rs. 11,200/- per month as laid down in G.O.No.85-Edn(U)dated 30.01.2000 shall be raised to Rs. 37,500/-.
- iv) The existing minimum amount of pension / family pension of Rs. 1300/- as laid down in G.O.No. 85-Edn(U) dated 30.01.2000 shall be raised to Rs.3600/- only per month.

b) Family Pension :-

Family Pension be calculated @30%of the basic pay drawn last actually or notionally under West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules,2009 for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No. 78 Edn(U)

Compendium

dated 23.02.2010 for Officers. The maximum ceiling of family pension of Rs. 6720/- only per month as laid down in G.O.No.85-Edn(U)dated 30.01.2000 shall be raised to Rs.22500/- per month at normal rate.

However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.

c) Gratuity :-

The maximum of Death / Retiring Gratuity of Rs.2,50,000/- (Rupees two lakh fifty thousand) only as laid down in clause no.11 of G.O.No. 85-Edn(U) dated 30.01.2000 shall be raised to Rs.6 lakh (Rupees six lakh) only.

d) Regulation of the cases of pensioners / family pensioners during the period from 01.01.2006 to 31.03.2008.

- i) University employees who retired during the period from 01.01.2006 to 31.03.2008 are also entitled to have their pensionary benefits revised notionally in terms of West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009 for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O. No. 78-Edn(U) dated 23.02.2010 for Officers for the period prior to 01.04.2008. They shall not get any arrears representing the difference between revised pension and existing pension for the period upto 31.03.2008.They shall continue to draw the existing pension which was fixed without taking into account the benefit of notional fixation of pay upto 31.03.2008. They shall get actual payment of revised pensionary benefits, i.e., pension, death / retiring gratuity and family pension arrived at on the basis of emolument allowed notionally as a special case. In their cases pensionary benefits shall be calculated on the basis of notional pay fixed under West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules, 2009 for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O. No. 78 Edn (U) dated 23.02.2010 for Officers on the date of retirement / death , as a special case and in relaxation of normal rules.
- ii) The amount of gratuity, if any, paid earlier in respect of employees of this category according to the rules prevailing at the material time will be adjusted against the revised gratuity calculated on the basis of notional emoluments on the basis of this order.
- iii) In the cases of pensioners who are otherwise eligible to have their pay fixed notionally under West Bengal State-Aided Universities (Revision of Pay and Allowances) Rules,2009 for Non-teaching staff, G.O.No.502-Edn(U) dated 28th August,2009 for Teachers & G.O.No. 78-Edn(U) dated 23.02.2010 for Officers and who died on any date before or after being eligible to actual payment of revised pension and gratuity determined on the basis of notional emoluments, pension / family pension and gratuity in respect of them shall also be determined as stated above and life-time arrear of such benefits with effect from 01.04.2008 shall be paid to the nominee(s)/legal heir(s) / family members as usual after adjustment of the amount already paid on this account.

e) Commutation of pension

- i) An University employee shall continue to be entitled to commute for a lump sum payment upto 40% of his/her pension.
- ii) The existing table of commutation value for pension annexed to G.O.No.85-Edn(U) dated 30.01.2000 shall be substituted by a new Table at Annexure - V.
- iii) The revised table of commutation value of pension will be used for all commutations of pensions and shall be effective with effect from 01.04.2009.
- iv) In case of those pensioners, in whose case commutation of pension become absolute on or after the 1st January, 2006, but before the issue of this memorandum, the pre-revised table of commutation value for pension will be used for payment of commutation based on pre-revised pay / pension. Such pensioners shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay / pension on implementation of the recommendations of the Pay Committee and other bodies. On exercising such option by the pensioner, the revised table of commutation value of pension will be used for the commutation of additional amount of pension that has become commutable on account of retrospective revision of pay / pension.
- v) In all cases where the date of retirement / commutation is on or after the date of issue of this memorandum, the revised table of commutation for pension will be used for commutation of pension.

f) Additional Pension

The quantum of additional pension / family pension available to the old pensioners / family pensioners shall be increased as indicated in the following table with effect from 01.04.2008:-

Age of Pensioners / Family Pensioners	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension /family pension
From 85 years to less than 90 years	30% of revised basic pension /family pension
From 90 years to less than 95 years	40% of revised basic pension /family pension
From 95 years to less than 100 years	50% of revised basic pension /family pension
100 years or more	100% of revised basic pension /family pension

Compendium

Annexure-V

REVISED COMMUTATION VALUE FOR A PENSION OF Re.1 PER ANNUM

(In terms of Memo No.Edn(U) dated)

Age on next birth day	Commutation Value Expressed as number of year's purchase	Age on next birth day	Commutation Value Expressed as number of year's purchase	Age on next birth day	Commutation Value Expressed as number of year's purchase
20	9.188	42	9.059	64	7.862
21	9.187	43	9.040	65	7.731
22	9.186	44	9.019	66	7.591
23	9.185	45	8.996	67	7.431
24	9.184	46	8.971	68	7.262
25	9.183	47	8.943	69	7.083
26	9.182	48	8.913	70	6.897
27	9.180	49	8.881	71	6.703
28	9.178	50	8.846	72	6.502
29	9.176	51	8.808	73	6.296
30	9.173	52	8.768	74	6.085
31	9.169	53	8.724	75	5.872
32	9.164	54	8.678	76	5.657
33	9.159	55	8.627	77	5.443
34	9.152	56	8.527	78	5.229
35	9.145	57	8.512	79	5.018
36	9.136	58	8.446	80	4.812
37	9.126	59	8.371	81	4.611
38	9.116	60	8.287		
39	9.103	61	8.194		
40	9.090	62	8.093		
41	9.075	63	7.982		

ANNEXURE VI

ARREAR OF PENSION

The Pensioners/Family Pensioners after their revision of Pension/Family Pension w.e.f. 01.01.2006 notionally and actual benefit w.e.f. 01.04.2008, will be entitled to the benefits of arrear Pension/Family Pension from 01.04.2008 to 31.03.2009 in the first phase and from 01.04.2009 to 31.03.2010 in the second phase after adjustment of benefits of pension and relief on pension drawn by the Pensioners/Family Pensioners. The arrears of pension shall be allowed in eight installments within 2010-2011.

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91

No. 30 -Edn(U)/1U-91/10

Date:14.01.2011

MEMORANDUM

Sub: Recruitment Rules for the Assistant Professors in the State-aided Universities

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2009 notified in Gazette of India on 18th September, 2010, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of Assistant Professors in State Aided Universities.

A. Assistant Professor (Pay Band - Rs. 15,600 - 39,100/- plus Academic Grade Pay of Rs. 6000/-) in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/Business Administration

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject.
2. At least a second class Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. Candidates with Ph.D. degree for foreign universities of those with Ph.D. degrees obtained from Indian Universities before 2009 may also be exempted from requirement of NET/SLET/SET if they can present evidence that for obtaining Ph. D. degree they had followed the minimum standards and procedures as laid down in the UGC Regulations, 2009.
6. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

B. Assistant Professor (Pay Band - Rs. 15,600 - 39,100/- plus Academic Grade Pay of Rs. 6000/-) of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Music and Dance Discipline

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject.
2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. Candidates with Ph.D. degree for foreign universities of those with Ph.D. degrees obtained from Indian Universities before 2009 may also be exempted from requirement of NET/SLET/SET if they can present evidence that for obtaining Ph. D. degree they had followed the minimum standards and procedures as laid down in the UGC Regulations, 2009.
6. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- i. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned
- ii. A high grade artist of AIR/TV; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

II. Drama Discipline

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject.
2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. Candidates with Ph.D. degree for foreign universities of those with Ph.D. degrees obtained from Indian Universities before 2009 may also be exempted from requirement of NET/SLET/SET if they can present evidence that for obtaining Ph. D. degree they had followed the minimum standards and procedures as laid down in the UGC Regulations, 2009.
6. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. A professional artist with first class degree/diploma from National School of Drama or any other such approved institution in India or abroad.
- ii. Five years or regular acclaimed performance in regional/ national/ international stage with evidence; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

III. Visual (Fine) Arts Discipline

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. Candidates with Ph.D. degree for foreign universities of those with Ph.D. degrees obtained from Indian Universities before 2009 may also be exempted from requirement of NET/SLET/SET if they can present evidence that for obtaining Ph. D. degree they had followed the minimum standards and procedures as laid down in the UGC Regulations, 2009.
6. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. A first class diploma in Visual (Fine) Arts from the recognized Institution of India or abroad.
- ii. Five years experience of holding regular regional/ national exhibitions/workshops with evidence; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

NOTE: For recruitment of all categories of teaching positions.

1. A relaxation of 5% may be provided at the Masters level for SC/ST/Differently-abled (physically as well as visually) categories for the purpose of eligibility and for assessing good academic record. The eligibility marks of 55% at the Masters Degree level and the relaxations of 5% to the categories mentioned above are permissible based on only the qualifying marks without including any grace marks.
2. A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master level to the Ph.D. degree holders who have obtained their Masters degree prior to September 19, 1991.

RESERVATION

The State Government norms regarding reservation [SC - 22%; ST - 6%; OBC (i) 10% for Category - A, (ii) 7% for Category - B; and Differently-abled Categories- 3%] as amended time to time should be followed.

This order issues in supersession of all previous orders issued in this regard.

Sd/- *S.C. Tewari*
Principal Secretary
Higher Education Department

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 30/1(60)/Edn(U)/1U-91/10

Date:14.01.2011

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Joint Secretary
Higher Education Department

Compendium

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91**

No.121 -Edn(U)/1U-91/10

Date: 21.02.2011

MEMORANDUM

Sub: Recruitment Rules for Direct Recruitment of the Associate Professors and Professors in the State-aided Universities

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for direct recruitment to the posts of Associate Professors and Professors in State Aided Universities.

I. ASSOCIATE PROFESSOR

A. Associate Professor (Pay Band - Rs. 37,400 - 67,000/- plus Academic Grade Pay of Rs. 9000/-) in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/Business Administration

1. Minimum Eligibility Criteria

- a. Good academic record with a Ph.D degree in the concerned/ allied/ relevant disciplines.
- b. A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- c. At least a second class "Three Years" Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
- d. A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or reputed research institution/ industry with a number of good quality publications in reputed journals and/ or publication of books

2. Additional Experiences

- a. Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.
- b. Guidance of Ph. D students/ research projects

B. Associate Professor (Pay Band - Rs. 37,400 - 67,000/- plus Academic Grade Pay of Rs. 9000/-) of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Music Discipline

1. Minimum Eligibility Criteria

- a. Good academic record with a Ph.D degree in the concerned/ allied/ relevant disciplines.
- b. A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- c. At least a second class "Three Years" Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
- d. A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or reputed research institution/ industry with a number of good quality publications in reputed journals and/ or publication of books

2. Additional Experiences

- a. Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.
- b. Guidance of Ph. D students/ research projects

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. 'A' Grade artist of AIR/TV
- ii. 8 (eight) years of outstanding performing achievements in the field of specialization;
- iii. Experience in designing of new courses and / or curricula;
- iv. Participation in Seminars/ Conferences in reputed institutions; and
- v. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

II. Drama Discipline

1. Minimum Eligibility Criteria

- a. Good academic record with a Ph.D degree in the concerned/ allied/ relevant disciplines.
- b. A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- c. At least a second class "Three Years" Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
- d. A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or reputed research institution/ industry with a number of good quality publications in reputed journals and/ or publication of books

2. Additional Experiences

- a. Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.
- b. Guidance of Ph. D students/ research projects

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. A recognized artist of Stage/ Radio/TV
- ii. 8 (eight) years of outstanding performing achievements in the field of specialization;
- iii. Experience in designing of new courses and / or curricula;
- iv. Participation in Seminars/ Conferences in reputed institutions; and
- v. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

III. Visual (Fine) Arts Discipline

1. Minimum Eligibility Criteria

- a. Good academic record with a Ph.D degree in the concerned/ allied/ relevant disciplines.
- b. A Master's degree in concerned /allied/ relevant disciplines with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- c. At least a second class “Three Years” Bachelor’s Degree with Honours/ Major in the relevant/ allied subject.
- d. A minimum of 8 (eight) years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or reputed research institution/ industry with a number of good quality publications in reputed journals and/ or publication of books

2. Additional Experiences

- a. Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.
- b. Guidance of Ph. D students/ research projects

OR

A professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. A recognized artist of his/her own discipline
- ii. 8 (eight) years of outstanding performing achievements in the field of specialization;
- iii. Experience in designing of new courses and / or curricula;
- iv. Participation in Seminars/ Conferences in reputed institutions; and
- v. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

II. PROFESSOR

A. Professor (Pay Band - Rs. 37,400 - 67,000/- plus Academic Grade Pay of Rs. 10,000/-) in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/Business Administration

1. Minimum Eligibility Criteria

- a. An eminent scholar with consistently good academic record and a PhD degree in the concerned/ allied/ relevant discipline with a number of high quality research publications in reputed journals and / or publication of books.
- b. At least 10 years’ experience in University/ College and/ or experience in research in university/ reputed research institutions/ industries.
- c. Research guidance of doctoral students.

Compendium

2. Additional Experiences

Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.

An outstanding professional with established reputation in the relevant field and who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline may also be considered for appointment as Professor.

B. Professor (Pay Band - Rs. 37,400 - 67,000/- plus Academic Grade Pay of Rs. 10,000/-) of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Music Discipline

1. Minimum Eligibility Criteria

- a. An eminent scholar with consistently good academic record and a Ph.D degree in the concerned/ allied/ relevant discipline with a number of high quality research publications in reputed journals and / or publication of books.
- b. At least 10 years' experience in University/ College and/ or experience in research in university/ reputed research institutions/ industries.
- c. Research guidance of doctoral students.

2. Additional Experiences

Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.

An outstanding professional with established reputation in the relevant field and who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline may also be considered for appointment as Professor.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. 'A' Grade artist of AIR/TV
- ii. 12 (twelve) years of outstanding performing achievements in the field of specialization;
- iii. Significant contributions in the field of specializations and ability to guide research;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- iv. Participation in National/ International Seminars/ Conferences/ workshops and/ or recipient of National/ International Awards/ Fellowships; and
- v. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

II. Drama Discipline

1. Minimum Eligibility Criteria

- a. An eminent scholar with consistently good academic record and a Ph.D degree in the concerned/ allied/ relevant discipline with a number of high quality research publications in reputed journals and / or publication of books.
- b. At least 10 years' experience in University/ College and/ or experience in research in university/ reputed research institutions/ industries.
- c. Research guidance of doctoral students.

2. Additional Experiences

Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.

An outstanding professional with established reputation in the relevant field and who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline may also be considered for appointment as Professor.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. 12 (twelve) years of outstanding performing achievements in the field of specialization;
- ii. Made significant contributions in the field of specializations and ability to guide research;
- iii. Participation in National/ International Seminars/ Conferences/ workshops and/ or recipient of National/ International Awards/ Fellowships; and
- iv. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

III. Visual (Fine) Arts Discipline

1. Minimum Eligibility Criteria

- a. An eminent scholar with consistently good academic record and a Ph.D degree in the concerned/ allied/ relevant discipline with a number of high quality research publications in reputed journals and / or publication of books.
- b. At least 10 years' experience in University/ College and/ or experience in research in university/ reputed research institutions/ industries.
- c. Research guidance of doctoral students.

2. Additional Experiences

Contribution to educational innovation, design of new curricula and courses and use of modern technology in teaching-learning process.

An outstanding professional with established reputation in the relevant field and who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline may also be considered for appointment as Professor.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. 12 (twelve) years of experience of holding regular regional/ national exhibition/ workshops with evidence;
- ii. Made significant contributions in the field of specializations and ability to guide research;
- iii. Participation in National/ International Seminars/ Conferences/ workshops and/ or recipient of National/ International Awards/ Fellowships; and
- iv. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

NOTE: For appointment of Associate Professors and Professors

1. Relevant/ allied disciplines in each case, Good Academic Record and Maximum Age limit may be decided by the appropriate bodies of the concerned university.
2. Period of time taken by the candidates to acquire M.Phil and/ or Ph.D degree shall not be considered as teaching/research experience to be claimed for appointment to the post of Associate Professor/ Professor.
3. Composition of the selection committee and the selection criteria based on the candidates' academic record, research experience, performance in his/ her previous academic/ research

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positions in the colleges/ universities/ research institutes/ industries and other related aspects may be decided by the appropriate bodies of the concerned university taking into consideration as far as practicable, the relevant guidelines of UGC in such matters.

4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) may be considered while deciding on the selection criterion by the Universities.
5. In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the concerned universities may include other relevant qualifications/ experiences.
6. A relaxation of 5% in the marks may be provided for the persons belonging to SC/ST/ Differently-abled (physically as well as visually) categories
 - a. at the Masters level required to satisfy the minimum eligibility criteria.
 - b. for assessing good academic record throughout the candidate's career.

The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.

7. A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master level to the Ph.D. degree holders who have obtained their Masters degree prior to September 19, 1991.

RESERVATION

The State Government norms regarding reservation [SC - 22%; ST - 6%; OBC (i) 10% for Category - A, (ii) 7% for Category - B; and Differently-abled Categories- 3%] as amended from time to time should be followed.

This order issues in supersession of all previous orders issued in this regard.

Sd/- *S.C. Tewari*
Principal Secretary
Higher Education Department

Compendium

No. 121 /1(60)/Edn(U)/1U-91/10

Date: 21.02.2011

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Joint Secretary
Higher Education Department

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91**

No. 120-Edn(U)/1U-91/10

Date: 21.02.2011

MEMORANDUM

Sub: Recruitment Rules for the Assistant Professors in the State-aided Universities

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of Assistant Professors in State Aided Universities.

A. Assistant Professor (Pay Band - Rs. 15,600 - 39,100/- plus Academic Grade Pay of Rs. 6000/-) in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/Business Administration

1. 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 Masters Degree level in a relevant subject.
2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

B. Assistant Professor (Pay Band - Rs. 15,600 - 39,100/- plus Academic Grade Pay of Rs. 6000/-) of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Music and Dance Discipline

1. 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 Masters Degree level in a relevant subject.
2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- i. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned
- ii. A high grade artist of AIR/TV; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

II. Drama Discipline

1. 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 Masters Degree level in a relevant subject.
2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. A professional artist with first class degree/diploma from National School of Drama or any other such approved institution in India or abroad.
- ii. Five years or regular acclaimed performance in regional/ national/ international stage with evidence; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

III. Visual (Fine) Arts Discipline

1. 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 Masters Degree level in a relevant subject.
2. At least a second class 'Three Years' Bachelor's Degree with Honours/ Major in the relevant/ allied subject.
3. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET.
4. However, the candidates who are or have been awarded a Ph.D degree in accordance with the UGC (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.
5. NET/SLET/SET shall also not be required for such Masters programme in disciplines for which NET/SLET/SET is not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- i. A first class diploma in Visual (Fine) Arts from the recognized Institution of India or abroad.

Compendium

- ii. Five years experience of holding regular regional/ national exhibitions/ workshops with evidence; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

NOTE: For recruitment of all categories of teaching positions.

1. Relevant/ allied disciplines in each case, Good Academic Record and Maximum Age limit may be decided by the appropriate bodies of the concerned university.
2. Composition of the selection committee and the selection criteria based on the candidates' academic record, domain knowledge, teaching ability, research/ teaching experience, performance in his/ her previous academic/ research positions in the colleges/ universities/ research institutes/ industries and other related aspects may be decided by the appropriate bodies of the concerned university taking into consideration as far as practicable, the relevant guidelines of UGC in such matters.
3. In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the concerned universities may include other relevant qualifications/ experiences.
4. A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/ Differently-abled (physically as well as visually) categories
 - a. at the Masters level required to satisfy the minimum eligibility criteria.
 - b. for assessing good academic record throughout the candidate's career.The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.
5. A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master level to the Ph.D. degree holders who have obtained their Masters degree prior to September 19, 1991.

RESERVATION

The State Government norms regarding reservation [SC - 22%; ST - 6%; OBC (i) 10% for Category - A, (ii) 7% for Category - B; and Differently-abled Categories- 3%] as amended time to time should be followed.

This order issues in cancellation of this Department' earlier order no. 30 - Edn(U)/1U-91/10 dt. 14.01.2011 and in supersession of all previous orders issued in this regard.

Sd/- S.C. Tewari
Principal Secretary
Higher Education Department

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 120/1(60)/Edn(U)/1U-91/10

Date: 21.02.2011

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Joint Secretary
Higher Education Department

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91

No. 141 -Edn(U)/1U-91-08/11

Date: 28.02.2011

MEMORANDUM

Sub: Recruitment Rules for the Officers in the State-aided Universities

Pursuant upon issuance of this Department's order no. 78 - Edn(U) dt. 23.02.2010 regarding Revision of Pay and Allowances of the Officers of the State Aided Universities, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of various Officers in the state aided universities.

1. REGISTRAR/ CONTROLLER OF EXAMINATIONS/ INSPECTOR OF COLLEGES (Pay Band - Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 15 years' of experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above or with 8 year's of service in the AGP of RS. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

- iii. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

b. Desirable Qualification

- i. A Doctorate Degree or published research work of merit.

OR

- ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.
- iii. For the Post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.
- iv. For the post of Inspector of Colleges, it will be essential to have experience in administration of colleges desirably in a position not less than that of a Principal of a College.

2. FINANCE OFFICER/ COMPTROLLER (Pay Band - Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. Chartered Accountant or Cost Accountant or equivalent professional qualification.

OR

Master's Degree in Business Administration with specialisation in Finance

- iii. 15 (fifteen) years of working experience in management of finance in a Government/ University or Institute of Higher Learning/Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.
- iv. Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

3. DEAN OF STUDENTS WELFARE (Pay Band - Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 15 years' of experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above or with 8 year's of service in the AGP of RS. 8000/-

Compendium

and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

iii. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

b. Desirable Qualification

i. Expertise in Behavioural Science will get preference

4. DIRECTOR OF FARMS (Pay Band - Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

a. Essential Qualification

i. Uniformly good academic record with a Master's Degree in Agronomy or recognised equivalent qualifications with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. At least 10 years' experience in the management of farms in a senior administrative position.

iii. Knowledge of Agricultural conditions in the country, preferably in the State of West Bengal.

b. Desirable

i. A Doctorate degree or publication of merit in allied subjects.

ii. Proven capacity of leadership in organisation and management of large size State or University farms.

5. DEPUTY REGISTRAR/ DEPUTY CONTROLLER OF EXAMINATIONS/ DEPUTY INSPECTOR OF COLLEGES/ SECRETARY, COUNCIL OF POST GRADUATE/ UNDERGRADUATE STUDIES/ COLLEGE COUNCIL, etc. (Pay Band - Rs. 15,600/-

-39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

- iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. A Doctorate Degree or published papers of high standard.

OR

- ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.
- iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

6. UNIVERSITY ENGINEER (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-) For the posts to be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Bachelor's Degree in Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in a position involving supervision, control and planning of construction work under Government/ quasi Government/ University/ Institute of Higher Learning.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

Compendium

b. Desirable

- i. A postgraduate Degree in Civil, Mechanical or Electrical Engineering

OR

Experience of 5 years in large scale industrial concern in a position involving decision making in planning, estimating, designing and supervision of construction.

7. MEDICAL OFFICER (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-) For the posts to be filled through direct recruitment.

a. Essential Qualification

- i. An M.B.B.S. Degree recognised by the I.M.C.
- ii. At least 10 years' experience of medical practice in a Government/ Military/ Quasi Government hospital.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
- iv. 10 years' experience in hospital may be relaxed in case of private practice of reputation for 15 years.

b. Desirable

- i. Post graduate Degree in any of the branches of Medical Science or Diploma in Public and Tropical Medicine.

8. OFFICER OF PLACEMENT AND TRAINING (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. Minimum of 7 years' experience in the supervisory capacity in an organization engaged in production or in teaching in a recognized Institute of Post Graduate Learning.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

NOTE: For Jadavpur University a Post Graduate Degree/ Diploma in Engineering will be required

b. Desirable

- i. Experience in Major Industrial capacity in India particularly in West Bengal

OR

Experience in marketing or sales activities of a public sector organisation

9. DIRECTOR OF YOUTH SERVICES/ YOUTH WELFARE (Pay Band - Rs. 15,600/- -39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential Qualification:

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in a responsible administrative/ academic position in a University or in a college.
- iii. Recognised experience of at least five years' in Youth Service Work or sports, scouting, etc.
- iv. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. A degree or diploma in Social Welfare/ Physical education.

OR

Doctorate Degree or published research works in allied subjects

OR

A recognised degree or diploma from the National Institute of Sports

10. DEVELOPMENT & PLANNING OFFICER/ DEVELOPMENT OFFICER (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in a position involving supervision, control and planning of administration of Colleges, Universities/ Institutes of Higher Learning or Government or Quasi Government organisation.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. A Doctorate or published work of high standard
- ii. Experience of at least 7 years in University or in Post Graduate Research organisation as Assistant Registrar or equivalent post. In that case, records of performance will be examined.

Compendium

11. CURATOR/ DIRECTOR OF MUSEUMS (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree in History or in Ancient Indian History with with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed and a Post Graduate Degree or Diploma in Museology.
- ii. At least 7 years' experience in a administrative position in a reputed museum.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

12. SUPERINTENDENT OF FARMS CURATOR/ DIRECTOR OF MUSEUMS (Pay Band -Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree in Agronomy with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in farm management in a Government or University farm.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
- iv. Knowledge of Agricultural condition in the country particularly in West Bengal will be given preference.

b. Desirable

- i. A Doctorate Degree or published work of equal merit.

13. AUDIT & ACCOUNTS OFFICER / DEPUTY FINANCE OFFICER/DEPUTY COMPTROLLER (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. Experience in Audit and Accountancy work for at least five years in a senior position involving Supervision, Control and Planning and Management of audit and Accounts.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. Chartered Accountant or Cost accountant or Business Management Degree

14. SENIOR SYSTEM ADMINISTRATOR/SENIOR SYSTEM ANALYST/ SYSTEM-IN-CHARGE (Pay Band - Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with as least 5 years experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.

b. Desirable

- i. Experienced in Unix/ Linux System and Network Administration.
- ii. Familiarity with PC and Network hardware and internet uplinks, installation and up gradation of Open Source and UMS (University Management Service, packages on servers and workstations.
- iii. Experience in security (Cisco security Application, PIX, IDS), Academic computing and Computer Lab and vendor management.

15. ASSISTANT REGISTRAR or Equivalent Posts (Pay Band - Rs. 15,600/- - 39,100/-with a Grade Pay of Rs. 6,000/-). For the posts to be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A degree in Business Management or Law or Statistics or Planning.

16. ACCOUNTS OFFICER / AUDIT OFFICER /ASSISTANT FINANCE OFFICER/ INTERNAL AUDITOR/ AUDIT & FINANCE OFFICER/ (Pay Band - Rs. 15,600/-

Compendium

- 39,100/- with a Grade Pay of Rs. 6,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. 5 (five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi-Government or University or Commercial Establishment.
- iii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Chartered Accountant or Cost accountant or Business Management Degree.

17. SPORTS OFFICER/ OFFICER-IN-CHARGE OF GAMES & SPORTS Rs. 15,600/- -39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. Constantly good academic records followed by Master Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.
- ii. A minimum of 5 years' experience in organising and conducting physical education or sports activities in a College/ Institute or Higher Learning. Preference will be given to candidate having Diploma /Degree from the National Institute of Sports.
Requirement of Master degree may be waived in case of graduate candidates with good academic record or at least 10 years experience of recognition in allied fields.

b. Desirable

- i. Expertise in sports, games and sports administration recognised by the All India Sports Council

18. ESTATE & TRUST OFFICER/ ESTATE OFFICER/ TRUST OFFICER (Rs. 15,600/- -39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. A degree in Law or Management
- ii. At least 5 years' experience in dealing with matters for up-keeping of a estate including Management of properties, control of personnel, etc.
- iii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Experience in gardening/ landscaping or experience in inventory control or as legal consultant to large scale industrial concern.

19. SUPERINTENDENT, UNIVERISTY PRESS (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. For graduates with degree/ diploma in Printing Technology, the Master's Degree may be waived.
- iii. At least 5 years' experience in printing and publication and in Management of Printing Press.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. 15 years' experience in Management of a Government/ University/College Press University Branch supervisory posting in which case the requirement of a Master's Degree may be waived.

20. PUBLICATION OFFICER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. For graduates with degree/ diploma in Printing Technology, the Master's Degree may be waived.
- iii. At least 5 years' experience in editing and organising publication work through press.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. A degree or diploma in journalism. The requirement or Master Degree maybe waived for candidates having 15 years' experience in editing and publication work in publishing concern of high repute.

21. ASSISTANT ENGINEER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

Compendium

a. Essential

- i. Uniformly good academic record with a Bachelor's Degree in Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 5 years' experience in a position involving supervision, control and planning of construction work under Government/ Quasi Government organisation or in University and such other institutions.
- iii. The requirement of Bachelor's Degree may be waived in the case of A.M.I.E. with at least 15 years' experience as Sub-Assistant Engineer in a Government/ Quasi Government/University/ Institute of Higher Learning.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Degree or equivalent qualification in Civil, Mechanical or Electrical Engineering.

22. ASSISTANT MEDICAL OFFICER/ JUNIOR MEDICAL OFFICER (Rs. 15,600/- - 39,100/-with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. An M.B.B.S. degree recognised by the I.M.C.
- ii. At least 5 years' experience of medical practice in Government/ Military/ Quasi Government hospitals of 7 years' private medical practice of reputation.
- iii. Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. Diploma in Public Health/ Tropical Medicines or Post Graduate Degree in Medicine or allied medical subjects.

23. SYSTEM ADMINISTRATOR/INFORMATION SCIENTIST/ PROGRAMMER/ SYSTEM ANALYST/ COMPUTER PROGRAMMER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with as least 5 years experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.

b. Desirable

- i. Experience in System Management and Networking with Web content filtering, Database Administration, User Support, Large Cluster Installation Management, Voice over IP.
- ii. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.

NOTE:

- 1) In the case of promotion to the post of Assistant Registrar and equivalent posts, the Educational qualifications prescribed for direct recruitment need not be insisted upon but only those who are at least graduates should be eligible for promotion.
- 2) Qualification of Master's Degree may be relaxed in the case of candidates with at least 7 years' experience as Superintendent or in equivalent post in a University. In such case the performance records of such candidates for 7 years will also be examined.
- 3) In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the concerned universities may include other relevant qualifications/experiences.
- 4) Relevant/ allied disciplines in each case, Good Academic Record and Maximum Age limit may be decided by the appropriate bodies of the concerned university.
- 5) A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently-abled (physically as well as visually) categories
 - a. At the Masters level required to satisfy the minimum eligibility criteria.
 - b. For assessing good academic record throughout the candidate's career.

The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.

RESERVATION

The State Government norms regarding reservation [SC - 22%; ST - 6%; OBC (i) 10% for Category - A, (ii) 7% for Category - B; and Differently-abled Categories- 3%] as amended time to time should be followed.

This order issues in supersession of all previous orders in this regard.

Sd/- S.C. Tewari
Pr Secretary

Compendium

No. 141/1(60)-Edn(U)/1U-91-08/11

Date: 28.02.2011

Cop forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-. 1.
2. The Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1.
3. The Accountant General (Audit - II), West Bengal, MSO Buildings, CGO Complex, 5^h Floor, DF Block, Salt Lake, Kol -91
4. Pay and Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2 Phears Lane, Kol -12.
5. Pay and Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Jahar Building, Kol- 73.
6. The Treasury Officer,.....Treasury,
P.O.....,Dist.....
7. The Registrar,.....University,
.....
P.O.....Dist.....
8. Finance Officer,.....University,
.....
.....
9. Accounts Officer,.....University,
.....
10. Finance Department, (Group - N) of this Government.
11. Finance Department, (Group - P) of this Government.
12. Finance Department, (Group-B) of this Government.
13. Finance Department, (Group-T) of this Government.
14. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
15. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
16. P.S. to the MIC, Higher Education Department.
17. P.A. to the Principal Secretary of this Department.
18. Budget Branch of this Department.
19. Statistical Cell of this Department
20. Guard File.

Joint Secretary
Higher Education Department

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Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91

No. 142-Edn(U)/1U-91/10

Date: 28.02.2011

MEMORANDUM

Sub: Recruitment Rules for the Assistant Professors in Engineering and Technological Faculty in the State-aided Universities

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of Assistant Professors in Engineering and Technical Faculty in the State Aided Universities.

A. Assistant Professor (Pay Band - Rs. 15,600 - 39,100/- plus Academic Grade Pay of Rs. 6000/-)

I. Minimum Eligibility Criteria

- a. Master's degree with first class or equivalent at B.E or M.E. in relevant branch of Engineering (Engg.) and Technology (Tech.)

II. Desirable

- a. Teaching, research, industrial and/or professional experience in a reputed organization.
- b. Papers published in refereed journals and/or presented at conference.

NOTE: For recruitment of all categories of teaching positions.

1. If a class/ division is not awarded and if a Grade point System is adopted, the CGPA will be converted into equivalent marks as below -

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

Compendium

2. Relevant/ allied disciplines in each case, good academic record and maximum age limit may be decided by the appropriate bodies of the concerned university.
3. Composition of the selection committee and the selection criteria based on the candidates' academic record, domain knowledge, teaching ability, research / teaching experience, performance in his/ her previous academic/ research positions in the colleges/ universities/ research institutes/ industries and other related aspects may be decided by the appropriate bodies of the concerned university taking into consideration as far as practicable, the relevant guidelines of UGC in such matters.
4. In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the concerned universities may include other relevant qualifications/ experiences.
5. A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/ Differently-abled (physically as well as visually) categories
 - a. at the Masters level required to satisfy the minimum eligibility criteria.
 - b. for assessing good academic record throughout the candidate's career.

The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.

RESERVATION

The State Government norms regarding reservation [SC - 22%; ST - 6%; OBC (i) 10% for Category - A, (ii) 7% for Category - B; and Differently-abled Categories- 3%] as amended time to time should be followed.

Sd/- S.C. Tewari
Principal Secretary
Higher Education Department

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 142 /1(60)-Edn(U)/1U-91/10

Date: 28.02.2011

Cop forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-1.
2. The Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1.
3. The Accountant General (Audit - II), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Salt Lake, Kol -91
4. Pay and Accounts Officer, Kolkata Pay & Accounts Office -1, 81/2/2 Phears Lane, Kol -12.
5. Pay and Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Jahar Building, Kol- 73.
6. The Treasury Officer,.....Treasury,
P.O.....Dist.....
7. The Registrar,.....University,
.....
P.O.....Dist.....
8. Finance Officer,.....University,
.....
.....
9. Accounts Officer,.....University,
.....
10. Finance Department, (Group - N) of this Government.
11. Finance Department, (Group - P) of this Government.
12. Finance Department, (Group-B) of this Government.
13. Finance Department, (Group - T) of this Government.
14. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
15. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
16. P.S. to the MIC, Higher Education Department.
17. P.A. to the Principal Secretary of this Department.
18. Budget Branch of this Department.
19. Statistical Cell of this Department
20. Guard File.

Joint Secretary
Higher Education Department

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Engg & Techrevised.doc

Compendium

**Government of West Bengal
Higher Education Department**

University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 700091

No. 392(10)-Edn(U)/IU-62/11

Date: 04.07.2011

From: The Joint Secretary to the
Government of West Bengal

To: The Registrar,
.....University
.....
.....

**Subject: Enhancement of Sanctioned Seats in all Subjects of Undergraduate Pass
& Honours Courses in General Degree Colleges from the Academic Year
2011-12**

Sir,

I am directed to inform you that with a view to admitting large number of pass-outs of 10+2 Examinations under different Boards in this state to undergraduate courses, the State Government is of the view that the number of sanctioned seats in all subjects of Undergraduate Pass and Honours Courses should be increased by 10% in all general degree colleges of the state from academic year 2011-12.

Accordingly I am directed to request you to issue the necessary circular directing all the affiliated colleges under your University to enhance 10% of the sanctioned seats in all subjects of Undergraduate Pass and Honours Courses from the year 2011-12 and also extend the last date of admission to such courses.

The matter may be treated as urgent.

Yours faithfully,

Joint Secretary

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 700091

No. 402 (10)-Edn(U)/IU-62/11

Date: 05.07.2011

From: The Joint Secretary to the
Government of West Bengal

To: The Registrar,
.....University
.....
.....

Subject: Maintaining transparency towards admission in enhanced 10% sanctioned seats
in General Degree Colleges from the Academic Year 2011-12.

Sir,

In continuation to this Department's memo no. No. 392(10)-Edn(U)/IU-62/11 dated 04.07.2011 I am directed to say that admission in enhanced 10% sanctioned seats in General Degree Colleges must be done on the basis of merit lists (subject-wise) observing existing reservation policy, and merit lists (subject-wise) along with marks shall be uploaded in the websites of the concerned colleges following this Department's memo no. 411-Edn (CS)/10M-16/11 dated 2nd June, 2011 for the purpose of maintaining transparency in the entire admission process.

The matter may be treated as urgent.

Yours faithfully,

Joint Secretary

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Kolkata-91.

No.614-Edn(U)/IU-53/99.

Dated, Kolkata, the 25th Aug., 2011.

CORRIGENDUM

The matter of rectification of Rule 20(1)(c) of the Uniform leave rules for the whole time teachers of the state Aided Universities under memo no.44-Edn(U) dt.28.01.2008, duly recommended by W.B.S.C.H.E. was under consideration of the State Govt for some time past.

2. After careful consideration of the matter, the Governor has been pleased to accept the above mentioned rectification of rule 20(1)(c) of the Uniform Leave Rules for the whole time teachers of the State Aided Universities and approve the benefits as incorporated hereunder:

EXISTING VERSION	Nature of Study leave to be granted
Value of Scholarship/Fellowship/Financial Assistance per annum.	
a) U.S.\$0,000 or above;	Leave without pay
b) Above U.S. \$20,000 but less than U.S. \$30,000;	Leave with half pay
c) U.S. \$20,000 or less;	Leave with half pay

Rectified version will be as follows :

Value of Scholarship/Fellowship/Financial Assistance per annum	Nature of Study leave to be granted
a) U.S.\$0,000 or above	Leave without pay
b) Above U.S. \$20,000 but less than U.S. \$30,000	Leave with half pay
c) U.S. \$20,000 or less	Leave with full pay

3. This will be effective from the date of issue of the corrigendum.

4. This issues with the concurrence of Finance (Audit) Department vide then U/O No.2188 Gr.P (Service) dt.05.08.11.

5. All concerned are being informed.

Assistant Secretary

No.614/1(14)-Edn(U)/IU-53/99.

Dated, Kolkata, the 25th Aug. 2011

Copy forwarded for information and necessary action to the Registrar,..... University

Assistant Secretary

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No.614/2(20)-Edn(U)/ 1U-53/99.

Dated, Kolkata, the 25th Aug. 2011

Copy forwarded for information and necessary action to the

1. Accountant General (Audit II), West Bengal, 18, R.abindra Saran, Kolkata-1
2. Finance Department of this Government, Gr. P;
3. Finance Department of this Government, Gr. B;
4. Finance Officer, _____ University;
5. Budget Branch of this Department;
6. P.S. to MIC of this Department;
7. Guard file.

Assistent Secretary

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No.714 - Edn(U)/IU-108/11

Dt 16.09.2011

MEMORANDUM

The question of extending the benefit of Maternity Leave for a maximum period of 180 days to the female employees of the State-aided Universities namely (1)Calcutta University (2) Burdwan University (3)Bengal Engineering & Science University, Shibpur (4)Gour Banga University (5)Jadavpur University (6)Kalyani University (7)Netaji Subhas Open University (8) North Bengal University (9)Presidency University (10)Rabindra Bharati University (11)Sidho-Kanho-Birsha University (12)Vidyasagar University (13)West Bengal State University, (Barasat, North 24 Parganas) (14)West Bengal University of Technology was under consideration of the State Government for some time past. The same benefit has already been extended to the female employees of the non-Government Colleges and Day Students' Homes in the State in terms of this Department's order No.775-Edn(CS)/22-1/01, dt.19.07.2011.

(2) After careful consideration of the matter, the Governor has been pleased to extend the benefit of Maternity Leave for a maximum period of 180 days to the female employees of the State-aided Universities.

(3) The Female employee who was on Maternity Leave from a date earlier than issue of this Order and such leave is continuing on or after issue of this Order without break is entitled to Maternity Leave for a maximum period of 180 days on existing terms and conditions as stipulated in the Statutes/Ordinances/Rules etc. of the concerned University.

(4) This order will be effective from 01.06 .2011.

(5) Concerned Universities will make necessary amendments in their Statutes/Ordinances/ Rules etc. where necessary for incorporation of the provisions of the Government order therein.

(6) Any difficulty, which may arise in implementing the provisions of this order, may be referred to the State Government for clarification and/ or order.

(7)This order issues with the concurrence of the Finance Department vide their U.O. No. 1690 Group-P (Service) dt.18.07.11.

(8) The Accountant General, West Bengal, is being informed.

Sd/- Madhumita Ray

Joint Secretary

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No.714/l(18) - Edn(U)

Dt. 16.09.2011

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-1.
2. The Accountant General (Audit-I), 4, Brabourne Road, Kolkata-1.
3. Finance Department, (Group - P) of this Government.
4. Finance Department (Group -B) of this Govt.
5. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
6. The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 73.
7. Treasury Officer,.....
8. The Finance Officer,..... University
9. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
10. The Chairman, West Bengal State Council of Higher Education.
11. Animal Resources Development Department of this Government.
12. Agriculture Department of this Government.
13. Social Education Branch of this Department
14. Budget Branch of this Department.
15. P.A. to the Principal Secretary of this Department
16. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
17. Statistical Cell of this Department
18. Guard File

Joint Secretary

Compendium

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, (6th Floor),
Bidhannagar, Kolkata - 700 091

No. 798(14)-Edn(U)/IU(C)-53/11

Date: 13.10.2011

From: Sri S.C. Tewary, IAS
Principal Secretary to the
Government of West Bengal,

To: The Vice-Chancellor,
.....University

Sub.: Incorporation of provisions in the Statutes of the University to prevent violation of rules, regulation relating to conducting examinations, checking answer scripts etc. .

Sir / Madam,

It has been felt by the State Government in the Higher Education Department that a system should be introduced by each and every University to monitor conduct of examinations in its affiliating colleges / institutions and to take preventive measures for violation of rules, regulations relating to conducting examinations, checking answer scripts etc. Such system should include measures for taking punitive action against the persons found responsible for (i) violation of regulations relating to conduct of examinations, checking answer scripts etc., (ii) refusal of examination related assignments, (iii) failure to check answer scripts in time, (iv) loss of answer scripts due to negligence, (v) refusal to carry out the order of higher authorities and (vi) negligence in discharging duties and responsibilities assigned to teachers as well as non-teaching employees.

I am, therefore, to request you to introduce the system and insert legal provisions in the Statutes / Ordinance of the University for adopting the measures as early as possible.

I am to request you further that after introducing the system, the concerned officers of the University as well as the Principals of all affiliating colleges / institutions should be instructed to conduct meeting with all the teachers and concerned non-teaching employees to appraise them about the system adopted by the University and corresponding statutes, regulations and ordinances which should be complied with.

Action taken in this regard may be intimated in due course.

Yours faithfully,

Sd/-S.C. Tewary

Principal Secretary
to the Government of West Bengal

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 798(14)/1(2)-Edn(U)/IU(C)-53/11

Date: 13.10.2011

Copy forwarded for information to:

1. Chairman, West Bengal State Council of Higher Education
2. Director of Public Instructions, West Bengal. He is requested to send suitable circular to all colleges.

Joint Secretary
to the Government of West Bengal

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91

No. 430 - Edn(U)/IU-91/10

Date: 03.05.2012

MEMORANDUM

Sub: Recruitment Rules for Direct Recruitment of the Associate Professors and Professors in the Engineering and Technological Faculty in State-aided Universities

Pursuant upon issuance of UGC notification no. F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for direct recruitment to the posts of Associate Professors and Professors in Engineering and Technical Faculty in the State Aided Universities.

A. ASSOCIATE PROFESSOR

(Pay Band - Rs. 37,400 - 67,000/- plus Academic Grade Pay of Rs. 9000/-)

1. Minimum Eligibility Criteria

- a. A Ph.D degree with first class or equivalent at Bachelor's or Master's Degree in the concerned/ allied/ relevant branch of Engineering and Technology.
- b. A minimum of 8 (eight) years experience of teaching or research at the level of Assistant Professor (in the revised pay band of Rs. 15,600 - 39,100 with Academic Grade pay of Rs. 6000 or higher) or lecturer or equivalent grade excluding the period spent on obtaining the research degree.

For the Candidates from Industry and Profession

Qualification as above with industrial/ professional experience of 8 (eight) years in a position equivalent to the level of Assistant Professor (in the revised pay band of Rs. 15,600 - 39,100 with Academic Grade pay of Rs. 6000 or higher) or lecturer.

2. Desirable Qualification

- a. Published work such as research papers, patents filed/obtained, books and/or technical reports.
- b. Experience of guiding Post Graduate/ Research students or supervising R&D projects in industry.

B. PROFESSOR

(Pay Band - Rs. 37,400 - 67,000/- plus Academic Grade Pay of Rs. 10,000/-)

1. Minimum Eligibility Criteria

- a. A Ph.D degree with first class or equivalent at Bachelor's or Master's Degree in the concerned/ allied/ relevant branch of Engineering and Technology.
- b. A minimum of 10 (ten) years experience of teaching or research of which at least 5 (five) years should be at the level of Assistant Professor (in the revised pay band of Rs. 15,600 -39,100 with Academic Grade pay of Rs. 8000 or higher) or Reader or equivalent grade excluding the period spent on obtaining the research degree.

For the Candidates from Industry and Profession

Qualification as above with industrial/ professional experience of 10 (ten) years at managerial level equivalent to Assistant Professor (in the revised pay band of Rs. 15,600 -39,100 with Academic Grade pay of Rs. 8000 or higher) or Reader or equivalent grade with active participation record in designing, planning, executing, analysing, quality control, innovating, training, writing technical books, research paper, publications/ patents, etc.

2. Desirable Qualification

- a. Post Ph. D published work such as research papers, patents filed/obtained, books and/or technical reports.
- b. Experience of guiding Post Graduate/ Research students or supervising R&D projects in industry.

NOTE: For appointment of Associate Professors and Professors

1. If a class/division is not awarded and if a Grade Point system is adopted, the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

2. Relevant/ allied disciplines in each case, good academic record and maximum age limit may be decided by the appropriate bodies of the concerned university.
3. Composition of the selection committee and the selection criteria based on the candidates' academic record, domain knowledge, teaching ability, research/ teaching experience,

Compendium

performance in his/ her previous academic/ research positions in the colleges/ universities/ research institutes/ industries and other related aspects may be decided by the appropriate bodies of the concerned university taking into consideration as far as practicable, the relevant guidelines of UGC in such matters.

4. In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the concerned universities may include other relevant qualifications/ experiences.
5. A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/ Differently-abled (physically as well as visually) categories
 - a. at the Masters level required to satisfy the minimum eligibility criteria.
 - b. for assessing good academic record throughout the candidate's career.

The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.

RESERVATION

The State Government norms regarding reservation [SC - 22%; ST - 6%; OBC (i) 10% for Category -A, (ii) 7% for Category - B; and Differently-abled Categories- 3%] as amended time to time should be followed.

Sd/-S.C. Tewary
Principal Secretary
Higher Education Department

No.430/l(60)-Edn(U)/IU-91/10

Date: 03.05.2012

Cop forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-1.
2. The Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1.
3. The Accountant General (Audit - II), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Salt Lake, Kol -91
4. Director of Treasuries and Accounts, West Bengal,
New India Assurance Building, 4, Lyons Range, Kolkata - 700001
5. Pay and Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2 Phears Lane, Kol - 700012.
6. Pay and Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Jahar Building, Kol- 700073.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

7. Pay and Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, IB Block, Salt Lake Sector III, Kolkata - 700091.
8. The Treasury Officer,.....Treasury,
P.O....., Dist.....
9. The Registrar,.....University,
.....
.....
P.O.....Dist.....
10. Finance Officer,.....University,
11. Accounts Officer,.....University,
.....
12. Finance Department, (Group - N) of this Government.
13. Finance Department, (Group - P) of this Government.
14. Finance Department, (Group -B) of this Government.
15. Finance Department, (Group - T) of this Government.
16. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
17. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
18. P.S. to the MIC, Higher Education Department.
19. P.A. to the Principal Secretary of this Department.
20. Budget Branch of this Department.
21. Statistical Cell of this Department
22. Guard File.

Joint Secretary
Higher Education Department

Compendium

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan. Bidhannagar. Kolkata - 700091

No: 593(14)-Edn(U)/IU(BE)-11/11

Date: 13.06.2012

From: Shri Brata Kumar Das.
Assistant Secretary to the Government of West Bengal

To: The Vice Chancellor/ Registrar

Subject: Upward Revision of Pay Scales of Stenographers (junior Stenographer, Senior Stenographer, Personal Assistant and Personal Secretary to the Vice Chancellor) in the State Aided Universities vide Finance Department, (Audit Branch! Memo. No. 3925-F(P) dt. 10.05.2012.

Sir,

I am directed to forward herewith a copy of the Finance Department (Audit Branch) Memo No. 3925-F(P) dt. 10.05.2012 on the subject mentioned above for implementation of the same at your end.

yours faithfully,

Sd/- *Brata Kumar Das*
Assistant Secretary

Enclosure: As stated

No: 593(14)/1(30)-Edn(U)/IU(BE)-11/11

Date: 13.06.2012

Copy forwarded for information and necessary action to :-

- 1) Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700001.
- 2) The director of Treasuries and Accounts. West Bengal, 4, Lyons Range, Kolkata - 700001.
- 3) The Pay & Accounts Officer, Pay & Accounts Office I, 81/2/2, Phears Lane, Kolkata - 7000012.
- 4) The Pay & Accounts Officer, P & A O - II, P-1, Hyde Lane, Jahar Building, Kolkata - 700073.
- 5) The Pay & Accounts Officer, P & A O - III, IB-Market, Salt Lake, Kolkata - 700106.
- 6) Treasury Officer, _____ Treasury, P.O. - _____, Dist. - _____.
- 7) Finance Officer, _____ University,
- 8) Accounts Officer, PAC, Higher Education Department.
- 9) P.S. to Minister-in-Charge, Higher Education Department.
- 10) P.A. to Principal Secretary, Higher Education Department.

Assistant Secretary

G:\Pranab Da\UNIVERSITY\Stenographer\forwarding of G.O. No. 3925-F(P) dt. 10.05.2012.doc

Government of West Bengal
Finance Department
Audit Branch

No. 3925-F(P),

Dated: 10.05.2012.

MEMORANDUM

Consequent upon recommendation of the Pay Committee constituted vide Finance Deptt. Resolution No. 8349-F dated 10.11.2008, the question of upward revision of the pay scales for the posts of Stenographers having various nomenclatures such as Junior Stenographer, Senior Stenographer, Personal Assistant, Personal Secretary etc. as are in existence in the State-aided Universities in West Bengal, has been under active consideration of the Government for sometime past.

2. After careful consideration of the matter the undersigned is directed by order of the Governor to say that the Government has been pleased to prescribe the following four (4) different pay structure for four (4) different grades of Stenographers of the State-aided Universities with effect from 01.01.2006 provided the essential qualification for the basic grade post is made Graduate with the speed of 80 and 30 words per minute in Stenography and typing respectively and proficiency in English Composition and Spoken English.

SI. No.	Name of the Post	Revised Pay Structure		Grade Pay (Rs.)
		Name of the Pay Band (Rs.)	Pay Band Scales (Rs.)	
1.	Junior Stenographer (Basic Post)	PB-2	7200-25400	4100
2.	Senior Stenographer (1 st Promotional Post)	PB-3	9000-28300	4400
3.	Personal Assistant (2 nd Promotional Post)	PB-3	9000-28300	4600
4.	Personal Secretary (3 rd Promotional Post)	PB-3	9000-28300	4800

3. No. of posts in different grades of Stenographers as mentioned in para-2 above shall be decided by the individual University with effect from 01.01.2006 onwards on strict observance of the existing ratio 6.5:6.5:2:1 by taking into account as posts of Stenographers as mentioned in Para-1 above. At the same time each University will re-designate the posts of Stenographers accordingly, where necessary, by suitable amendment of the relevant provisions in the statute of the University.

4. For movement to the first promotional post a basic grade Stenographer (Junior Stenographer) would/ will have to be confirmed with at least three (3) years satisfactory service in the basic grade. However for movement to the second and the third promotional post successful completion of one (1) year's (satisfactory service) in the immediate previous grade will be necessary.

Compendium

5. The employee holding the posts of Stenographer as mentioned in para-1 who were in service on 31.12.2005 and continued thereafter shall be allowed to exercise fresh option for fixation of pay in the revised pay structure in terms of provisions of para-4 of F.D. Memo No. 10570-F(P) dated 25.11.2009 and their pay will be fixed in accordance with the provisions of para-5 of F.D. Memo No. 10570-F(P) dated 25.11.2009 directly in the revised pay structure of the admissible grade as mentioned in para-2 on the basis of the existing unrevised pay as on 01.01.2006.

6. The fixation of pay of the incumbent in the manner provided herein above is effective notionally from 01.01.2006 with actual effect from 01.04.2008.

Sd/- A. K. Das
Joint Secretary to the
Government of West Bengal

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 1197(28) - Edn(U)/IU-41/11(Pt)

Date: 31.12.2012

From : Shri Vivek Kumar, IAS
Secretary to the Govt. of West Bengal.

To : The Vice Chancellor/Registrar,
U niversity,
—

Sub : Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers of the State-aided-Universities in West Bengal.

Sir,

Consequent on implementation of revised pay structure under the UGC Pay revision scheme in terms of this Department's memo no. 502-Edn(U) dt 28.08.2009, references were received in this Department seeking clarification as regards the redesignation of teachers and equivalent cadres of Universities subsequent to revision of their pay, and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on **Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010**.

2. Now, after careful consideration and keeping in view the local conditions in the state, the Governor has been pleased to decide that the **Career Advancement Scheme and Other Service Conditions of Teachers in State-aided Universities in West Bengal**, as annexed, will be followed by all State-aided Universities in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teacher and Other Academic Staff so that the revised pay structure as introduced in terms of G.O. No. 502 - Edn (U) dated 28.08. 2009 and the scheme of Career advancement and other service conditions of teachers of Universities, as annexed, will be considered a composite one.

3. The above scheme will be applicable only in respect of the teachers and other academic staff of State-aided Universities under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of the Finance Department vide their U.O. No. 978 Group -P (Pay) dt. 05.09.2012.

4. This order is in continuation of the earlier orders of this Department numbered 546-Edn(U) dt 16.09.2009; 715- Edn(U) dt 18.12.2009; 343-Edn(U) dt 21.06.2010 and 138-Edn(U) dt 25/28.02.2011 issued in this regard as and where applicable. The annexed scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the Scheme.

Compendium

5. The University will send suitable proposal for amendment of rules and statutes or take necessary action for incorporation in regulations/ordinances etc., wherever necessary.

Yours faithfully,

Enclo : As stated.

Sd/- Vivek Kumar
Secretary.

No. 1197/l(60)-Edn(U)/IU-41/11(Pt)

Date: 31.12.2012

Copy forwarded for information and necessary action to:-

1. Accountant General, (A&E), West Bengal.
2. Finance Department, Group - P (Pay) of this Government.
3. Finance Department (Group -B) of this Govt.
4. Director of Public Instruction. West Bengal, Bikash Bhavan, Kolkata - 91.
5. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-1,81/2/2, Phears Lane, Kol-700012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata - 73.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
9. The Treasury Officer, Treasury,
10. Finance Officer University,
11. Chancellor's Secretariat
12. Budget Branch of this Department
13. Statistical Cell of this Branch.
14. P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
15. P.A. to the Principal Secretary of this Department
16. Computer Cell of this Department
17. _
18. Guard File.

Sd/- Madhumita Ray
Joint Secretary

ANNEXURE to G.O. No. No. 1197(28) - Edn(U)/1U-41/11(Pt) dated 31.12.2012

GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS IN STATE AIDED UNIVERSITIES IN WEST BENGAL.

1. This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers in State Aided Universities in West Bengal** (hereafter referred to as “Scheme”)

2. **Coverage**

These would apply to the teachers of State Aided Universities in West Bengal.

3. **Redesignation of Reader/Lecturer (Selection Grade) to Associate Professor**

This redesignation will be automatic without undergoing any screening or selection process, if the incumbent concerned becomes a Reader/Lecturer (Selection Grade) or Assistant Professor in the revised pay structure (2006) with AGP of Rs. 8000/- as the case may be on or before 29.06.2010, and such redesignation will take effect after completion of three years of service in the post of Reader/Lecturer (Selection Grade). **Example:** One, who has become a Reader/Lecturer (Selection Grade) on 29.06.2010, will be redesignated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Pay Band 4 with the Academic Grade Pay (AGP) of Rs.9000 from that date. If there still remains any ambiguous or non-obvious case, prayer for clarification and/or condonation may be placed through proper channel before the Higher Education Department, Government of West Bengal, on a case to case basis.

4. **Qualifications and Other Service Conditions**

4.1 No person shall be appointed in a University if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.

4.2 Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.

5. **Pay Scales**

The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 502-Edn(U) dated 28/08/2009.

5.1 **Table 1: Revised Pay scales of Teachers**

Compendium

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9000
Professor(stage 5)	Rs 37,400-Rs 67,000	Rs 10,000

6. Career Advancement for Teachers (effective from 01/11/2012);

6.1 This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 175-Edn(U)/IU-7/99 dated 25.02.1999.

6.2 As per the revised pay scales already notified. Assistant Professors, after entering into the service (in Stage 1), would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in the Appendix 1 of this Scheme.

6.2.1 An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

6.2.2 An entry level Assistant Professor possessing M. Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as L.L.M. / M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

6.2.3 An entry level Assistant Professor without Ph.D./M.Phil./M.Tech/L.L.M. or equivalent professional degree will be eligible for the next higher grade (stage 2) only after completion of six years of service as Assistant Professor (Stage 1).

[Note: The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System) conditions as laid down in this Scheme.]

6.2.4 Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade (stage 3).

6.2.5 For teachers of Netaji Subhas Open University (NSOU). a separate PBAS condition (defined as PBAS-II) covering the aforesaid three stages of Assistant Professors is separately specified in Appendix I Table 2.

6.3.1 Incumbents continuing pre-revised designations of Readers or Lecturers (Selection Grade) or redesignated Assistant Professors who have been placed in the Stage 3 (Pay band 15,600-39,100 with AGP of Rs. 8000) up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage (Stage 4 with Pay band of Rs 37,400-67,000 and AGP Rs. 9000) with consequent re-designation as Associate Professor as and when they complete 3 years of continuous service in stage 3. **Example:** Incumbent Reader/Lecturer (Selection Grade) who has reached Stage 3 (Pay band Rs. 15,600-39,100 with AGP of Rs 8,000) on 29.06.2010, will be re-designated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Stage 4 (Pay band Rs. 37,400-67,000 with AGP of Rs.9000) from that date.

6.3.2 Effective 30.06.2013 and onwards, Assistant Professors completing three years of continuous service in stage 3, will be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed under this Scheme.

6.3.3 *For teachers of NetaJi Subhas Open University (NSOU) seeking CAS promotion to the post of Associate Professor, PBAS-II proforma would be applicable, in conformity with clause 6.2.5*

6.4.1 Associate Professor in Universities completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to -

- satisfying the required credit points as per API based PBAS methodology provided in Table 1 or 2 and 3 of Appendix I stipulated in this Scheme, and
- An assessment by a duly constituted selection committee as suggested for direct recruitment of Professors.

However, it is emphasized that the elevation to the post of Professor will not be automatic. Only the academically outstanding candidates among the Associate Professors will be considered for the post of Professor.

6.4.2 *For teachers of Netaji Subhas Open University (NSOU) seeking CAS promotion to the post of Professor, PBAS-II proforma would be applicable, in conformity with clauses 6.2.5 & 6.3.3*

7. Formation of Screening/Selection Committee:

7.1 In the case of the intra-grade career progression of Assistant Professors, a 3-member Screening Committee will be constituted, which will consist of the Head of the Department as the Chairman, and one subject expert nominated by the respective Dean of Faculty of the university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Vice-Chancellor of the University, as the two other members of the Committee.

Compendium

7.2 In the case of the career progression from the grade of Assistant Professor to that of Associate Professor, a 4-member Selection Committee will be constituted, which will consist of the concerned Head of the Department as the Chairman, two subject experts nominated by the respective Dean of Faculty of the university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Vice-Chancellor of the University. The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the Dean and one expert nominated by the Vice-Chancellor are present

[In order to ensure rational utilization of time, energy and public money, effort has to be made for dealing with an optimum number of career advancement cases by each Screening/Selection Committee.]

8. Counting of Past Service for Promotion Under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organization such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor and Professor provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- e) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
 - (i) the period of service was of more than one year duration;
 - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - (iii) The incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break. [Note: While counting of past services for CAS, no distinction will be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government etc) by the concerned incumbent, provided the earlier service rendered was in the same or equivalent level as at present.]

9. Service Agreement and Fixing of Seniority

- 9.1 The service of the university teachers will be regulated by the relevant provisions in the university statutes.
- 9.2 The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.
- 9.3 Inter-se seniority between the direct recruited and teachers promoted under CAS; The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the State Government will apply for all other matters of seniority.

10. Other Service Conditions

10.1 Teaching Days

The University must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, foundation day etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the university adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

Particulars	Number of weeks: 6 day a week pattern
Teaching & learning Process	30 weeks(180 days)
Admissions/ Examinations/ preparation for Examination	12
Vacation	8
Public Holidays	2
Total	52

10.2 Workload

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

Post	Direct Teaching-Learning hours
Assistant professor	16 hours
Associate Professor and Professor	14 hours

***In case of teachers of Netaji Subhas Open University (NSOU), the teaching-learning may not be direct as in case of other conventional universities.**

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A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

10.3 Accountability:

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the UGC Regulations, 2010, is a well-deserved as well as a coveted benefit for the teachers and officers working in the, universities and equivalent academic institutions in the country. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.

- a) Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
- b) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution.
- c) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) in the prescribed format along with signed copies of all supporting documents to the Head of the Department (H.O.D.) concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the institution. Each such authenticated report (SAR) would be ultimately the Personal Files of the teachers maintained by the respective office of the University. Additionally, soft copy including all such reports arranged department-wise and alphabetically for the year is to be duly preserved in the institution for ease of later reference and also for emailing to higher authorities as and when required.
- d) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written / verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in

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all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.

- e) No remunerative private tuition by a university teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

11. On the Refresher Course attendance requirement

11.1 A teacher's career progression must not suffer simply due to the non-availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization. No one should face trouble due to the inherent shortcomings in any rule.

11.2 If /when a teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of the Academic Staff College of the affiliating university and seek a solution after proposing a list of the alternative allied subjects. The Director of the Academic Staff College on verifying the authenticity of the problem and in consultation with the competent authority in the university will prepare and communicate to the concerned teacher an approved list of the alternative allied subjects in which the Refresher courses are readily available for the teacher. The teacher may then choose and attend the Refresher Course most suited to his/her purpose. The universities are advised to post in their web-site(s) in advance the approved list of the alternative allied subjects corresponding to the different core subjects in the context of Refresher Courses, as this will significantly help in minimizing the teacher's worries.

12. Certain important points on eligibility for CAS promotion:

12.1 Candidates who fulfill the minimum API scores indicated in **Tables 1 or 2 (as applicable) and Table 3** should offer themselves for promotion 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.

12.2 If, however, on final assessment, candidates do not either fulfill the minimum criteria under **Rows III and IV of Table 3** or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

12.3(i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

(ii) If however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effective from that date of eligibility.

(iii) If the candidate does not succeed in the first assessment, but succeeds in a later assessment, his/her promotion will be effective from the later date.

13. Superannuation Benefits:

Superannuation benefits will be governed by existing rules applicable to Universities and other orders as may be issued from time to time.

14. Leave Rules:

These will be governed by the existing rules of Universities.

15. Code of Professional Ethics:

Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and should incorporate in its Act, Statutes and Ordinances. It should be applicable to all teaching and non-teaching staff.

16. Appendices

a) APPENDIX - I-

- i) Table 1 - PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS : PBAS-I: Applicable for Teachers of State aided Universities other than Netaji Subhas Open University**
- ii) Table 2 - PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS : PBAS-II: Applicable for Teachers of Netaji Subhas Open University (NSOU).**
- iii) Table 3 - MINIMUM APIs AS PROVIDED IN APPENDIX-I & APPENDIX-II TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**
- iv) Table 4- MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES**

b) APPENDIX - II - Annual Self-Assessment for the performance Based Appraisal System (PBAS) Format

17. Anomalies

The Redesignation and CAS guidelines outlined here have been prepared in the light of the UGC Regulations, 2010. If any particular issue is not specifically dealt with hereunder, the UGC guidelines on that issue will be followed. If any issue arises which is not covered either here or in the UGC Regulations, 2010, the statutory authority of the academic institution concerned, after due consultation with the State Government, will settle the issue. It is suggested that wherever needed appropriate amendments in the relevant provisions in the statutes of the universities would have to be made, in order that the recommendations outlined here are duly accommodated there.

Any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Government for a decision.

Anomalies, if any, may be brought to the notice of the State Govt. for a decision.

APPENDIX -I

TABLE 1

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS

PBAS-I: Applicable for Teachers of State aided Universities other than NSOU

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's / Academic's self assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/ selection committee.

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

SL. No	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical, 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	Exam duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

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CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category 2 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 numbers 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 score required under this category.

Sl.No	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department Institution through participation in academic and administrative committee 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 (other than those included in Category 3)	15
	Total Score	50
	Minimum API Score Required	15

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sl.	APIs	Faculties of Science	Faculties of Arts/ Humanities/Social Science/Commerce/ Management/ Library Science	Maximum points for University teachers
3.A	Research papers published in	Refereed Journal*	Refereed Journal*	15/ publication*
		Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ ISSN numbers	10/ publication*
		Conference proceedings as full papers etc. (Abstracts not be included)	Conference proceedings as full papers etc. (Abstracts not be included)	10/ Publication*
3.B	Research publications, books other than refereed articles	Text or Reference Books published by International Publishers with an established peer review system	Text or Reference Books published by International Publishers with an established peer review system	10/ Publication*
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ ISSN numbers	Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ ISSN numbers	25/ sole author, and 5/ chapter in edited books
		Subject Books by other local publisher with ISBN/ ISSN number	Subject Books by other local publisher with ISBN/ISSN number	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 by Indian/ National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	5/ chapter
3.C	Research Projects			

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3.C	Sponsored Projects carried	a) Major projects amount mobilized with grants above Rs.301akhs	a) Major projects amount mobilized with grants above Rs.51akhs Major	20/ project
		b) Major projects amount mobilized with grants above Rs.51akhs up to Rs.301akhs	b) Major projects amount mobilized with grants above Rs.31akhs up to Rs.51akhs	15/ project
		c) Minor projects amount mobilized with grants above Rs.50000/- up to Rs.51akhs	c) Minor projects amount mobilized with grants above Rs.25000/- up to Rs.31akhs	10/ project
3.C	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.21akhs	10/every Rs.10lakhs and Rs.21akh respectively
3.C	Completed projects: Quality evaluation	Completed project Report (acceptance from funding agency)	Completed project Report (acceptance from funding agency)	20/major project and 10/ minor project
3.C	Project outcome/ outputs	Patent/ Technology transfer/ product/ process	Major policy document of Govt. Bodies at Central and State level	30/ national level or patent/ 50 for international level
3.D Research Guidance				
3.D	M.Phil	Degree awarded only	Degree awarded only	3/ candidate
3.D	Ph.D	Degree awarded	Degree awarded	10/ Candidate
		Thesis submitted	Thesis submitted	7/ Candidate
3.E Training Courses and Conferences/ Seminar/ Workshop papers				
3.E	a) Refresher courses, Orientation Course, Methodology workshops, Training, teaching-Learning evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme	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
3.E	Paper in Conferences/ Seminars# Workshops* tc.	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	a) 10 each b) 7.5 each c) 5 each d) 3 each
3.E	Invited lectures/ Chairing the session or presentation for conferences/ symposia	a) International b) National	a) International b) National	a) 10 each b) 5 each

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- Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows:
 - i) Indexed journal - by 5 points, ii) Papers with impact factor 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.

Points divided by number of authors

* If a paper presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the publication {3.A} and not under presentation {3.E (ii)}.

Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

Note:

1. 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.

2. Weightage to be given in case of non-accredited departmental/ in-house journal:

A paper published in an unaccredited Departmental Journal or in other type of in-house journal will get 50% of weightage allocated for a paper published in an ISSN/ISBN accredited journal.

3. Regarding jointly undertaken research projects:

For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while the rest 40% will be divided equally among the Co-PIs. Copies of the relevant page/s from the original project application and the final Project Report showing the name(s) of the research investigator(s) have to be enclosed.

4. Seminar attendance as listener only:

For the teacher's attending of academic Seminars Conferences etc. for the purpose of updating of personal knowledge only (without presenting any paper or poster), no credit will be given if such attendance coincided with working days in the academic institution. But if such attendance in seminar took place during holidays or vacations, one-fourth of the credit meant for presenting a paper or poster would be given. Proper proof (s) must be made available for availing of this credit.

TABLE 2

PBAS-II: Applicable for Teachers of Netaji Subhas Open University (NSOU)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's / Academic'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.

SL. No	Nature of Activity	Maximum Score
1.A	(i). Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated. (ii). Programme/ Course development, unit writing, editing, course maintenance, Revision of programme/course etc. (iii). Programme Implementation, delivery, monitoring, counseling, (iv). Audio video related activities	60
1.B	(i). Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students (ii). Production of material like Preparation of information Brochures / Programme guides / Instructional guidelines to students / counselors (programme wise / course wise) / practical manual, Project guide etc.)	20
1.C	(i). Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. (ii). Programme / Course Coordination / Maintenance including Coordination of Workshops/ Training/ Seminar (iii). Innovations in design and planning, pedagogy and Distance Education	20
1.D	(i). Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Details of Category 1

1.A (i) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Class/ level	Paper	Mode of Teaching in terms of Contact hours #	Class allotted as per schedule	% of classes taken as per record

⌘ecture (L), Practical(P)

		API
a)	Classes taken (maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (max score -10)	

1.A(ii). Programme/ Course development, unit writing, editing, course maintenance, Revision of programme/course etc.

i)	Writing course	10/unit of minimum 10 pages
ii)	Transformation/formatting	10/Paper(for 100 marks)
iii)	Translation	6/unit
iv)	Editing (content/language)	3/unit
v)	Proof reading	1/unit
vi)	Pre-admission counseling and guidance	5/session
vii)	Preparation of assignments	5/assignment
viii)	Major Revision	5/unit
ix)	Preparation of errata	3/paper
x)	Question bank	10/250 questions
xi)	Tele-conferencing/radio counseling	
	- Resource person	5/session
	- Resource Anchor	2/session
xii)	Orientation Programme to counsellors/ Coordinators	
	-Programme In-charge	5/programme
	-Coordination/ Conduct of Induction Lectures/ programmes.	2/session 5/induction lecture delivered

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1.A (iii). Programme Implementation, delivery, monitoring, counselling,

i) Identification and Activation of Study Centres under various categories.	10/ centre
ii) Activation of new programmes	5 / programme per centre
iii) Identification of Counsellors	5/programme/paper
iv) Post admission counseling and guidance to the learners.	5/programme
v) Monitoring of academic activities at SCs (counseling/library/use of audio-video facilities/Assignments at Study Centres.	15/centre
vi) Collaborative Programme related activities	5/activity
vii) Managing MoU with outside agencies for admission and extension activities of the University	10/MoU

1.A (iv). Audio video related activities

i) Developing a course into on-line delivery	30/CD
ii) Planning & Developing a curriculum based CD	5/CD
iii) Monitoring teleconferencing	5/session
iv) On-line academic support	50/4credit paper
v) Interactive webpage	2/paper
vi) Coordination of Gyan Vani, Production work of Schools/ Centres/ Units, Audio Acquisition, Video etc.	10/year/activity 10/ paper of 100marks
vii) Coordination/development of e-content	Max. 10 points./
viii) Production of curriculum based multi media programme with contribution as member of course development team, researcher, instructional designer, media selection etc.	Min. 2 points/ Per activity

1.B(i). Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students

1.B (ii). Production of material like Preparation of information Brochures / Programme guides / Instructional guidelines to students / counselors (programme wise / course wise) / practical manual, Project guide etc.)

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i)	Preparation of the Programme Guide	10/manual
ii)	Revision of Programme Guide	5/manual
iii)	Preparation of Counsellors/Teachers/ Student Manual	10/manual
iv)	Practical Manual	10/manual
v)	Assignments Manual	10/manual
vi)	Revision of Manuals (iii to viii)	10/manual
vii)	Coordinators Management Manual/Field work	5/manual/ 5days field- work
viii)	Information Brochure/Leaflet for the learners	15/brochure
ix)	Meeting with the Academic Counsellors	10/meeting
	Meeting with the Coordinators	10/meeting

I.C (i). Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

I.C (ii) Programme / Course Coordination / Maintenance including Coordination of Workshops/ Training/ Seminar

I.C(iii) Innovations in design and planning, pedagogy and Distance Education

i)	Expert committee meetings(preparation & participation)	15/ meeting
ii)	Course writers meetings (Preparation and Participation)	15/ paper
iii)	Delivery of Lecturer in Induction Meetings.	10/ meeting
iv)	Monitoring of Counselling / Lab Activity assignment including feedback from learners/ academic counselors	10/visit
v)	Planning and Designing the Curriculum of a Programme/ and its implementation (as programme proposer/coordinator)	20/new programme
vi)	PG Board of Studies-Member	10/year
vii)	UG Board of Studies -Member	7/year
viii)	Ph.D Committee-Member	15/year
ix)	Lab setting	10/year
x)	Departmental library in-charge	5/year
xi)	Correction & modification	6/unit
xii)	Design and coordination of training programme/ workshop/ orientation programme for coordinator/ academic counselors	<3 days - 10/ programme 3-5 days -15/ programme 6 & above days - 25/programme
xiii)	Outline of the course	20/paper
xiv)	Researching & designing course units	10/programme

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LD(i). Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.

i)	Setting of Question Paper (assignment & TEE)	5/paper
ii)	Translation of question paper	2/paper
iii)	Moderation of question paper	5/meeting
iv)	Observer duty for Term-end examination	2/day
v)	Evaluation of answer scripts	1/10copies
vi)	Scrutiny of Answer scripts	1/100scripts
vii)	Evaluation of Thesis	2 for M.Phil, 5 for Ph.D
viii)	Project /dissertation/field-work evaluation & viva-voce	2/ project
ix)	Coordination & conduct of lab practical	5/Paper/session(50students)
x)	Design of evaluation methodology	1/paper
xi)	Surprise visit to examination centre	2/visit

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self- assessment, category 2 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 numbers 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 score required under this category.

Sl.No	Nature of Activity	Maximum Score
2.A	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2.B	Contribution to Corporate life and management of the department and / or School Division / Institution / Units / Various Academic schemes etc.	15
2.C	Professional Development activities (such as participation	15

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	in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category 3)	
	Total Score	50
	Minimum API Score Required	15

Details of Category-2 (Inclusive of 2.A, 2.B and 2.C):

i)	Conduct of Convocation as	
a)	member of different committees	5/year
b)	Chairman of the committee	10/year
ii)	Contribution to corporate life & professional development	5/activity/year
iii)	Membership of EC/AC/CIQA/other University statutory Committee	5/year
iv)	Administration Committee/ organizing/ selection committee member	2/year
v)	Conducting seminar, conference, Lectures as	
a.	member of committees	2/activity; max.10/year
b.	Convener/ Organizing Secretary	5/activity; max. 10/year
vi)	Convener/ Chairperson of University Committee constituted by EC/Vice-Chancellor	2/committee/year; max.10/year
vii)	Membership of external Professional/academic Bodies/Institution	1/body/year
viii)	Member of Board of Institutional Publication committee constituted by Vice-Chancellor	5/year
ix)	Discipline/ Programme Coordinator	5/year
x)	Member -Infrastructural Planning & Development	2/meeting,, 5/year, max-10.
xi)	Participation in sports/ cultural activities	1/activity
xii)	Participation in seminar/conference /workshop/ lectures of the University	1/event
xiii)	Publicity through articles in media/newspaper	2/article, max -10
xiv)	Participation in major state level committees/other state universities	1/committee
xv)	Participation in major National level committees/other universities	2/committee
xvi)	Participation in major International level committees/Universities/ Projects	3/committee
xvii)	Award/ prize	International-5/event National - 3/event Local - 2/event

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CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

SI.	APIs	Faculties of Science	Faculties of Arts/Humanities/ Social Science/Commerce/ Management/ Library Science	Maximum points for University teachers
3.A	Research papers published in	Refereed Journal*	Refereed Journal*	15/ publication*
		Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	10/ publication*
		Conference proceedings as full papers etc. (Abstracts not be included)	Conference proceedings as full papers etc. (Abstracts not be included)	10/ Publication*
3.B	Research publications, books other than refereed articles	Text or Reference Books published by International Publishers with an established peer review system	Text or Reference Books published by International Publishers with an established peer review system	10/ Publication*
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	Subject Books by National level publishers/ State level and Central Govt, publications with ISBN/ISSN numbers	25/ sole author, and 5/ chapter in edited books
		Subject Books by other local publisher with ISBN/ISSN number	Subject Books by other local publisher with ISBN/ISSN number	15/ sole author and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by	Chapters contributed to edited knowledge based volumes published by International Publishers	10/ chapter

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		International Publishers		
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	5/ chapter
3.C	Research Projects			
3.C	Sponsored Projects carried	a) Major projects amount mobilized with grants above Rs.301akhs	a)Major projects amount mobilized with grants above Rs.51akhs Major	20/ project
		b) Major projects amount mobilized with grants above Rs.51akhs up to Rs.301akhs	b) Major projects amount mobilized with grants above Rs.31akhs up to Rs.51akhs	15/ project
		c) Minor projects amount mobilized with grants above Rs.50000/- up to Rs.51akhs d)Mini Projects amount mobilized up to Rs.50,000/-	c)Minor projects amount mobilized with grants above Rs.25000/- up to Rs.31akhs d)Mini Projects amount mobilized up to Rs.25000/-	10/ project 5/ project
3.C	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs.10lakhs	Amount mobilized with minimum of Rs.21akhs	10/every Rs.10lakhs and Rs.21akh respectively
3.C	Completed projects: Quality evaluation	Completed project Report (acceptance from funding agency)	Completed project Report (acceptance from funding agency)	20/major project and 10/ minor project
3.C	Project outcome/ outputs	Patent/ Technology transfer/ product/ process	Major policy document of Govt. Bodies at Central and State level	30/ national level or patent/ 50 for

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				international level
3.D	Research Guidance			
3.D	M.Phil	Degree awarded only	Degree awarded only	3/ candidate
3.D	Ph.D	Degree awarded	Degree awarded	10/ Candidate
		Thesis submitted	Thesis submitted	7/ Candidate
3.E	Training Courses and Conferences/ Seminar/ Workshop papers			
3.E	a) Refresher courses, Orientation Course, Methodology workshops, Training, teaching-Learning evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme	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
3.E	Paper in Conferences/ Seminars# Workshops* etc.	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	Participation and presentation of research paper (poster or oral) in a)International Conference b)National Conference c) Regional/ State level d) Local-University/ college	a) 10 each b)7.5 each c)5 each d)3 each
3.E	Invited lectures/ Chairing the session or presentation for conference/ symposia	c) International d) National	a) International b) National	a) 10 each b)5 each

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- Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows:
 - j) Indexed journal - by 5 points, ii) Papers with impact factor 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.
 - k) Points divided by number of authors
- * If a paper presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the publication {3.A} and not under presentation {3.E (ii)}.
- ¶ Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

Note:

1. 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.

2. Weightage to be given in case of non-accredited departmental/ in-house journal:

A paper published in an unaccredited Departmental Journal or in other type of in-house journal will get 50% of weightage allocated for a paper published in an ISSN/ISBN accredited journal.

3. Regarding jointly undertaken research projects:

For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while the rest 40% will be divided equally among the Co-PIs. Copies of the relevant page/s from the original project application and the final Project Report showing the name(s) of the research investigator(s) have to be enclosed.

4. Seminar attendance as listener only:

For the teacher's attending of academic Seminars/ Conferences etc. for the purpose of updating of personal knowledge only (without presenting any paper or poster), no credit will be given if such attendance coincided with working days in the academic institution. But if such attendance in seminar took place during holidays or vacations, one-fourth of the credit meant for presenting a paper or poster would be given. Proper proof (s) must be made available for availing of this credit

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TABLE 3

MINIMUM APIS AS PROVIDED IN APPENDIX-I & APPENDIX -II TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I. Teaching-learning, Evaluation Related Activities (Category 1)	75/Year	75/Year	75/Year	75/Year	75/Year
II. Co-curricular, Extension and Profession related activities (Category 2)	15/Year	15/Year	15/Year	15/Year	15/Year
III. Minimum total average annual Score under Categories 1 and 2*	100/Year	100/Year	100/Year	100/Year	100/Year
IV. Research and Academic Contribution (Category 3)	10/Year (40/ assessment period)	20/Year (100/ assessment Period)	30/Year (90/ assessment period)	40/Year (120/ assessment period)	50/Year (500/ assessment period)
Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V. Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices.	50% - Contribution to Research. 30% - Assessment of domain knowledge and teaching practices.	50% - research. 50% - Performance evaluation and other credential by referral procedure
			20% - interview performance	20% - interview performance	

* Teachers may score 10 points from either Category 1 or Category 2 to achieve the minimum score required under Category 1 + 2.

Note: Stages 1, 2 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000,8000, 9000, 10000 and 12000 respectively.

TABLE 4

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES

SL.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed <u>four</u> years of service with Ph.D. or <u>five</u> years of service who are with M.Phil/PG Degree in Professional Courses such LLM, M.Tech., M.V.Sc, MD etc. or <u>six</u> years of service without Ph.D/M.Phil / PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology iv) A selection committee process as stipulated in this regulation.
4	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	i) Minimum yearly cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. ii) A minimum of five publications since the period that the teacher is placed in Stage 3. iii) A selection committee process as stipulated in this regulation.

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5	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	<ul style="list-style-type: none">i) Minimum yearly cumulative API scores for the assessment period as per the norms provided.ii) Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc, D.Litt, LL.B., etc.,iii) A review process by an Expert Committee
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For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2 subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

APPENDIX-II

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

Session/ Year_

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion
6. Address for correspondence :
(with pin code)
7. Permanent Address :
(with pin code)
Telephone No.:
E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :

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13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained(%)	Class/ grade
B A / B . S c . / B.Com.				
M A / M . S c . / M.Com.				
Other examination, if any				

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I/ PBAS-II (as may be applicable)** proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) **Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

Sl.No.	Course / Paper	level	Mode of Teaching #	Class allotted as per schedule	No. of Classes conducted	% of classes/ Practical taken as per record

Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C).

		API
a)	Classes taken (maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (max score -10)	

(ii) **Reading/ Instructional material consulted and additional knowledge resources provided to students**

SI. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)				API Score

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(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

SI. No.	Short description	API Score
	Total score (Max. score:20)	

(iv) Examination duties Assigned and Performed

SI. No.	Type of Examination duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max. 25)			

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

SI. No.	Type of Activity	Average Hrs/Week	API score
	i) Extension, Co-curricular & field based activities		
	Total (Max:20)		
	ii) Contribution to Corporate life and management of the Institution	Yearly/ Semester wise responsibilities	API score
	Total (Max: 15)		
	iii) Professional Development activities		
	Total (Max:15)		
	Total score (i+ii+iii) (Max:25)		

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sl. No.	Title with page no.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

B(i) Articles/ Chapters published in Books

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

ii) Full papers in Conference Proceedings

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

iii) Books published as single author or as editor

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

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C) Ongoing and Completed Research Projects and Consultancies

C.(i) & (ii) Ongoing Projects/ Consultancies

SI. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

C.(iii) & (iv) Completed Projects/ Consultancies

SI. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score

D) Research Guidance

SI. No.	Number enrolled	Thesis submitted	Degree awarded	API score
M.Phil or equivalent				
Ph. D or equivalent				

E) (i) Training Courses, Teaching-Learning -Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

SI. No.	Programme	Duration	Organized by	API Score

E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

E) (iii) Invited lectures/ Chairing the session or presentation for conferences/ symposia etc.

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

IV. Summary of API scores

	Criteria	Last academic year	Total-API score for assessment period	Annual Average API score for Assessment period
I	Teaching, learning and Evaluation related Activities			
II	Co-curricular, Extension and Professional Development related Activities			
	Total I+II)			
III	Research and Academic Contributions			

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**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(University Branch)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

NO. 142-Edn (U)/IU-95/12

DATED KOLKATA THE 31st January, 2013

**WEST BENGAL GOVERNMENT'S POLICY AND GUIDELINES
FOR SETTING UP PRIVATE UNIVERSITIES**

1. Considering the growing need for quality facilities in the State's higher education system to cater to the growing number of students emerging out of the State's secondary school system, the State Government considers it necessary to formulate a policy to provide a stable policy and institutional framework to encourage private investment in the State, with an emphasis on the guiding principles of 'expansion, inclusion and quality' in the higher education sector.
2. West Bengal's Gross Enrolment Ratio (GER) in higher education is 12.6% as against the national average of 13.8%. To achieve the national target of 30% GER by 2020, the State will need to create over 4, 00,000 new seats in under-graduate and postgraduate courses. Considering the staggering requirement of funds for achieving this goal, the State Government's efforts need to be supplemented by the private sector in creation of the required infrastructure in the higher education sector. Nationally, the private sector is playing an important role in the expansion of higher education facilities. Eighty eight private universities (94% of the total) in the country have come up in the last five years. In 2001, private institutions accounted for 33% of the country's total enrolment in higher education; in 2006, it increased to 52%.
3. This Policy for Setting up Private Universities in West Bengal is expected to provide a stable environment and a level playing field to private players in the State. It is intended to encourage private investment in the higher education sector in a well-regulated and transparent manner. The spin-off benefits of private investments are expected to have significant benefits for the State's GDP in the short run; and in the long run, they will enable the State to establish itself as an educational hub, and thereby re-claim the mantle of being the country's intellectual capital.
4. Given below is a Policy to provide for establishment and incorporation of private universities in the State of West Bengal for imparting higher education and to regulate their functions and for matters connected therewith and incidental thereto.
5. **Definitions in the Policy:**
In this Policy, unless the context otherwise requires,-
 - A. **"All India Council for Technical Education"** means the All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (52 of 1987);

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- B. “**Bar Council of India**” means the Bar Council of India, established under the Advocates Act, 1961 (25 of 1961);
- C. “**Constituting Act**” means the Act passed by State Legislature for the purpose of incorporating a Private University in pursuance of this Policy;
- D. “**Council of Scientific and Industrial Research**” means the Council of Scientific and Industrial Research, New Delhi, an autonomous body registered under the Societies Registration Act, 1860 (21 of 1860) constituted in 1942 by a resolution of the then Central Legislative Assembly as an agency of the Central Government;
- E. “**Dental Council of India**” means the Dental Council of India established under The Dentists Act, 1948 (16 of 1948);
- F. “**Department of Science and Technology**” means the Department of Science and Technology of the Ministry of Science and Technology, Government of India;
- G. “**Distance Education Council**” means the Distance Education Council constituted under the Indira Gandhi National Open University Act, 1985, (Act 50 of 1985);
- H. “**Distance Education**” means education imparted by a combination of any two or more means of communication, viz. contact programs, correspondence courses, online courses, broadcasting, telecasting, seminars and any other such methodology.
Note. - Through distance education a student is expected to study a course or a part of it without being present physically;
- I. “**Employee**” means a person appointed by the University to work in the University or its study centers, off-campus centers, off-shore campus and includes a teacher, officer (other than the visitor) and any other employee of the University;
- J. “**Fee**” means collection of money made by the University from the students for the purpose of any course of study and incidental thereto, in the University;
- K. “**Governor**” means the Governor of West Bengal;
- L. “**Governing Body**” means the Governing Body of Private University;
- M. “**Higher Education**” means the study of a curriculum or a course of study beyond 10+2 level;
- N. “**Medical Council of India**” means Medical Council of India established under the Indian Medical Council Act, 1956 (102 of 1956);
- O. “**National Assessment and Accreditation Council**” means the National Assessment and Accreditation Council, Bangalore, an autonomous body established by the University Grant Commission;
- P. “**National Council for Teachers’ Education**” means the Council established under National Council for Teacher’s Education Act, 1993 (73 of 1993);
- Q. “**Off campus centre**” means a centre of the University established by it outside the main campus, operated and maintained as its constituent unit, having the University’s complement of facilities and employees;
- R. “**Off-shore campus**” means a campus of the University established by it outside India, operated and maintained as its constituent unit, having the University’s complement of facilities and employees;

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- S. **“Prescribed”** means prescribed by rules made under the constituting Act;
- T. **“Private University”** means a University established by an Act of State Legislature which is not receiving any grant in any form either from the Central Government or from the State Government including any other State Government or from any Regulatory Body;
- U. **“Regulatory Body”** means -
- (a) a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education in its designated areas of coverage, such as University Grants Commission, All India Council for Technical Education, Council for Scientific and Industrial Research, Department of Science and Technology, Distance Education Council, Indian Council of Scientific Research, National Assessment and Accreditation Council, National Council for Teacher Education, Pharmacy Council for India, Bar Council of India, Medical Council of India, Dental Council of India, Indian Nursing Council, Central Council of Homeopathy, Central Council of Indian Medicine, Council of Architecture, Rehabilitation Council of India and such other statutory body as may be established by the Central Government for the purpose of imparting higher education; and
 - (b) the State Government of West Bengal in the Higher Education Department;
- V. **“Rehabilitation Council of India”** means the Rehabilitation Council of India established under the Rehabilitation Council of India Act, 1992, (34 of 1992);
- W. **“Sponsoring Body”** in relation to a Private University means -
- (a) a Society registered under the Societies Registration Act, 1860 (21 of 1860);
 - (b) a Public Charitable Trust established under the Indian Trusts Act (2 of 1882); or
 - (c) a Company registered under section 25 of the Companies Act, 1956 (1 of 1956);
- X. **“State Government”** means the Government of West Bengal in the Higher Education Department;
- Y. **“Student”** means a person enrolled in the University for taking a course of study leading to a degree, diploma or other academic distinction duly instituted by the University including a research degree;
- Z. **“Study Centers”** means a centre established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the student in the context of distance education;
- AA. **“Teacher”** means a Professor, Associate Professor, Assistant Professor, or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study in the University;
- BB. **“University Grants Commission”** means the University Grants Commission, established under the University Grants Commission Act, 1956 (3 of 1956);
6. **Establishment of Private University:-**
- A. The State Government may, upon application made by any Society, duly registered under the Societies Registration Act, 1860 (21 of 1860) or Trust, duly registered under the

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Indian Trusts Act, 1882 (2 of 1882) or Company, duly registered under the Companies Act, 1956, (1 of 1956) or by any Minority, whether based on religion or language, having adequate experience in the field of education, in such manner and in such Form as may be prescribed in this behalf, permit such Society or Trust or Company or Minority to establish a University fully financed by such Society or Trust or Company or Minority within the territory of West Bengal, by passing an Act by the State Legislature.

- B.** Every such applicant shall apply before the State Government in the Higher Education Department with ten copies of a detailed project report (DPR) furnishing such particulars as may be specified in this regard by order along with non refundable Application fees of Rupees One Lakh.
- C.** No applicant shall be permitted to establish a Private University unless such applicant is in possession of contiguous landed property having absolute title on it and free from all encumbrances, not less than seven acres in case of urban area (excluding Kolkata Metropolitan area) and ten acres in case of rural area:

Provided that in deserving cases, if the State Government deems fit, it may relax these norms considering the location of the proposed Private University and factors relating to availability of land, local demand for higher education, the good will of the applicant in the field of education etc.

- D.** Every applicant shall have at least twenty thousand square meter of constructed/ built up area in case of Kolkata Metropolitan area and ten thousand square meters for Urban and Rural areas for the purpose of running the university:

Provided that any existing Institutions applying for setting up Private University in pursuance of this Policy shall have to augment their existing infrastructure/built up area by an additional ten thousand square meter, to be earmarked for academic / instructional activities within three years of the University commencing its operation, the intention being creation of additional seats for students.

7. Endowment Fund of the Private University:-

- A.** The applicant shall establish an Endowment Fund through a fixed deposit of a minimum of Rupees ten crore in a nationalized bank, which may be used for the development of the University.
- B.** The endowment fund shall be invested and kept invested until the dissolution of the University.
- C.** A security deposit will be pledged in the name of Higher Education Department, through a fixed deposit of Rupees one crore in a nationalized bank to be kept as security deposit.
- D.** The State Government shall have the power to forfeit the security deposit, in case the University contravenes any of the provisions of the constituting Act passed by the State Legislature in pursuance of this Policy.

8. Procedures for establishment of Private Universities in West Bengal:-

- A.** The State Government, for the purpose of giving permission to establish a Private University shall cause an enquiry to this effect in such a manner to be specified by it and the report or reports of such enquiry shall be taken into consideration.

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- B.** The enquiry committee referred under sub-section (1) shall be constituted by the State Government which shall consist of the following members namely; -
- (a) Chairman, West Bengal State Council for Higher Education or his nominee;
 - (b) One officer from the Department of Higher Education;
 - (c) Two academicians of repute as experts of whom one shall be a Vice Chancellor of a State-aided aided University;
 - (d) One official from the district administration / local authority of the area in which the private university is proposed to be set up;
 - (e) One chartered accountant serving in any College or University under the administrative jurisdiction of this Department or a Government official with a finance background:

Provided the State Government shall have right to co-opt any other member or officer in the enquiry committee as it may deem necessary for this purpose.

- C.** The enquiry committee shall submit its report within one month from the date of its constitution.
- D.** On the recommendations of the enquiry committee referred to above, if the Higher Education Department is satisfied, it may issue a Letter of Intent (LOI) to this effect requiring the applicant to comply with such terms and conditions as may be specified in this behalf and the applicant shall submit the compliance report within eighteen months from the date of issuing the LOI:

Provided that the State Government may, for reasons to be recorded in writing, extend the time for compliance of the terms and conditions for a further period not exceeding twelve months:

Provided further that issuance of LOI should not be treated as the final approval and shall not confer any right upon the applicant for incorporation of the proposed University or commencement of academic activities.

- E.** On receiving the compliance report, the State Government may conduct a physical verification through the committee referred to under sub-clause (B), including the representatives of the appropriate Regulatory Bodies and the committee shall submit its report within one month.
- F.** After considering the report, if the State Government is satisfied that the applicant has complied with all the provisions of this Policy as also of the relevant guidelines of the Statutory / Regulatory Bodies, it may, by an Act of Legislature, establish a Private University in such name as may be proposed by the applicant:

Provided that no such Private University shall be permitted to use any such name which is prohibited under any law for the time being in force.

9. Private University Regulatory Committee:-

- A.** There shall be a Private University Regulatory Committee to be constituted by the State Government for the purpose of monitoring and regulating the working of every Private University established in pursuance of this Policy.

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- B. The Regulatory Committee shall consist of the following members:-
- (a) Secretary of the Higher Education Department as ex-officio Chairperson,
 - (b) The Chairman of the State Council of Higher Education, ex-officio member or his nominee;
 - (c) Two academicians of repute to be nominated by the Governor as members,
 - (d) One Vice-chancellor of a State-aided University as member, to be nominated by the State Government,
 - (e) One officer from the West Bengal Legal Service as member, to be nominated by the State Government,
 - (f) One officer from the Audit and Account Service of the State Government as member, to be nominated by the State Government:

Provided that the State Government shall have right to co-opt any other member or officer in the enquiry committee as it may deem necessary for this purpose.

- C. The powers and functions of the members of the Regulatory Committee shall be such as may be specified by the State Government by order.
- D. The recommendations of the Regulatory Committee shall be binding on all Universities established in pursuance of this Policy.

10. Regulations for Private University:-

- A. The rules regarding the establishment, constitution, powers and functions of the Private University shall be prescribed by the Act and rules framed there under.
- B. No Private University shall be permitted to admit students or to start any course of study therein or to conduct any examination there under without the prior permission in this regard from the State Government in writing.
- C. Every Private University as may be established by any Minority, whether based on religion or language, may adopt their special constitution in relation to its different bodies and committees of such University and their powers and functions subject to ratification of such special constitution by the State Government:

Provided that the every such minority-administered University shall run its activities or programmes in consonance with the well-established principles of the Constitution of India.

- D. The Private University shall have the power to provide their Statutes or Regulations in conformity with the rules and regulations of the State Government and the relevant Regulatory Bodies.
- E. Every Private University shall ordinarily be a Unitary University and shall have no power to provide affiliation to any college or institution on its own.

11. Obligations of Private University:-

- A. The tuition fees chargeable by a Private University in relation to professional courses such as Engineering & Technology, Management, and Pharmacy etc. shall be regulated by making regulations under the Act and approved by the State Government.

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- B. No degree or diploma or Certificate may be withheld by any Private University for non payment of dues beyond what is stated upfront published in the public domain.
- C. Every Private University shall allow free-ship in tuition fees in the manner to be specified by the Government and to the extent of five percent of their total strength, to students belonging to the poor and economically backward classes. The relevant criteria/yardstick for determining poor and economically backward class shall be such as determined by the State Government from time to time.
- D. Every Private University established in pursuance of this Policy shall compulsorily make provision for reservation of seats for the students domiciled in the State of West Bengal to the extent of at least twenty five percent of the total number of students in the University.
- E. Every Private University established in pursuance of this Policy shall make provisions for reservation of non-teaching posts of the University for persons domiciled in the State of West Bengal to the extent of at least fifty percent of the total number of non-teaching employees of the University.
- F. Every Private University established in pursuance of this Policy shall appoint adequate number of teachers and officers in the University maintaining the academic standards specified and shall ensure that the qualifications of such teachers or officers of the University shall not be lower than as prescribed by the relevant Regulatory Body.
- G. Every Private University shall compulsorily place in the public domain every information in relation to the University which would be of interest to students and other stake holders interalia, including the courses or offer, number of seats under different quotas, fees and other charges, facilities/ amenities offered, faculty in place and such other relevant information.

12. Objects of Private University:-

The objects of Private University shall include:-

- (i) to provide instruction, teaching and training in higher education and make provisions for research, advancement and dissemination of knowledge;
- (ii) to create higher levels of intellectual abilities;
- (iii) to establish state-of-the-art facilities for education and training;
- (iv) to carry out teaching and research and offer continuing education programs;
- (v) to create centers of excellence for research and development and for sharing knowledge and its applications;
- (vi) to establish campuses in the State of West Bengal;
- (vii) to establish study centers at different places within its jurisdiction;
- (viii) to establish examination centers;
- (ix) to institute degrees, diplomas, certificates and other academic distinctions on the basis of examination or any such other method as prescribed by the relevant Regulatory Body;
- (x) to ensure that the standard of degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by the Regulatory Bodies concerned;

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- (xi) to ensure that the University shall abide by and be restricted to the rules and regulations, guidelines and instructions of relevant Regulatory Bodies in relation to Private Universities;
- (xii) to set up off-campus centers or a study centre within or out side of the state of West Bengal, with the prior approval of the University Grants Commission and the State of West Bengal;

Provided that the University may-

- (a) *establish off-campus centers only after the University has been in existence for five years;*
- (b) *establish as an off campus center an educational institute which has already been in existence for at least five years in the state of West Bengal with the approval of the regulatory body;*

Explanation: - To open an off-shore campus in foreign countries only after obtaining due permission from the University Grants Commission, the Government of India and the Government of the host country, and

- (xiii) to pursue any other objectives as may be approved by the State Government.

13. Officers of the University: -

The following shall be the officers of a Private University:-

- A. The Visitor;
- B. The Chancellor;
- C. The Vice-Chancellor;
- D. The Registrar;
- E. The Chief Finance and Accounts Officer; and
- F. Such other officers, as may be declared by the Statutes, to be the officers of the University.

14. Powers of Visitor:-

- (A) The Governor of West Bengal shall be the Visitor of the University.
- (B) The Visitor shall, when present, preside at the convocation of the University for the purpose of conferring degrees, diplomas, awards, certificates of other academic distinctions in the University.
- (C) The Visitor shall have the following powers, namely:-
 - (a) to call for any paper or information relating to the affairs of the University; and
 - (b) on the basis of the information received by the Visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of this Act or Statutes, Ordinances, Regulations and Rules made there under, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

15. The Chancellor:-

- (A) The Chancellor shall be appointed by the sponsoring body for a period of three years by following such procedure and on such terms and conditions as may be provided by the Statutes.
- (B) The Chancellor shall be the head of the University.
- (C) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside at the convocation of the University for the purpose

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of conferring degrees, diplomas, awards, certificates or other academic distinctions.

- (D) The Chancellor shall have the following powers, namely: -
- (a) to call for any information or record of the University;
 - (b) to appoint the Vice-Chancellor;
 - (c) to remove the Vice-Chancellor in accordance with the provisions of this Act; and
 - (d) such other powers as may be provided by the Statutes.

16. The Vice-Chancellor:-

- (A) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body of the University and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that, after expiry of the term of three years, he may be eligible for reappointment for another term of three years:

Provided further that the Vice-Chancellor shall continue to hold the office even after expiry of his term till a new Vice-Chancellor is appointed.

- (B) The Vice-Chancellor shall be the principal executive and principal academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall also execute the decisions of various authorities of the University.
- (C) The Vice-Chancellor shall preside at the convocation of the University in the absence of both, the Visitor and the Chancellor.
- (D) The Vice-Chancellor shall also exercise such powers and perform such duties as may be prescribed by the Statutes or the Ordinances.
- (E) If, at any time, upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interests of the University, the Visitor may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.

17. The Registrar:-

- A. The appointment of the Registrar shall be made by the Chancellor on recommendation of the sponsoring body in such manner, as may be provided by the University's Statutes.
- B. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- C. The Registrar shall be the Member Secretary of the Governing Body, the Board of Management and Academic Council but he shall not have a right to vote.
- D. The Registrar shall exercise such other powers and perform such other duties as may be provided by the Statutes.

18. The Chief Finance and Accounts Officer:-

- A. The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor in such manner as may be prescribed by the Statutes.
- B. The Chief Finance and Accounts Officer shall exercise such powers and perform such duties as may be prescribed by the Statutes.

19. Other Officers:-

- A. The university may appoint such other officers as may be necessary for its functioning.
- B. The manner of appointment of other officers of the university and their powers and functions shall be such as may be prescribed by the Statutes.

20. Authorities of the University:-

The following shall be the authorities of the university, namely:-

- A. the Governing Body;
- B. the Board of Management;
- C. the Academic Councils;
- D. such other authorities as may be declared by the Statutes to be the authorities of the university.

21. The Governing Body:-

- A. The Governing Body of the university shall consist of the following, namely: -
 - i. the Vice-Chancellor;
 - ii. five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
 - iii. one expert of management or information technology from outside the university, nominated by the Chancellor; and
 - iv. one expert of finance, nominated by the Chancellor.
- B. The Governing Body shall be the supreme authority of the university. All the movable and immovable property of the university shall vest in the Governing Body.
- C. The Governing Body shall have the following powers, namely:-
 - (a) to provide general superintendence and directions and to control functioning of the university;
 - (b) to review the decisions of other authorities of the university in case they are not in conformity with the provisions of the constituting Act or the Statutes, Ordinances, Regulations or rules made there under;
 - (c) to prepare and improve the budget and annual report of the university;
 - (d) to lay down the extensive policies to be followed by the university;
 - (e) to recommend to the sponsoring body in consultation with the Visitor about the voluntary liquidation of the university if a situation arises when smooth functioning of the university does not remain possible, in spite of all efforts;
 - (f) such other powers as may be prescribed by the Statutes.

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- D. The Governing Body shall meet at least three times in a calendar year.
- E. The quorum for meetings of the Governing Body shall be four.

22. The Board of Management: -

- A. The Board of Management shall consist of the following members, namely:-
 - (a) The Vice-Chancellor;
 - (b) Two members of the Governing Body, nominated by the sponsoring body;
 - (c) Three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (d) Three persons from amongst the teachers, nominated by the sponsoring body;
 - (e) Two teachers, nominated by the Vice-Chancellor.
- B. The Vice-Chancellor shall be the Chairperson of the Board of Management.
- C. The powers and functions of the Board of Management shall be such as may be prescribed by the Statutes.
- D. The Board of Management shall meet once in every two months.
- E. The quorum for meetings of the Board of Management shall be five.

23. The Academic Council:-

- A. The Academic Council shall consist of the Vice-Chancellor and such other members as may be prescribed by the Statutes.
- B. The Vice-Chancellor shall be the Chairperson of the Academic Council.
- C. The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Policy and the rules, Statutes or Ordinances, made under the constituting Act in pursuance of this policy, co-ordinate and exercise general supervision over the academic policies of the university.
- D. The quorum for meetings of the Academic Council shall be such as may be prescribed by the Statutes.

24. Other Authorities:-

The composition, constitution, powers and functions of other authorities of the university shall be such as may be prescribed by the Statutes.

25. The First Statutes:-

- A. The First Statutes of the university may provide for all or any of the following matters, namely:-
 - i. the constitution, powers and functions of the authorities and other bodies of the university as may be constituted from time to time;
 - ii. the terms and conditions of appointment of the Vice-Chancellor and his powers and functions;
 - iii. the manner and terms and conditions of appointment of the Registrar and Chief Finance and Accounts Officer and their powers and functions;

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- iv. the manner and terms and conditions of appointment of other officers and teachers and their powers and functions;
 - v. the terms and conditions of service of employees of the university;
 - vi. the procedure for arbitration in case of disputes between officers, teachers, employees and students;
 - vii. The conferment of honorary degrees;
 - viii. The provisions regarding exemption of students from payment of tuition fee and for awarding to them scholarships and fellowships consonant with the relevant regulations of regulatory body;
 - ix. Provisions regarding the policy of admissions, including regulation of reservation of seats consonant with the relevant regulations of regulatory body;
 - x. Provisions regarding number of seats in different courses; and
 - xi. such other provisions as may be necessary in the functioning of the University.
- B. The First Statutes of the university shall be made by the Governing Body and shall be submitted to the State Government.
- C. The State Government shall consider the First Statutes, submitted by the university and shall give its approval thereon within two months from the date of its receipt and with such modifications if any, as it may deem necessary, for compliance.

26. Appointment of teachers and non-teaching employees in Private Universities:-

- A. Every Private University may create as many posts of Teachers and Non-teaching employees in the University and may appoint such teachers and non-teaching employees of their own, in consonance with the norms prescribed by the regulatory authorities.
- B. Every Private University shall have power to make Regulations regarding terms and conditions of service of the employees of the University, and these should be consistent with the norms and standards prescribed by the regulatory authorities.

27. Fund and accounts of the Private University:-

- A. Every Private University shall establish and constitute a fund to be known as General Fund of the University to which the following shall be credited:
- i. fees and other charges received by the University from the student;
 - ii. any contribution made by the sponsoring body;
 - iii. any income received from consultancy and other work undertaken by the University in pursuance of its objectives;
 - iv. trusts, bequests, donations, endowments and any other grants; and
 - v. all other sums received by the University from any source whatsoever.
- B. The General Fund of the University may be utilized for the following purposes:
- i. for payment of debts including interest charges thereto incurred by the University for the purpose of the constituting Act in pursuance of this Policy;
 - ii. for upkeep of the assets of the University;

Compendium

- iii. for the payment of cost of audit of the funds of the University;
- iv. for meeting the expenses of any suit or proceedings to which the University is a party;
- v. for payment of salaries and allowances of the officers and non-teaching employees of the University and members of the teaching and research staffs and for payment of any provident fund constitutions, gratuity and other benefits to any such officers and employees and members of teaching and research staff;
- vi. for the payment of travelling and other allowances of the members of the Governing Body, the Board of management, the academic councils and other authorities so declared under the statutes of the University and of the members of any committee appointed by any of the authorities or by the Chairperson of the sponsoring Body or the Vice Chancellor, as the case may be, of the University;
- vii. For the payment of fellowship, free ships, scholarships, assistance ships and other awards to the student belonging to economically weaker sections of the society or research associates or trainees, as the case may be, or to any student otherwise eligible for such awards under the statutes, ordinances, Regulations or Rules;
- viii. For the payment of any expenses incurred by the University for the purpose of the University;
- ix. For payment of cost of capital, not exceeding the prevailing bank rate of interest, incurred by the sponsoring body for setting up the University and the investment made therefore;
- x. For the payment of charges and expenditure relating to the consultancy work undertaken by the University in pursuance of this Policy; and
- xi. For the payment of any other expenses including service fees payable to any organization charged with the responsibility of providing any specific service, including the managerial services to the University on behalf of the sponsoring body, as approved by the Board of Management to be an expense for the purpose of the University.

28. Admission of students:-

- A. Admission in the University shall be made on the basis of merit:

Provided that for the purpose of filling minority quota in the University established and administered by a Minority community, whether based on religion or language, the zone of consideration for determination of merit shall be limited only to the students belonging to that minority.

- B. Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination or on the basis of marks or grade obtained in a relevant entrance examination conducted by the University or a Common Entrance Test conducted at the State or National level:

Provided that any achievements in co-curricular activities or extra-curricular activities may be given weightage at the discretion of the University: Provided further that the

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

admission criteria for specific courses, as prescribed by the concerned Regulatory Bodies, will be adhered to.

29. Examinations and results:-

- A. Every Private University shall at the beginning of each academic session and in any case not later than 31st of August of every calendar year, prepare and publish a semester wise or annual, as the case may be, schedule of examinations for each and every course conducted by it and shall strictly adhere to the schedule.

Explanation: - "Schedule of Examination" means a table giving details about the time, day and dates of the commencement of each paper which is part of a scheme of examinations and shall also include the details about the practical examination:

Provided that if, for any reasons whatsoever, the University has been unable to follow the schedule, it shall, as soon as may be practicable, submit a report, to the Government incorporating the detailed reasons for making a departure from the published schedule.

- B. The State Government shall have power to issue such directions to such Private University in removing difficulties in relation to any examination of the University, as it may deem necessary in the interest of the students.
- C. Every Private University shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of examination for that particular course and shall in any case declare the results latest within a period of forty five days from such date:

Provided that if, for any reasons whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period of forty five days, it shall submit a report incorporating the detailed reasons for such delay to the State Government:

Provided further that the State Government may upon considering such report issue such directions to such University as it may deem necessary in the interest of the students.

- D. Every Private University shall have power to award Degrees or Diplomas or Titles or Awards or Certificates to any person involved in the course of study or in research in such University in accordance with the Rules or Regulations as may be framed or upon such terms and conditions as may be provided by the University Grants Commission or by All India Council for Technical Education, or by National Council for Teachers Education, or by the Bar Council of India, or by Medical Council of India, or by Dental Council of India, or by some other organizations of like nature empowered to provide the mode of course of study under any law for the time being in force from time to time.

30. Accreditation of the University:-

- A. Every Private University established in pursuance of this Policy shall obtain accreditation from the National Assessment and Accreditation Council within three years of its establishment and communicate the State Government and relevant Regulatory Bodies in writing along with such accreditation certificate by the National Assessment and Accreditation Council (NAAC).
- B. The University shall apply for renewal of such accreditation from time to time.

31. General Powers of State Government:-

- A. The State Government shall have the power to cause inspection of a Private University established under any Act of State Legislature in such manner as may be prescribed and in particular, its buildings, libraries, halls, museums and other infrastructures including the administrative as well as financial functions of the University.
- B. Every such inspection shall be made after due notice to the concerned University.
- C. Proceedings of every such Inspection along with suggestion or advice of the State Government shall be sent to the concerned University for its necessary action.
- D. Subject to the provisions referred to above, the University grants Commission as well the All India Council for Technical Education, or the National Council for Teachers Education, or the Bar Council of India, or the Medical Council of India, or the Dental Council of India, or by any Regulatory Body of like nature empowered to provide the mode of course of study under any law for the time being in force from time to time, shall also have the power to cause inspection under the provisions of their respective Acts, Rules or Regulations and shall have power to do all acts as provided under their respective Acts, Rules or Regulations, as the case may be.
- E. The State Government shall have power to give directions to every such Private University from time to time considering the interest of the Student as well as for public interest. The decision of the State Government shall be final in deciding a particular purpose to be related to public interest or the interest of the students of such Universities.

32. Report of the University:-

A Private University shall submit a detailed annual report showing its academic performance and other particulars of the University as may be prescribed in this behalf before the State Government within three months of the commencement of the financial year.

33. Winding up of the University:-

- A. The sponsoring body or the person sponsoring the University may recommend to the State Government to dissolve the University by giving notice to this effect in such manner as may be prescribed by the State Government in this behalf, to the employees and students of the University at least one year in advance:

Provided no Private university shall be permitted to serve notice for winding up within the period of ten years from the date of its establishment.

- B. The dissolution of the University shall have effect only after the last batch of the students of the regular courses have completed their courses and have been awarded degrees, diplomas or awards, as the case may be.

34. Power to Relax:-

- A. The State Government shall have power after due application of mind and by passing a reasoned order to relax any of the provisions of this Policy or of any guidelines made there under for deserving cases, including the objective of encouraging local entrepreneurs/ investors in this sector.
- B. In the event of major irregularities and contravention of the rules and regulations of the regulatory bodies which endanger the academic environment and the future of the

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students, the State Government shall have the power to take action such as recommending to the statutory bodies to de-affiliate or de-recognize the said university and other penal actions as it may deem fit.

This Policy is issued with the concurrence of the Finance Department of this Government vide U.O. No. 3172, Gr. P (Service) dated 21.09.2012 and with the approval of the Cabinet in its 42nd meeting held on 19.01.2013, communicated vide their U.O. No. Cab. (D)-1108 dated 28.01.2013.

By order of the Governor,
Vivek Kuma
Secretary Higher Education Department
Government of West Bengal

Notification for DPR of Privatet University

Compendium
Government of West Bengal
Higher Education Department
University Branch
Bikash Bliavan, (6^h Floor), SaltLake,
Kolkata -700 091

No. I5I-Edn(U)/IU(C)-02/13

Date : 01-02-2013

From : Sri Vivek Kumar, IAS,
Secretary to the Government of West Bengal,
Higher Education Department,
Bikash Bhavan, Kolkata-700091

To : The Vice-Chancellor, Calcutta University.

Sub. : Amendement of Leave Rules for teachers of Govt. -Aided including erstwhile sponsored Colleges in the State, under the University of Calcutta.

Ref. : Registrar's Letter No. CSR/34/12. dt. : 10-12-2012

Sir,

The proposal for amendment of Leave Rules for the whole time teachers and Principals of affiliated colleges including erstwhile Sponsored Colleges other than Government colleges of the Calcutta University, under Part - II, Chapter VIII in the Calcutta University First Statute 1979, in tune with the provisions of this Deptt's G.O. No. 762-Edn((CS)/2L-10/08, dt. 03-12-2009 and No. 163-Edn(CS)/2L-10/08, dt. 17-02-2011, was under active consideration of this Deptt. for some time past.

2. After careful consideration of the matter the Hon'ble Chancellor has been pleased to accord approval in terms of Section 51(2) of the Calcutta University Act, 1979 to the amendment of the Leave Rules under Part II, Chapter VIII in the Calcutta University First Statute 1979.
3. This **order** issues with the concurrence of the Hon'ble Chancellor vide U.O. No. 405-S, dt. 22-01-2013.
4. All concerned are being informed accordingly.

Yours faithfully,
Sd/- Vivek Kumar
Secretary
to the Government of West Bengal



**UNIVERSITY OF CALCUTTA
SENATE HOUSE**

87/1, College Street, Kolkata - 700 073

Prof. (Dr.) Basab Chaudhuri

Register

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basabc@vsnl.net

অধ্যাপক (ডঃ) বাসব চৌধুরী
নিবন্ধক

Letter No. CSR/34/12

Dated- 10.12.2012

To,
The Secretary to the Chancellor,
University of Calcutta,
Bikash Bhawan, Bidhan Nagar,
Salt Lake- 700091.

Sir

This is to inform you that the Syndicate in its meeting held on 06.10.2012 under Item No. 63, confirmed on 27.11.2012, resolved the following:

“That the Syndicate sincerely appreciates the interest taken by His-Excellency the Governor of West Bengal and the Chancellor of this University to ensure proper governance in this University.

The Syndicate however, would like to request His-Excellency to kindly accord his ratification in respect of the resolution adopted by the Syndicate and the Senate regarding ‘Leave Rules’ of the full time teachers of the Colleges under this University so that existing Statute can be amended accordingly.”

In view of the above I would like to request you to look into the matter. A copy of our earlier communication and the attachments are enclosed.

Thanking you,

Yours faithfully

Registrar



UNIVERSITY OF CALCUTTA SENATE HOUSE
87/1. College Street. Kolkata - 700 073

Prof. (Dr) Basab Chaudhuri
Registrar

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অধ্যাপক (ডঃ) বাসব চৌধুরী
নিবন্ধক

Letter No.CSR/15/12

Dated 21.05.2012

To
The Secretary to the Chancellor,
University of Calcutta,
Bikash Bhavan, Bidhan Nagar,
Kolkata-700 091.

Sub.- Amendment of Leave Rules for teachers of Govt.-Aided including erstwhile sponsored colleges in the State, under the University of Calcutta.

Dear Sir,

With reference to the above, I am directed to inform you that the above amendment was approved by the Syndicate in its meeting held on 28.02.2011 under Item No.11 and the same was approved by the Senate in its meeting held on 29.03.2012 (The abovementioned Leave Rule is being annexed in Annexure -I).

In view of the above and in terms of Section 51(2) of the Calcutta University Act, 1979, last amended in the year November 2011, I am to request you kindly to submit the above amendments to His Excellency, the Hon'ble Chancellor, for his kind assent

Yours faithfully,

Prof. Basab Chaudhuri
Registrar

Annexure I

Leave rules applicable for all teachers of Govt.-Aided including erstwhile sponsored colleges in the State, under the University of Calcutta

The existing Leave Rules for Teachers and Principals of affiliated Colleges other than Government Colleges as they appear under heading 'LEAVE' under Part-II under Chapter VIII in the Calcutta University First Statute 1979, (with upto-date amendments) shall be replaced by the **Leave Rules of the Whole-Time Teachers of Government-aided Colleges (including erstwhile Sponsored Colleges) in the State** communicated through letters under (i) Memo. 762-Edn (CS) / 2L. 10/08 dated 03.12.2009, and, (ii) G.O. No. 163-Edn.(CS) / 2L-10/08 dated 17.02.2011 from Dept. of Higher Education, CS branch, Govt, of West Bengal.

These leave rules are applicable to all teachers of Govt.-Aided including erstwhile sponsored colleges under the University of Calcutta

Existing Statute 114(1) of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

114(1). Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.

Existing Statute 114(2) of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

114(2) No teacher who is under suspension shall be granted any leave.

Existing Statute 114(3) of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

114(3). Absence without leave shall render a teacher/Principal subject to such disciplinary action as provided in the Statute /Act / Regulations of the concerned Universities under which a college is affiliated.

Existing Statute 115 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

115. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/ President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before if is availed of:

Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect ; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.

Compendium

Existing Statute 116(1) of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

116(1) Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or suffixing to leave holidays exceeding three days; previous sanction of the authority competent to grant the leave shall be obtained.

Existing Statute 116(2) of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

116(2) No teacher on leave shall return to duty before the expiry of leave granted to him / her, without permission of the leave sanctioning authority.

Existing Statute 117 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

117. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.

Existing Statute 118 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

118. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.

Existing Statute 119 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

119. The Principal/The President of the Governing Body may recall the teacher / the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher / the Principal is so recalled to duty he / she shall be granted such travelling allowances as the Principal / he President may consider reasonable.

Existing Statute 120 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

120. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal / teacher absents himself / herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he /she shall not be entitled to his / her salary or allowances for such period unless and until the Governing Body otherwise directs.

A new Statute 120(a) shall be inserted after the existing Statute 120 and before the existing Statute 121 of Calcutta University First Statutes, 1979 (with upto-date amendments):

120(a) Subject to the foregoing general principles 'leave' shall mean (i) Casual Leave, (ii) Earned Leave, (iii) On Duty Absence, (iv) Study Leave, (v) Special Study Leave, (vi) Maternity

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Leave, (vii) Quarantine Leave, (viii) Medical Leave/Half Pay Leave, (ix) Commuted Leave, (x) Extraordinary Leave., (xi) Compensatory Leave (xii) Leave Not Due (xiii) Special Disability Leave.

(A) CASUAL LEAVE :

Existing Statute 121 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 121(i)** Casual Leave on full pay may be allowed to Principal/Teacher of a college upto a maximum of 14 days in any one calendar year but not more than 4 days at a time.
- (ii)** Casual Leave can not be combined with any other kind of leave or Puja holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.
- (iii)** All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.
- (iv)** A teacher on casual leave shall not be treated as absent from duty.

(B) EARNED LEAVE:

Existing Statute 122 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 122(i)** Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases, applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.
- (ii)** Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he / she is required to perform duty during vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.
- (iii)** Earned leave can be combined with any other kind of leave except casual and quarantine leave.
- (iv)** Earned Leave is admissible with full pay and allowances.
- (v)** When a teacher moves from one college to another on lien or otherwise, his /her accumulation of earned leave / half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuons procedure.

Compendium

- (vi) Earned Leave available to the credit of a serving teacher including Principals prior to 03.12.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

Statute 123 -Omitted

(C) ON DUTY ABSENCE

Existing Statute 124 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 124(i)** Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.
- (ii) On duty absence is admissible with full pay and allowance.

(D) STUDY LEAVE:

Existing Statute 125 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 125(i)** Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes / Regulations / Guidelines of the U.G.C.

- (ii) An application of study leave with particulars of international assignments, Scholarship / Fellowship of financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
- (iii) Study leave on full pay (without allowances in India and with Dearness Allowances outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (iv) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (v) Study leave shall count as service for Pension / Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.
Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (vi) A teacher availing himself /herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they shall have to refund the emoluments received from the Government/college/UGC during the period of study leave.
- (vii) After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave execute a bond in favour of the college binding himself / herself for the due fulfillment of the conditions laid down in sub clause above.

Existing Statute 126 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 126(i)** A whole time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher has put in at least 2 years of continuous service and not to retire, therefrom within 3 years of his / her return from such leave.
Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.
- (ii) The Teacher of a college shall furnish an undertaking that he / she shall serve the college for at least 3 years on his / her return from study leave on such terms and conditions as the college may decide failing which he / she shall be required to refund the amount paid to him / her as leave salary for the period of Study Leave ;
Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

(F) MATERNITY LEAVE:

Existing Statute 127 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

Compendium

- 127(i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner.
 - (ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.
 - (iii) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.
 - (iv) Maternity leave shall not be debited to leave account.
 - (v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt. rules.
- (G) **QUARANTINE LEAVE :**

Existing Statute 128 of Calcutta University First Statutes. 1979 (with upto-date amendments) shall be replaced by the following:

128. Leave of absence from duty may be granted to a teacher of a college on full pay when he / she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

(H) **MEDICAL LEAVE / HALF PAY LEAVE :**

Existing Statute 129 of Calcutta University First Statutes . 1979 (with upto-date amendments) shall be replaced by the following:

- 129(i) A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.
- (ii) Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.
- (iii) Maximum period of accumulation of such leave will be 720 days.

(I) **COMMUTED LEAVE**

A new Statute 129(A) shall be inserted after the existing Statute 129 and before the existing Statute 130 of Calcutta University First Statutes. 1979 (with upto-date amendments):

- 129A(i) A Teacher shall be entitled to commute the half pay leave that he / she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Provided that when commuted leave is granted, twice such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

- (ii) Half Pay Leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.
- (iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(J) EXTRAORDINARY LEAVE:

Existing Statute 130 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

130(i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances :

- a) When no other leave is admissible to him / her, or
- b) When the other leave is admissible, but still he / she applies in writing for the grant of extraordinary leave.

130(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

(a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a specialist recognized as such by the Governing Body OR for leprosy in a recognized leprosy institution by a Medical Officer of Health Deptt. or a specialist in Leprosy recognized as such by the Governing Body ; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

NOTE(1): The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2): The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

(K) COMPENSATORY LEAVE:

Exist ins Statute 131 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

131(i) Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.

Compendium

- (ii) There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

(L) **LEAVE NOT DUE:**

A new Statute 131(A) shall be inserted after the existing Statute 131 and before the existing Statute 132 of Calcutta University First Statutes, 1979 (with up-to-date amendments):

131(A) Leave not due with half pay may be granted by the Governing Body to a Teacher / Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned

(M) **SPECIAL DISABILITY LEAVE :**

A new Statute 131(B) shall be inserted after the Statute 131(A) and before the existing Statute 132 of Calcutta University First Statutes . 7979 (with upto-date amendments):

131(B)(i) A teacher who is disabled by injury accidentally occurred in consequence of due performance of his/her official duties or by illness incurred on the performance of any, particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.

- (ii) Special Disability Leave may be combined with any other kind of leave except casual leave.
- (iii) The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.
- (iv) Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority.
- (v) Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (vi) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- (vii) Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entitlement of such leave.
- (viii) Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

Existing Statute 132 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 132.** At the request of a Teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.
- If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be amounts overdrawn shall be recovered from the employee concerned.

Existing Statute 133 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 133.** Except as otherwise provided in this order any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Statute 134 - Ommitted

Existing Statute 135 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 135.** Every Teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his / her service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.
- The leave salary shall be calculated on the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body. Leave salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceeding the date of retirement or death as the case may be.

Existing Statute 136 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 136.** A leave account shall be maintained by the Principal of the college for every teacher and Principal thereof but any leave granted under provisions 12(C) to 12 (F) of this Memorandum shall not be debited to such account.

Compendium

The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

A new **Statute 136(I)** shall be inserted after the existing **Statute 136** and before the existing **Statute 136(A)** of Calcutta University First Statutes, 1979 (with upto-date amendments):

- 136(I)(i)** A Principal / Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post; in such event' the concerned teacher/ Principal shall immediately report back to duty in the post on which he/she held lien.
- (ii)** A Principal / Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.
- (iii)** The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his / her services in the new establishment within that period.

Provided that the total period of lien so granted shall not exceed 2 years.

A new **Statute 136(H)** shall be inserted after the existing **Statute 136** and before the existing **Statute 136 A** of Calcutta University First Statutes, 1979 (with upto-date amendments):

136II Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.

A new **Statute 136(III)** shall be inserted after the existing **Statute 136** and before the existing **Statute 136(A)** of Calcutta University First Statutes, 1979 (with upto-date amendments):

136(III). A part-time teacher of a college shall be entitled to the following leave :

- (i) Casual leave upon a maximum of 10 days in an academic year.
- (ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE CITY,
KOLKATA-700091**

No. 196-Edn (U)/1U-93/12

Dated, Kolkata the 7th February, 2013

NOTIFICATION

In terms of West Bengal Government's Policy and Guidelines for setting-up Private Universities issued by this Department vide No. 142-Edn (U) dated 31.12.2012, the Governor is hereby pleased to say that every applicant who desires to set up Private University in West Bengal, may apply to this Department along with application fees of Rs. One lakh. The application should also contain ten (10) copies of Detailed Project Report (DPR) containing interalia the following particulars namely:

- (a) Name and address of the organizing committee or the sponsoring body;
- (b) Evidence of registration of the organizing committee or the sponsoring body, its constitution, rules and regulations detailing:
 - (i) Whether the Society is registered under the Societies Registration Act, 1860 or the Trust constituted under the Indian Trust Act, 1882 or the Company registered under the Companies Act, 1956 (Central Act No. 1 of 1956),
 - (ii) Whether Minority (religious or linguistic);
 - (iii) Registration Number (if any),
 - (iv) Date of Registration (if any),
 - (v) Place of Registration (if any),
 - (vi) Details of minority status, if any,
 - (vii) Details of certificate,
 - (viii) Details of Governing Body, managing committee etc. if any,
(Copy of Registration of Society / Trust / Company / Minority Status issued by appropriate authority along with details of constitution, memorandum of association of the Society / Trust/ Company to be attached, if any)
- (c) Details of financial resources including presently received from State Government (year wise), if any, of the organizing committee or the sponsoring body and audited report of its accounts for the last five years;
- (d) The name, location and headquarters of the proposed University;
- (e) Aims and objectives of the proposed University;
- (f) Details of land (name of Mouza, P.S., J. L. No., Khatian No., Plot No., Area, classification of land etc.);

Compendium

- (g) An affidavit to be sworn in by the sponsoring Body of an existing educational institution in a Non Judicial Stamp of Rs. 10/-declaring interalia that the authority shall augment their existing building at least 10,000/ - square meter, to be used for academic/instructional purpose within three years from the date of commencement of the proposed University.
- (h) Whether the land conversion is done for use of the land for educational purpose or not;
- (i) Details of plan for campus development such as construction of buildings, development of structural amenities and infrastructural facilities to be undertaken before the proposed University starts functioning;
- (j) Blue-print for campus development programme to be undertaken during first five years in phased manner after commencement of functioning of the proposed University and phased outlays of capital expenditure and sources of finance for those five years;
- (k) The nature and type of programmes of study and research proposed to be undertaken by the proposed University and their relevance to the development goal and employment needs of the State and phasing of such programmes over the first five years with course-wise enrolment target;
- (l) The experience and expertise in the concerned disciplines at the command of the organizing committee or sponsoring body in detail;
- (m) Number of Colleges and Universities located around 5 kilometers of proposed university, their names and types etc.;
- (n) The scheme for mobilizing resources internally and externally; (o) Details of foreign collaboration, if any;
- (p) Details of proposed fee structure along with proposal of fee concession / fee exemption for the poor and physically handicapped students;
- (q) Details of proposed reservation of minorities students, domiciled students as well as domiciled employees;
- (r) Details of Endowment Fund - a sum of Rs. 10, 00, 00,000/- (Rupees ten crore) in the name of the proposed University and a collateral security deposit of Rs. 1,00,00,000/- (Rupees One Crore); is required to be pledged in favor of the Higher Education Department Government of West Bengal;
- (s) Admission procedure to be followed for students to different courses and research programmes of the proposed University;
- (t) Procedure to be followed for appointment of permanent Faculty having requisite educational and professional qualification as per UGC and others Regulatory bodies norms for the proposed University;
- (u) Procedure to be followed for appointment of officials having requisite educational and professional qualification as well as Non-teaching staff for the proposed University;
- (v) Details of the proposed study centers of the proposed University if it desires to run distance education programmes;
- (w) Special activities and /or skill development activities that the proposed University wants to run in response to local necessity;

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (x) Details of playground, auditorium and other facilities available or proposed to be created for games, sports, culture and extracurricular activities like NCC, NSS, Scouts and Guides etc;
- (y) Perspective programme / arrangement for academic auditing;
- (z) A vision statement from the sponsoring body sustaining the reasonability for setting-up the proposed University and any other information that the Organizing Committee / Sponsoring Body will like to share;

By order of the Governor,
Sd/- Madhumita Ray
Addl. Secretary

Compendium
Government of West Bengal
Department of Higher Education
(University Branch)
Bikash Bhavan, Salt Lake,
Kolkata - 700091

Memo No. 222-Edn (U) /1U - 71/12

Dated 18.02.2013

To : The Vice Chancellor,
U niversity (All)

Sub : Advisory for keeping in abeyance all processes related to elections to Students Unions in the Universities and their affiliated Colleges, for the time being.

Sir,

The examinations of the West Bengal Madrasa Board, West Bengal Board of Secondary Education, West Bengal Council of Higher Secondary Education, West Bengal Joint Entrance Examination, etc. are respectively scheduled to commence shortly in quick succession, with the Madrasa Board's examinations starting tomorrow.

With a view to preventing any untoward incidents over conduct of students' union elections, and to ensure the maintenance of peace and tranquillity in and around educational institutions especially keeping in view the approaching examination season, you are advised that excepting in cases where there is a specific Court order in this regard, to keep in abeyance all processes related to elections to Students Unions in the Universities and their affiliated Colleges, for the time being.

You are requested to take necessary action in this matter immediately.

Yours faithfully,
Sd/- (M. Ray)
Additional Secretary

Memo No. 222-Edn (U) /1U - 71/12

Dated 18.02.2013

Copy forwarded for information and/or necessary action to:

1. District Magistrate, _____
2. Superintendent of police, _____

Sd/- (M. Ray)

Additional Secretary

Compendium
Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, Salt Lake, Kolkata-91

No. 229(14) - Edn(U)/1U-83/12

Dated. Kolkata. the 19th February. 2013.

From : Smt. Madhumita Ray, IAS
Additional Secretary to the
Government of West Bengal.

To : The Vice-Chancellor
U

niversity (ALL)

Sub : Admission into the Post Graduate Classes of the University for the academic year 2013-14

Sir / Madam,

In continuation of this Department's Memo No. 87/JS(MR)/12 dt. 21.06.2012, I am directed to say that all state aided Universities will make available 40% of their seats in post graduate courses for open competition among the undergraduates from other Universities / Colleges for admission into the post graduate classes conducted by the University, and also its affiliating colleges, if any, for the academic year 2013-14.

The University will develop the required procedures for such admission.

Sd/- Madhumita Ray
Additional Secretary

No. 229(14)/1(2)- Edn(U)/1U-83/12

Dated. Kolkata. the 19th February. 2013.

Copy forwarded for information and taking necessary action to :-

1. The Chairman, West Bengal State Council of Higher Education, 147A Rash Behari Avenue, Kolkata - 700 029;
2. P.S. to MIC, Higher Education Department, Govt, of West Bengal, Bikash Bhavan, Salt Lake, Kolkata - 700 091.

Sd/- Madhumita Ray
Additional Secretary

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, Salt Lake, Kolkata 700091

No: 1206(14)-Edn(U)/IU-71/12(Pt)

Dated: 01.03.2013

From : Shri Sukumar Ganai, IAS,
Additional Secretary to the Government of West Bengal.

To : The Vice-Chancellor,

Sir

This refers to the advisory issued by this Department vide No. 222-Edn(U)/IU-71/12 dated 18.02.2013 to keep all processes related to the elections to the Students' Unions in the Universities and Colleges in abeyance for the time being in view of the examination season in the State.

In the meanwhile, references have been received from some College authorities as to the fate of Students' Unions whose terms have expired or are about to expire in the near future. They have wanted to know what arrangement is to be resorted to in respect of the Students' Unions already in place (and whose terms have expired/are near expiry) until fresh elections are held again.

It is hereby clarified that to deal with such situations, the University and College authorities may take recourse to the provisions of their existing Statutes, Rules and Regulations relating to the conduct of election to the Students' Unions, and adopt appropriate arrangements.

Yours faithfully,
Additional Secretary

No: 1206(14)/l(5)-Edn(U)/IU-71/12(Pt)

Dated: 01.03.2013

Copy forwarded for information and necessary action to:

1. Chairman, West Bengal State Council of Higher Education, 147A, Rashbehari Avenue, Kolkata - 20
2. Director of Public Instruction, West Bengal, Bikash Bhavan.
He is requested to convey the clarification to all the colleges under his administrative control.
3. Registrar, _____
4. P.S. to M.I.C., Higher Education Department.
5. P.A. to Secretary, Higher Education Department

Additional Secretary

Compendium

C:\Documents and Settings\University Branch\My Documents\regarding election of students union.doc

**Government of West Bengal
Higher Education Department
(University Branch)**

Bikash Bhavan, Salt Lake, Kolkata 700 091

No. 282(14)-Edn (U) /1U - 71/12

Date: 07.03.2013

From : Smt. Madhumita Ray, IAS, Additional Secretary, Higher Education Department, Govt. Of West Bengal.

To : The Vice Chancellor,

U niversity (all)

Subject: Advisory for keeping in abeyance all processes related to election to the students' unions in the Universities and their affiliated Colleges for the time being.

Sir,

This refers to the advisory issued by this Department vide no.222-Edn (U)/1U-71/12 dated 18.02.13 for keeping all processes related to the elections to the Students' Unions in the Universities and Colleges in abeyance for the time being in view of the ensuing examination season in the State.

2. To remove any scope for doubt, it is again advised that all processes related to the conduct of elections to the students' Unions in Universities and Colleges in the State may continue to be in abeyance until fresh advisory from the State Govt, in this regard is issued.
3. This supersedes the clarification vide no.1206 (14)-End (U)/1U-71/12 (Pt) dated 1/3/2013 issued by this Department addressed to the Vice Chancellors of all Universities.
4. You are also requested kindly to issue necessary instruction, referring to relevant provisions of the Statutes/Regulations/Ordinances of the University, as may be applicable, to all the affiliated colleges clarifying the status of existing as well as outgoing Students' Union and specifying the appropriate authority to discharge in the interim period the functions of the Students' Union until constitution of new Students' Union in the Colleges as well as in the Universities takes place on the basis of fresh elections.

Sd/-M.Ray

Additional Secretary

No. 282(14)/1(4)-Edn (U) /1U - 71/12

Date: 07.03.2013

Copy forwarded for information and/or necessary action to:

1. The Chairman, West Bengal State Council of Higher Education.
2. Director of Public Instruction, West Bengal. He is requested to circulate copy of this order to all colleges under his control and to advise them for seeking necessary instruction from the concerned affiliating University.
3. Director of Technical Education, West Bengal. He is requested to circulate copy of this order to all colleges under his control and to advise them for seeking necessary instruction from the concerned affiliating University.
4. P.S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-700 091.

Sd/- Madhumita Ray
Additional Secretary

Memo No. 222-Edn (U) /1U - 71/12

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**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
BIKASH BHABAN, SALT LAKE CITY
KOLKATA-700091**

No. 419-Edn (U)/ OM-119L/2012

Date- 18.04.2013

NOTIFICATION

The question of raising the upper age limit for recruitment to the post of Group-C and Group-D in various Government aided Colleges and Universities in West Bengal was under consideration for some time past. Now in terms of amendments made by the Finance Department, Govt, of West Bengal, in the West Bengal Services (Raising of Age limit) Rules, 1981, vide their Notification No. 11653-F (P) dated 30.12.2011 the Governor is hereby pleased to decide that the upper age limit for appointment to all posts of Group-C and Group-D in all Government aided Colleges and Universities in West Bengal shall be raised to 40 (forty) years with immediate effect.

By order of the Governor,
Sd/- Madhumita Ray
Additional Secretary

No. 419/1(11)-Edn (U)/ OM-119L/2012

Date- 18.04.2013

Copy forwarded for information & necessary action to:

1. The Vice Chancellor, (all);
2. The Registrar, (all);
3. The Director of Public Instruction, Govt, of West Bengal, Bikash Bhavan, Salt Lake, Kolkata- 91;
4. The Joint Secretary (C.S. Branch), Higher Education Department, Bikash Bhavan, Kolkata - 91;
5. The Joint Secretary (Technical Branch), Higher Education Department, Bikash Bhavan, Salt Lake;
6. The Director of Technical Education, Govt, of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-91;
7. The Chairman, West Bengal State Council of Higher Education, 147/A Rash Behari Avenue, Kol. 29;
8. P. S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata - 91;
9. P. A. to Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata - 91;
10. Integrated Law Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata-91;
11. Deputy Secretary (Establishment Branch), Higher Education Department, Bikash Bhavan, Salt Lake.

Additional Secretary

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 91**

No. 470 - Edn(U)/IU- 08/11

Date: 02.05.2013

MEMORANDUM

Sub : Recruitment Rules for the Officers in the State-aided Universities

In partial modification of this Department's Memo. no. 141 - Edn(U)/IU- 08/11 dated 28.02.2011, the State Government has decided to modify the Recruitment Rules for direct recruitment to the posts of SYSTEM ADMINISTRATOR/INFORMATION SCIENTIST/ PROGRAMMER/ SYSTEM ANALYST/ COMPUTER PROGRAMMER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) in the following manner: -

23. SYSTEM ADMINISTRATOR/ INFORMATION SCIENTIST/ PROGRAMMER/ SYSTEM ANALYST/ COMPUTER PROGRAMMER (Rs. 15,600/- - Rs. 39,100/- with a Grade Pay of Rs. 6,000/-) for the posts to be filled through direct recruitment.

a. Essential

Uniformly good academic record with an M.Sc. in Computer Science/ Electronics/ Information Technology/ Information Science OR Master in Computer Application (MCA) OR B. Tech/B.E. degree in Computer Science/Computer Engineering/ Information Technology/ Electronics/ Electronics & Instrumentation/ Electronic Communication OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with at least 5 years experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.

b. Desirable

- i. Experience in System Management and Networking with Web content filtering, Database Administration, User Support, Large Cluster Installation Management, Voice over IP.
- ii. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.

All other provisions as contained in Memo. no. 141 - Edn(U)/IU- 08/11 dated 28.02.2011 will remain unchanged.

Sd/- Vivek Kumar

Secretary

Higher Education Department

Compendium

No. 470 /1(70)-Edn(U)/IU- 08/11

Date: 02.05.2013

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-1.
2. Vice Chancellor, University,
.....
3. The Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1.
4. The Accountant General (Audit - II), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Salt Lake, Kol -91
5. Pay and Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2 Phears Lane, Kol -12.
6. Pay and Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Jahar Building, Kol- 73.
7. Pay and Accounts Officer, Kolkata Pay & Accounts Officer - III, IB Local Centre, Ist Floor, Bidhannagar, Kolkata - 106.
8. The Treasury Officer, Treasury,
P.O , Dist
9. The Registrar, University,
.....
10. Finance Officer, University,
.....
11. Accounts Officer, University,
.....
12. Finance Department, (Group - N) of this Government.
13. Finance Department, (Group - P) of this Government.
14. Finance Department, (Group -B) of this Government.
15. Finance Department, (Group - T) of this Government.
16. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
17. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
18. P.S. to the MIC, Higher Education Department.
19. P.A. to the Secretary of this Department.
20. Budget Branch of this Department.
21. Statistical Cell of this Department
22. Guard File.

Deputy Secretary
Higher Education Department

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan(6th Floor), Salt Lake
Kolkata-91**

No:492 -Edn(U)/1U(VID)-08/13

Date:07.05.2013

From: Shri Vivek Kumar, IAS,
Secretary to the Government of West Bengal,
Higher Education Department,
Bikash Bhavan, Kolkata-91.

To : The Vice Chancellor,
Vidyasagar University.

Subject: Amendment of Leave Rules for teachers of Govt.-Aided including erstwhile sponsored Colleges in the state, under Vidyasagar University.

Ref : Registrar's letter no.VU/R/7G4/318/2013, dt. 25.03.2013.

Sir,

The proposal for amendment of Leave Rules for the whole time teachers and Principals of affiliated colleges erstwhile Sponsored Colleges of the Vidyasagar University, under Part-II under Chapter IX In the Vidyasagar University First Statute 1983(with upto-date amendments), in tune with the provision of this Department's G.O. No.762-Edn(CS)/2L-10/08, dt. 03.12.2009 and No.163-Edn(CS)/2L-10/08, dt. 17.02.2011, was under active consideration of this Department for some time past.

2. After careful consideration of the matter the Hon'ble Chancellor has been pleased to accord approval In terms of Section 51(5) of the Vidyasagar University Act, 1983 to the Amendment of Leave Rules under Part-II, Chapter IX in the Vidyasagar University First Statute 1983.
3. This order Issues with the concurrence of the Hon'ble Chancellor vide U.O. No. 1881-S, dt. 26.04.2013.
4. All concerned are being informed accordingly.

Yours faithfully,

**Secretary
to the Government of West Bengal**

Compendium
Government of West Bengal
Higher Education Department
University Branch

Bikash Bhavan, Salt Lake, Kolkata-700091

No. 892(19)/Edn(U)/IU-74/03

Date: 30th August,2013

From : Shri P. C. Sarkar

Assistant Secretary to the
Government of West Bengal

To : The Registrar, /

Sub : **Grant of Ad-hoc Bonus for the year 2012-13 to the employees of the State- Aided Universities under the administrative control of this Department and West Bengal State Council of Higher Education.**

Sir,

The undersigned is directed by the order of the Governor to say that the Governor is pleased to decide that the employees of all the State-aided Universities under the administrative control of this Department and employees of the West Bengal State Council of Higher Education who are not covered by any of the Productivity Linked Bonus Schemes and whose actual emoluments did not exceed Rs. 22,000/- per month as on 31st March,2013 will be entitled to Ad-hoc Bonus for the accounting year of 2012-13 at the rate of Rs. 2600/- per head.

The upper eligibility ceiling of Rs. 22,000/- per month as on 31st March, 2013 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions:-

- i) Only those employees who were in service on 31.03.2013 and have rendered at least six month's continuous service during 2012-13 will be eligible for payment of Ad-hoc Bonus under this order.
- ii) The employees whose emoluments on 31.03.2013 exceeded Rs. 22,000/- per month, but during the year 2012-13 their emoluments at least for 6(six) months were less than Rs. 22,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs. 22,000/- p.m. on account of promotion, drawal of increment, implementation of Career Advancement Scheme, enhancement of Dearness Allowance, Special Pay, etc. after remaining less than Rs. 22,000/- p.m. for at least six months, will be entitled to Ad-hoc Bonus of the maximum amount of Rs. 2600/- per head under this order.
- iii) Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15-days or more should be counted as one month.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- iv) The amount of Ad-hoc Bonus on pro-rata payment as admissible under 2(iii) will have to be calculated according to the following formula:-

$$\frac{\text{Emoluments as on 31st March, 2013} \times \text{Eligibility period in number of months}}{12}$$

= The amount of Ad-hoc Bonus subject to maximum of Rs. 2600/- only.

3. The Casual workers appointed against the approved posts who have put in work at least for 120 days and the employees on consolidated pay in the year 2012-13 will also be entitled to Ad-hoc Bonus under this order according to the following formula:-

$$\frac{\text{Total amount of salary/wages earned during the year 2012-13}}{12}$$

= The amount of Ad-hoc Bonus subject to maximum of Rs. 2600/- only

4. The Ad-hoc Bonus under this order will be worked out on the basis of emoluments as admissible on 31.03.2013 for the employees drawing pay in the revised scale, the term “*emoluments*” in this order will mean and include Basic Pay, Special Pay and Additional Allowance but will not include Specialist Pay and Other Allowances such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc. or for those employees drawing pay in the unrevised scale the term “*emoluments*” will mean and include Basic Pay, Special Pay, Personal Pay, Fixed Pay, Dearness Pay, if any, Dearness Allowance, Additional Dearness relief, if any, but will not include other allowances, such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc.
5. The charges will be debitible to the respective heads of accounts of Salary Grants of the concerned Universities, i.e. under “2202-03-102-NP-001 to 007 and 013 to 020 - V- 31-01” for the State aided Universities, “2203-00-102-NP-001 to 002-V-31-01” for Bengal Engineering and Science University, Shibpur and West Bengal University of Technology respectively and “2202-03-800-NP-004-V-31-01” for employees of the West Bengal State Council of Higher Education in the current year’s State Budget
6. This Order issues in exercise of powers delegated under Finance Department’s Memo No. 6066-F(P), Dt-30.07.2013.
7. All concerned are being informed.

Sd/- P. C Sarkar
Assistant Secretary

No. 892(19)/I(56)/Edn(U)/Edn(U)-74/03

Dt. 30th August,2013

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001
- 2) The Accountant General (Audit), Treasury Buildings, Kolkata-700 001
- 3) Finance Department, (Group-P) of this Government
- 4) Finance Department, (Group-B) of this Government
- 5) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012

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- 6) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1.Hyde Lane. Kolkata- 700 012
- 7) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, IB-Market, Salt Lake, Kolkata-700 106
- 8) Director of Treasuries & Accounts, New India Assurance Buildings,4, Lyons Range, Kolkata-700 001
- 9) The Treasury Officer
- 10) The Finance Officer, ` University
- 11) The Accounts Officer, ` University
- 12) The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700 073
- 13) Animal Resources Development Department of this Government
- 14) Agriculture Department of this Government
- 15) Social Education Branch of this Department
- 16) Budget Branch of this Department
- 17) P.A. to the Principal Secretary of this Department 18)Accounts Officer, P.A.C, Bikash Bhavan, 6th Floor, Kolkata-700 091 19) Statistical Cell of this Department

Sd/- P. C Sarkar
Assistant Secretary

**Government of West Bengal
Department of Higher Education**

University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 70091

NO. - 972(17) -Edn(U)/1U-71/12(Pt.)

Date: 25/09/2013

From : Smt. Madhumita Ray, I.A.S.

Additional Secretary to the Government of West Bengal.

To : The Vice Chancellor

U niversity (All)

**Subject: Advisory for resuming elections to Students' Unions in the
Universities and their affiliated colleges**

Sir / Madam,

This is with reference to memo no. 222-Edn (U)/1U-71/12 dated 18/2/2013 and no.282 (14)-Edu (U) dated 7/3/2013 of the Higher Education Department advising you to keep in abeyance all processes related to the conduct of elections to the Students' Unions in the University and affiliated Colleges with the objective of ensuring peace and tranquillity in and around educational institutions in view of the approaching examination season in the State.

2. The examination season having passed, the situation has been re-assessed and it is felt that the normal activities related to the conduct of elections to the Students' Unions in the universities and their affiliated colleges can be resumed as per the existing provisions of the Act / Statutes / Ordinances / Regulations / Rules of the Universities and their affiliated Colleges.
3. However, to ensure a smooth conduct of the elections, it is advised that Students' Union elections for a University and all its affiliated colleges shall be held on a single day. As the conduct of incident-free elections will need deployment of police force for the maintenance of law and order, the Vice Chancellors will make an application/ move a proposal to the District Magistrate (in respect of districts) or Commissioner of Police (in respect of areas under Police Commissionerates), as the case may be, and the date of the election will be decided by the respective District Magistrate or the Commissioner of Police.
4. If, for pressing administrative reasons, the district/ law enforcement authorities deem it unavoidably necessary to hold the elections on more than one day, the University and College authorities shall be guided by their considered advice in the deciding the dates of the elections. However, even here, the guiding approach shall be to complete the election process expeditiously, taking up contiguous geographical areas/ police stations in quick succession.
5. It is further advised that subject to their Statutes/ rules and regulations, each University shall set up an Election Committee headed by the Vice Chancellor, and comprising the key election officials of the University and the affiliated colleges, to ensure close coordination among all the election authorities, in order to ensure a peaceful and smooth election. The Committee will also have officials nominated by the respective District Magistrate and Superintendent

Compendium

of Police / Commissioner of Police, as the case may be. This Committee may consider taking such steps as it deems necessary for ensuring peaceful, free and fair polls, including inter alia, preparation of electoral roll, stopping entry of outsiders, and innovations such as accepting nomination forms online, etc. subject to practicability and the rules and regulations, etc.

6. It is further advised that all student union elections across the State be completed, as far as practicable, not later than 31st January, 2014.
7. Private / self-financed universities and colleges shall remain outside the purview of this advisory.
8. Necessary action may kindly be taken at the earliest.

Yours faithfully,

(Additional Secretary)
Department of Higher Education

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 65-Edn(U)/1U-89/13

Date: 16.01.2014

From : Smt. M. Ray, IAS
Additional Secretary to the Govt, of West Bengal

To : The Vice Chancellor,
_U niversity

Subject: Procedure to be followed for reservation of persons with disabilities for admission.

Ref: Guidelines of Department of Personnel and Training, Govt, of India

Sir,

In reference to the above mentioned subject I am directed to enclose the FAQ issued by the Department of Personnel and Training, Government of India regarding reservation of the persons with disabilities as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

In this regard I am further directed to say that reservation of seats shall not exceed 45% (SC-22%, ST-6%, OBC-A- 10% & OBC-B-7%). Persons with disabilities will enjoy a 3% reservation in each of the categories, i.e. in SC, ST, OBC-A, OBC-B and in the Unreserved or General Category, and such candidates, if available, shall be placed towards the top of the list prepared for each category of students.

Yours faithfully,

SD/- M. Ray

Additional Secretary

Date: 16.01.2014

No. 65/1(9) -Edn (U)/IU-89/13

Copy forwarded for information and necessary action to:

1. The Secretary, Agriculture Department,
2. The Secretary, Animal Resource Development Department,
3. The Principal Secretary, Health & Family Welfare Department,
4. The Secretary, Backward Class Welfare Department,
5. The Director of Public Instruction with request to forward all Government and Govt, aided College for taking necessary action by them,
6. The Director of Technical Education with request to forward all Government and Govt, aided College for taking necessary action by them,
7. The Chairman, West Bengal Joint Entrance Examination Board,
8. The Vice Chairman, West Bengal State Council of Higher Education,
9. The Registrar, _U niversity.

Additional Secretary

Compendium

Frequently Asked Questions (FAQs) on the policy of reservation to Persons with Disabilities

Q.1 What is the policy of the Government on reservation for Persons with Disabilities?

Ans.: Reservation to Persons with Disabilities is provided in line with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, in posts and services under the Government of India.

Three per cent of the vacancies in case of direct recruitment to Group A,B,C and D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability;

Three per cent of the vacancies in case of promotion to Group D and Group C posts in which the element of direct recruitment, if any, does not exceed 75%, shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

Q2 What is the provision for exemption from reservation to Ministries/Departments ?

Ans.: If any Department / Ministry considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Ministry of Social Justice and Empowerment giving full justification for the proposal. The grant of exemption shall be considered by an Inter-Departmental Committee set up by the Ministry of Social Justice and Empowerment.

Q.3 What are the definitions of Disabilities?

Ans.: Definitions of categories of disabilities for the purpose of this Office Memorandum are given below:

- (i) (a) Blindness: "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-
 - (i) total absence of sight; or
 - (ii) visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses; or
 - (iii) limitation of the field of vision subtending an angle of 20 degree or worse;
- (b) Low vision: "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- (ii) Hearing Impairment:- "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (iii) (a) Locomotor disability : "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (b) Cerebral Palsy :- “Cerebral Palsy” means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, perinatal or infant period of development.
- (c) All the cases of orthopaedically handicapped persons would be covered under the category of “locomotor disability or cerebral palsy.”

Q4 What should be the degree of disability for claiming reservation in posts/services under the Central Government?

Ans.: Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority.

Q.5 Who is the competent authority to issue Disability Certificate?

Ans.: The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

An employee who acquires disability after entering into service will be entitled to get the benefit of reservation as a person with disability from the date he produces a valid certificate of disability.

Q.6 Which Ministry/Department identifies the jobs/posts suitable for Persons with Disabilities?

Ans.: The Ministry of Social Justice and Empowerment have identified the jobs / posts suitable to be held by persons with disabilities and the physical requirement for all such jobs / posts vide their notification no. 16-25/99.NI.I dated 31.5.2001. The jobs / posts given in Annexure II of the said notification as amended from time to time shall be used to give effect to 3 per cent reservation to the persons with disabilities. It may, however, be noted that:

- (a) The nomenclature used for any job / post shall mean and include nomenclature used for other comparable jobs / posts having identical functions.
- (b) The list of jobs / posts notified by the Ministry of Social Justice & Empowerment is not exhaustive. The concerned Ministries / Departments shall have the discretion to identify jobs / posts in addition to the jobs / posts already identified by the Ministry of Social Justice & Empowerment. However, no Ministry / Department / Establishment shall exclude any identified job / post from the purview of reservation at its own discretion.

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- (c) If a job/ post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/ post shall remain identified.

If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

Q.7 *Can a person with Disability appointed against an unreserved vacancy?*

Ans.: In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

Q.8 *What is an own merit candidate?*

Ans.: Persons with disabilities selected on their own merit without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment as well as promotion, wherever reservation for persons with disabilities is admissible.

Q.9 *How is the reservation for Persons with Disabilities computed?*

Ans.: Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in Group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 per cent.

Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

Q11 *What are the reservation roster registers for Persons with Disabilities maintained?*

Ans.: (a) All establishments shall maintain separate 100 point reservation roster registers in the format given in **Annexure II** for determining / effecting reservation for the disabled - one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment, Group 'C' posts filled by direct recruitment, Group 'C' posts filled by promotion, Group 'D' posts filled by direct recruitment and Group 'D' posts filled by promotion.

(b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points:

1st Block - point No. 1 to point No.33

2nd Block - point No. 34 to point No.66

3rd Block - point No.67 to point No. 100

(c) Points 1, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities - one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(d) All the vacancies in Group C posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at point no. 1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.

(e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

(f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

(g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

(h) A separate roster shall be maintained for group C posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group D posts, one for the posts filled by direct recruitment and another for posts filled by promotion.

(i) Reservation in group A and group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts in the establishment

Compendium

shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

Q11 *What is meant by inter se exchange and carry forward reservation in case of direct recruitment to all well as in promotion to all?*

Ans.

- (a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.
- (b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- (c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

While filling up the reserved vacancies by promotion by selection, the disabled candidates who are within the normal zone of consideration shall be considered for promotion. Where adequate number of disabled candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered. In the event of non availability of candidates even in the extended zone, the reservation can be exchanged so that post can be filled by a person with other category of disability, if possible. If it is not possible to fill up the post by reservation, the post may be filled by a person other than a person with disability and

the reservation shall be carried forward for upto three subsequent recruitment years, whereafter it shall lapse.

In posts filled by promotion by non-selection, the eligible candidates with disabilities shall be considered for promotion against the reserved vacancies and in case no eligible candidate of the appropriate category of disability is available, the vacancy can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the post by reservation even by exchange, the reservation shall be carried forward for upto three subsequent recruitment years whereafter it shall lapse.

Q.2 *What is vertical reservation and horizontal reservation ?*

Ans. Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

Since the persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/ General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

Q.3 *What are the relaxations available to persons with disabilities?*

Ans.: **RELAXATION IN AGE LIMIT :**

- (i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C and Group 'D' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.
- (ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

RELAXATION OF STANDARD OF SUITABILITY: If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by

relaxing the standards to make up the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post / posts in question.

EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:

Persons with disabilities shall be exempt from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

MEDICAL EXAMINATION: As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

Q4 *What are the points which the Ministries/Departments should keep in mind while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc, while advertising the vacancies?*

Ans.: In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc. and while advertising the vacancies:-

- (i) Number of vacancies reserved for SCs/STs/OBCs/Ex-Servicemen/ Persons suffering from Blindness or Low Vision/Persons suffering from Hearing Impairment/Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.
- (ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.
- (iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or
- (iv) not, the categories of disabilities viz blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- (v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

“It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no _____ of cycle no _____ of 100 point reservation roster out of which _____ number of vacancies are reserved for persons with disabilities.”

Q3 *What is the procedure to maintain the representation of Persons with Disabilities in posts and services under the Central Government?*

Ans.: (i) Soon after the first of January of every year, each appointing authority shall send to its administrative Ministry/Department:-

- (a) PWD Report-I in the prescribed proforma (Annexure III) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1st January of the year, and
 - (b) PWD Report-II in the prescribed proforma (Annexure IV) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.
- (ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report- II in prescribed proforma in respect of the Ministry/Department including information in respect of all attached and subordinate offices under its control to the Department of Personnel and Training by the 31st March of each year.
- (iii) The following points may be kept in view while sending the reports to the Department of Personnel & Training:-
- (a) The reports sent to the DOPT should not include information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies. Statutory, semi-Government and autonomous bodies shall furnish consolidated information in the prescribed proforma to the administrative Ministry/Department concerned who may scrutinize, monitor and maintain it at their own level. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings.
 - (b) The attached/subordinate offices shall send information to their administrative Ministry/Department only and shall not send it direct to this Department.
 - (c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.
 - (d) The PWD Report I relates to persons and not to posts. Therefore, while furnishing this report the posts vacant etc. should not be taken into account. In this report persons

Compendium

on deputation should be included in the establishment of the borrowing Ministry/ Department/Office and not in the parent establishment. Persons permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions on reservation for Persons with Disabilities.

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 67 -Edn (U)/IU-89/13

Date: 16.01.2014

From: Smt. M. Ray, IAS
Additional Secretary to the Govt. of West Bengal

To: The Vice Chancellor,
U niversity

Subject: Competent authority for issuing Residential/Domiciled Certificate and relevant Proforma of certificate.

Sir,

In reference to the above mentioned subject, I am directed to enclose Proforma A-I, A-II, and Proforma-B for issuing Residential/Domicile Certificate and also to state that in respect of Certificate issued under Proforma A-I and Proforma-B, the following authorities of the Central/ State Government having local jurisdiction over the place of permanent residence of the candidate or his/her parent, as the case may be, are the competent authority for issuing Residential/Domicile Certificate, viz. (i) District Magistrate, (ii) Additional District Magistrate, (iii) Deputy Magistrate & Deputy Collector, (iv) Sub-Divisional Officer, (v) Block Development Officer, (vi) Superintendent of Police, (vii) Additional Superintendent of Police, (viii) sub-divisional Police Officer or Deputy Superintendent of Police, (ix) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner or Police Commissionerate, (x) Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Judge/Judicial Officers of the Hon'ble Calcutta High Court or the Hon'ble Supreme Court of India, (xi) Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner of Municipal Corporation, (xii) Executive Officer of Municipality, (xiii) Assistant Secretary/equivalent or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government, (xiv) Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

Every official certifying the Domicile Status of the candidate or his/her parents must provide his Full Name, Designation, Place of Posting with address, Landline and Mobile Number along with employee's Identity Card Number. No elected representative like Municipal Commissioner, Councilor of Municipal Corporation, any elected member of three-tier Panchayat System or GTA, MLA or MP is entitled to issue Residential/Domicile Certificate.

Domicile/Residential Certificate in Proforma A-II may also be issued by the Head of the Institution from which the candidate has passed his/her 10+2 examination or 10+2+3 Examination. Such certificate may be issued based on verification of the school/college education record of the candidate.

Yours faithfully,

Additional Secretary

Compendium

No. 67 /1(9) -Edn (U)/IU-89/13

Date: 16.01.2014

Copy forwarded for information and necessary action to:

1. The Secretary, Agriculture Department,
2. The Secretary, Animal Resource Development Department,
3. The Principal Secretary, Health & Family Welfare Department,
4. The Secretary, Backward Class Welfare Department,
5. The Director of Public Instruction with request to circulate this order to all Government and Govt, aided College for taking necessary action by them,
6. The Director of Technical Education with request to circulate this order to all Government and Govt, aided College for taking necessary action by them,
7. The Chairman, West Bengal Joint Entrance Examination Board,
8. The Vice Chairman, West Bengal State Council of Higher Education,
9. The Registrar, _____ University.

Additional Secretary

Proforma for Residential/Domicile Certificate

PROFORMA-A-I

Application for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by authorized persons other than Head of the institution from which the candidates appeared/is due to appear in '10+2' or equivalent examination

Domicile Certificate : Type-A-I

Certified that _____ son / daughter
Of _____ is a resident /permanent resident of West
Bengal at Village/House No _____
Street _____
Post Office _____ Police Station _____
in the district of _____ under Assembly Constituency_ _____
- a _____ and has been living in the State of West Bengal
continuously/ uninterruptedly at least for the last ten (10) years as on 15-12-2013

Paste passport
size
photograph
application in this
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the confirmation page. The same photograph should be used during his /her admission through this system.

Signature of Certifying Authority _____
Designation with Official Seal _____
Full Name of Certifying Authority _____
Address _____
Phone No. _____ Mobile No _____
ID No _____

Note - The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.

Compendium

Proforma for Residential/Domicile Certificate

PROFORMA-A-II

Application for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by authorized persons other than Head of the institution from which the candidates appeared/is due to appear in '10+2' or equivalent examination

Domicile Certificate : Type-A-II

Certified that _____ son / daughter
Of _____ has passed the '10+2' Examination in the year ____ /
will appear in the Final '10+2' Examination in 2014 from this Institution.

It is also certified that the student is a resident/permanent resident of West Bengal at Village / House
No. _____ Street _____
Post Office _____ Police Station _____
in the District of _____ under Assembly Constituency _____

and has been living in the State of West Bengal
continuously/ uninterruptedly at least for the last ten (10) years as on 15-12-2013

Paste passport
size
photograph
application in this
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph. as used in the confirmation page. The same photograph should be used during his /her admission through this system.

Signature of Head of the Institute _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Address _____

Phone No. _____ Mobile No _____

Note - The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.

Prororma for Residential/Domicile Certificate

PROFORMA-B

Applicable for candidates not residing in the State of West Bengal but whose parent(s) is/ are permanent resident(s) of West Bengal having their permanent home address within the State.

To be issued by authorized persons other than Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

Domicile Certificate: Type-B

Certified that _____ Father / Mother
Of _____ (the applicant permanent resident of West
Bengal at Village/House No _____ Street _____
_____ Post Office _____ Police Station _____
i _____ n the district of _____ under Assembly
Constituency _____

Paste
passport size
photograph of
applicant in
this box

Paste
passport size
photograph of
Father/Mother
of applicant

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the confirmation page. The same photograph should be used during his /her admission through this system.

Signature of Certifying Authority_ _

Designation with official seal _____

Full Name of Certifying Authority_ _ _

Address_

Phone No. _M _____ obile No _ _

ID No _____

Note - The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.

Compendium
Government of West Bengal
Higher Education Department

University Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 799(19)/Edn(U)/1U-74/03

Date: 24th July, 2014

From: Shri P. K. Das

Assistant Secretary to the Government of West Bengal

To: The Registrar,/
..... University

Sub: Grant of Interest Free Festival Advance to the employees of the State-Aided Universities under the administrative control of this Department and West Bengal State Council of Higher Education.

Sir,

The undersigned is directed by the order of the Governor to say that the Governor is pleased to order that the employees of all the State-aided Universities under the administrative control of this Department and employees of the West Bengal State Council of Higher Education whose revised emoluments on 31st March, 2014 exceeded Rs. 22,000/- per month but did not exceed Rs. 30,000/- per month applying for Interest Free Festival Advance(IFFA), may be granted an advance upto a maximum of Rs. 3,000/- only per head.

2. The undersigned is further directed to state that the benefit of Interest Free Festival Advance may also be allowed to (a) the whole time piece-rate workers, either permanent or temporary and (b) the employees belonging to work charged/contingent establishments. Such employees drawing revised emoluments exceeding Rs. 22,000/- per month but not exceeding Rs. 30,000/- per month on 31st March, 2014 may be allowed to draw the Interest Free Festival Advance upto a maximum of Rs. 3,000/- only if they apply for the same.
3. In case of the employees falling under Para 2 above, the authority sanctioning the advance shall certify after being satisfied that the employees are likely to continue in service until the recovery is completed.
4. The advance will be recovered from the salary of the employees/workers as above concerned in not more than 10 monthly installments. If the amount of advance is exactly divisible by ten, it will be recovered in the equal monthly installments. If not, the figure obtained by dividing the amount by ten should be rounded off to the nearest rupee which will be the amount of each of the first nine monthly instalments, and the balance will be recovered in the tenth monthly installment. The same methodology will apply mutatis-mutandis where the advance will be repaid in less than ten installments. The recovery of the advance sanctioned under this order will begin either from the salary for the month of November, 2014 or from the salary for the month following the month in which the advance is drawn, whichever is earlier. However, recovery in all cases should be completed by 31st August, 2015 at the latest

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

5. The employees who will retire/leave the service on a date after the issue of the Finance Deptt Order No.3713-F(P2), Dt 16/07/2014 but before 1st November, 2014 will not be allowed any festival advance. However, an employee who will retire after 1st November, 2014 will be eligible for IFFA sanctioned in this order subject to the condition that the recovery should be completed on or before the month of his/her superannuation/release.
- 6(a). The persons who have entered or will enter the service for the first time after 31st March, 2014 but before 1st October will be entitled to the benefit of IFFA as sanctioned in this order subject to fulfillment of the terms and conditions as laid down hereinbefore and their emoluments for the purpose of payment of advance will be determined on the basis of their emoluments at the time of entry into the service.
- 6(b). The benefit of IFFA sanctioned above will be admissible to the those employees who have been appointed on regular or contract basis provided they are not eligible to draw ad-hoc bonus on pro-rata basis sanctioned for Accounting Year, 2013-14 and provided their regular or contract emoluments did not exceed Rs. 30,000/- per month.
7. For the employees who are drawing pay in the revised scale, the terms 'emoluments' will mean basic pay(i.e. Pay in the Pay Band plus Grade Pay) and Dearness Allowance.
8. The term 'emoluments' in the case of employees drawing pay and allowances in the un-revised scale, will include Basic Pay, Personal Pay, Special Pay, Dearness Pay, Dearness Allowance, Special allowance.
9. In the case of retired employees on re-employment, the term 'emoluments' will mean remuneration drawn by them plus Basic Pension.
Disbursement of IFFA(wherever applied for) should be made as early as possible in case of Muslim employees and in case of Other employees should be made between 15th September, 2014 to 22nd September, 2014. In case of failure, such disbursement should be completed before 1st December, 2014 in case of all employees at the latest
10. The Advance will be debited to the respective salary heads of the Universities in the Budget Provision and the recoveries thereof should be automatically adjusted by monthly deduction of installments of advance paid to an employee from his pay.

Sd/- P. K. Das
Assistant Secretary

No. 799(19)/I(50)/Edn(U)-74/03

Dt 24th July, 2014

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001
- 2) The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700 001
- 3) The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata-700 091
- 4) Finance Department, (Group-P) of this Government
- 5) Finance Department, (Group-B) of this Government

Compendium

- 6) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012
- 7) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1,Hyde Lane. Kolkata- 700 012
- 8) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, IB-Market, Salt Lake, Kolkata-700 106
- 9) Director of Treasuries & Accounts, New India Assurance Buildings,4, Lyons Range, Kolkata-700 001
- 10) The Treasury Officer, District
- 11) The Finance Officer, University
- 12)The Accounts Officer, University
- 13) The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700 073
- 14) Animal Resources Development Department of this Government
- 15) Agriculture Department of this Government
- 16) Social Education Branch of this Department
- 17) Budget Branch of this Department
- 18) P.A. to the Secretary(Estt) of this Department
- 19) Department Website

Assistant Secretary

**Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 800(19)/Edn(U)/IU-74/03

Date: 24th July, 2014

From: Shri P. K. Das

Assistant Secretary to the Government of West Bengal

To: The Registrar,/

University

Sub: Grant of Ad-hoc Bonus for the year 2013-14 to the employees of the State- Aided Universities under the administrative control of this Department and West Bengal State Council of Higher Education.

Sir,

The undersigned is directed by the order of the Governor to say that the Governor is pleased to decide that the employees of all the State-aided Universities under the administrative control of this Department and employees of the West Bengal State Council of Higher Education who are not covered by any of the Productivity Linked Bonus Schemes and whose actual emoluments did not exceed Rs. 22,000/- per month as on 31st March, 2014 will be entitled to Ad-hoc Bonus for the accounting year of 2013-14 at the rate of Rs. 3,000/- per head.

The upper eligibility ceiling of Rs. 22,000/- per month as on 31st March, 2014 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The benefit will be admissible subject to the following terms and conditions:-

- i) Only those employees who were in service on 31.03.2014 and have rendered at least six month's continuous service during 2013-14 will be eligible for payment of Ad-hoc Bonus under this order.
- ii) The employees whose emoluments on 31.03.2014 exceeded Rs. 22,000/- per month, but during the year 2013-14 their emoluments at least for 6(six) months were less than Rs. 22,000/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs. 22,000/- p.m. on account of promotion, drawal of increment, implementation of Career Advancement Scheme, enhancement of Dearness Allowance, Special Pay, etc. after remaining less than Rs. 22,000/- p.m. for at least six months, will be entitled to Ad-hoc Bonus of the maximum amount of Rs. 3,000/- per head under this order.
- iii) Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15-days or more should be counted as one month.

Compendium

- iv) The amount of Ad-hoc Bonus on pro-rata payment as admissible under 2(iii) will have to be calculated according to the following formula:-

$$\text{Emoluments as on 31st March, 2014} \times \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of Ad-hoc Bonus subject to maximum of Rs. 3,000/- only.

3. The Casual workers appointed against the approved posts who have put in work at least for 120 days and the employees on consolidated pay in the year 2013-14 will also be entitled to Ad-hoc Bonus under this order according to the following formula:-

$$\frac{\text{Total amount of salary/wages earned during the year 2013-14}}{12}$$

=The amount of Ad-hoc Bonus subject to maximum of Rs. 3,000/- only.

4. The Ad-hoc Bonus under this order will be worked out on the basis of emoluments as admissible on 31.03.2014 for the employees drawing pay in the revised scale, the term “*emoluments*” in this order will mean and include Basic Pay, Special Pay and Additional Allowance but will not include Specialist Pay and Other Allowances such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc. or for those employees drawing pay in the unrevised scale the term “*emoluments*” will mean and include Basic Pay, Special Pay, Personal Pay, Fixed Pay, Dearness Pay, if any, Dearness Allowance, Additional Dearness relief, if any, but will not include other allowances, such as House Rent Allowance, Medical Allowance, Compensatory Allowance, etc.
5. The charges will be debitible to the respective heads of accounts of Salary Grants of the concerned Universities, i.e. under “2202-03-102-NP-001 to 007 and 013 to 020 - V- 31-01” for the State aided Universities, “2203-00-102-NP-002-V-31-01” for West Bengal University of Technology and “2202-03-800-NP-004-V-31-01” for employees of the West Bengal State Council of Higher Education in the current year’s(2014-15) State Budget
6. This Order issues in exercise of powers delegated under Finance Department’s Memo No. 3712-F(P2), Dt-16.07.2014.
7. All concerned are being informed.

Sd/- P. K. Das

Assistant Secretary

Dt. 24th July,2014

No. 800(19)/1(50)/Edn(U)-74/03

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001
- 2) The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700 001
- 3) The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata- 700 091
- 4) Finance Department, (Group-P) of this Government
- 5) Finance Department, (Group-B) of this Government

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- 6) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012
- 7) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-I I, P-l.Hyde Lane. Kolkata- 700 012
- 8) The Kolkata Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, IB-Market, Salt Lake, Kolkata-700 106
- 9) Director of Treasuries & Accounts, New India Assurance Buildings,4, Lyons Range, Kolkata-700 001
- 10) The Treasury Officer, District
- 11) The Finance Officer, University
- 12) The Accounts Officer, University
- 13) The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kolkata-700 073
- 14) Animal Resources Development Department of this Government
- 15) Agriculture Department of this Government
- 16) Social Education Branch of this Department
- 17) Budget Branch of this Department
- 18) P.A. to the Secretary(Estt) of this Department
- 19) Department Website

Assistant Secretary

Compendium
Government of West Bengal
Higher Education Department

University Branch
Bikash Bhavan, Bidhannagar, Kolkata - 700091

No. 806 -Edn(U)/IU-68/14

Date : 28/07/2014

MEMORANDUM

Sub. : Mandatory Implementation of COSA Software Package for drawal of Grant-in-Aid Salary Bills.

Inviting a reference to Finance Deptt. Memo. No. 1829-F(Y), Dt. 01/03/2012 read with No. 411 I-F(Y), Dt. 17/05/2012, No. 6037-F(Y), Dt. 13/07/2012 and No. 1872-F(Y), Dt. 02/04/2014, it may be brought into the notice of all concerned that the Govt. had already decided to implement the COSA Software Packages developed by NIC in all State Govt. Offices and other Autonomous Bodies which draw their Pay Bills and Grant-in-Aid Salary Bills from Govt. Treasuries/Pay & Accounts Offices. Although the said package has by the time been introduced in all the State-Govt. Offices and some of the autonomous bodies and presently drawal of Salary Bills including Grant-in-aid Salary Bills of the said offices are being made through the said package successfully, the same has not been yet implemented in the Educational Institutions like State-aided Universities, Non-Govt. aided Colleges/Engineering Colleges etc. which are in regular receipt of Grant-in-Aid(Salary) from the Govt, in this Deptt. and accordingly draw Salary bills from the Govt. Treasuries/Pay & Accounts Offices.

Lately, a few cases of non-acceptance of Non-COSA compliant Grant-in-Aid Salary Bills by the treasuries/PAOs concerned have been reported and as a result the Govt., in such cases, had to face much embarrassment.

To avoid such discomfiture in the coming days, it has been decided that the State-aided Universities, Colleges, Council etc. which receive Grant-in-Aid (Salary) from the Govt, and draw the Grant-in-Aid Salary Bills , would be asked to mandatorily implement the COSA Software Package in their institutions for preparation and generation of Grant-in-Aid Salary Bills using the said package latest by 30th September, 2014.

For the purpose of having technical support services, the institutions may engage, in terms of F. D. Memo. No. 1829-F(Y), Dt. 01/03/2012, the specific agency selected district-wise/zone-wise by the state Finance Deptt. through tender process.

The procurement of computer & peripherals for implementation of COSA may, as per configuration suggested by NIC, be made from the Webel Technology Ltd. in accordance with the procedures laid down in Finance Deptt. Order No. 1782-F, Dt. 01/03/2006 or may directly be purchased at the DGS&D /NICS rate contract from their enlisted Contractors in terms of the W. B. Financial Rules as notified vide Finance Deptt. Notification No. 5400-F(Y), Dt. 26/06/2012 or may purchase locally, within the rate as approved by the Finance Deptt., after observing the Rule 47(8) Note 1 of the WBFR.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

For the purpose of purchase of necessary computer hardware and accessories and payment of charges payable to the selected vendors for installation and operation of the entire package as per specifications made vide F. D. Memo. No. 1829-F(Y), Dt. 01/03/2012, the institutions concerned may utilise their own Development Fund, if any, or may, in absence of such fund, approach the Govt, in this Deptt./their respective controlling authorities under this Deptt., for required financial support by furnishing estimates provided by the IT firms as mentioned hereinbefore.

Top most priority should be given by all concerned for implementation of the said package for drawal of Grant-in-Aid Salary Bills latest by the 30th September, 2014.

Sd-P. K. Das
Assistant Secretary

No. 806/1(6)/Edn(U)/IU-68/14

Dt. 28/07/2014

Copy forwarded for information to :

- i) The Director of Public Instruction, Bikash Bhavan, Kolkata - 91
- ii) The Director of Technical Education, Bikash Bhavan, Kolkata - 91
- iii) The Vice Chancellors of all the State-aided Universities;
- iv) The Principals/Teachers-in-Charge of all the Non-Govt. Aided Colleges;
- v) The Principals/Officers-in-Charge of all Govt. Engineering Colleges;
- vi) The Vice Chairman, West Bengal Council of Higher Education

Sd/-P. K. Das
Assistant Secretary

No. 806/2(5)/Edn(U)/IU-68/14

Dt. 28/07/2014

Copy forwarded for information and necessary action to:

- i) The Registrars of all the State-aided Universities
- ii) The Finance Officers of all the State-aided Universities
- iii) The Accounts Officers of all the Govt. Engineering Colleges
- iv) The Accounts Officers of all the Non-Govt. aided Colleges
- v) The Member Secretary, West Bengal State Council of Higher Education

Assistant Secretary

Compendium

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
BIKASH BHAVAN, SALT LAKE

No:868 -Edn/IU-78/2014

Date: 18.08.2014

ORDER

Rashtriya Uchchatara Siksha Abhiyan (RUSA), a Centrally Sponsored Scheme, is to be implemented during the 12th Five Year Plan period for the rapid development and improvement of higher education.

The State Government in the Higher Education Department has conveyed its willingness to participate in the said Centrally Sponsored Scheme under which the funding pattern would be in the proportion of 65: 35 where Government of India will bear 65% and the State will bear 35% of the total budget.

Now, I am directed by the order of the Governor to say that, after careful consideration, the Governor has been pleased to set up State Project Directorate under the Higher Education Department for implementation of Rashtriya Uchchatara Siksha Abhiyan (RUSA).

For implementation of RUSA project the following in-service officers of Higher Education Department have been deputed and designated as shown in the following table:

Sl. No	Name of the Officer	Post held in the Higher Education Department	Designation in the RUSA Project Directorate
1	Sri Vivek Kumar, I.A.S.	Secretary, Higher Education Department	State Project Director, Rashtriya Uchchar Shiksha Abhiyan
2	Smt Madhumita Ray, I.A.S.	Additional Secretary, Higher Education Department	Additional State Project Director, Rashtriya Uchchar Shiksha Abhiyan
3	Sri Krishnendu Basak, WBCS (Exe)	OSD & <i>Ex-Officio</i> Deputy Secretary	Deputy State Project Director, Rashtriya Uchchar Shiksha Abhiyan
4	Sri Samir Kumar Ghosh WBA&AS	Accounts Officer & <i>Ex Officio</i> Joint Secretary, Higher Education Department	Controller of Finance, Rashtriya Uchchar Shiksha Abhiyan
5	Sri Uttam Kumar Choube	Law Officer	Law Officer, Rashtriya Uchchar Shiksha Abhiyan

This order is issued with the concurrence of Finance Audit Department vide their U.O. No. 350 Group-p2 dt.25.02.14 and Cabinet approval no. Cab(D)-1791 dt.28.07.14

All concerned are being informed.

Sd/-
Secretary
Higher Education Department
Government of West Bengal

Government of West Bengal Higher Education Department University Branch Bikash Bhavan, Salt Lake, Kolkata-91

No: 882-Edn(U)/1U(NB)-20/08

Dt: 21.08.2014

From : The Joint Secretary
to the Government of West Bengal.

To : The Registrar,
North Bengal University.

Subject: Creation of 13(thirteen) posts of teachers, 4(four) posts of officer and 8(eight) posts of non-teaching staff for the new campus of North Bengal University at Dooars, Jalpaiguri

Sir,

I am directed by the Order of Governor to say that the Governor has been pleased to create the marginally noted 13(thirteen) posts of teachers, 4(four) posts of officer and 8(eight) posts of non-teaching staff for the new campus of North Bengal University at Dooars, Jalpaiguri in the pay band & Grade Pay as noted against each of them and other admissible allowances as amended from time to time.

Sl. No.	Name of the post	No. of post	Pay Band(Rs.)		Grade Pay
1	Associate Professor (Sanskrit)	1	37,400/-	67,000/-	9,000/-
2	Assistant Professor (Sanskrit)	3	15,600/-	39,100/-	6,000/-
3	Assistant Professor (English)	3	15,600/-	39,100/-	6,000/-
4	Assistant Professor (Bengali)	3	15,600/-	39,100/-	6,000/-
5	Assistant Professor (Applied Geography)	3	15,600/-	39,100/-	6,000/-
6	Assistant Registrar	1	15,600/-	39,100/-	6,000/-
7	Assistant Controller of Exam	1	15,600/-	39,100/-	6,000/-
8	Assistant Engineer	1	15,600/-	39,100/-	6,000/-
9	Accounts Officer	1	15,600/-	39,100/-	6,000/-
10	Junior Assistant Gr.C	4	7,200/-	25,400/-	3,300/-
11	Junior Peon Gr.D	4	5,400/-	18,600/-	1,800/-

This order issues with the concurrence of the Finance(Audit) Department Gr. P2 vide their U.O. No. 1262 Gr.P(2) dt.20.06.2014 and vide Cabinet Sectt. U.O. No.Cab(D)-1789 dt.28.07.2014.

Yours faithfully,

Joint Secretary

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**Government of West Bengal
Higher Education Department**

University Branch

Bikash Bhawan, Salt Lake, Kolkata- 700 091

Memo No: 989-Edn(U)/EH/1U-74/03

Date: 26 .09.2014

MEMORANDUM

Sub. : Grant of Ad-hoc Bonus to the Government approved Part-time Teachers (PTTs), excepting Superannuated Full-time teachers serving as PTTs) and Contractual Whole Time Teachers (CWTTs) of the **University BT & Evening College, Cooch Behar and Raiganj College (University College)** of North Bengal University under control of Higher Education Deptt., Government of West Bengal for the year 2013-14.

In terms of Para 2 (V) of Finance Department, Audit Branch, Government of West Bengal, Memorandum No.3712-F(P2), Howrah, the 16th July, 2014 the Government approved Part-Time Teachers (PTTs excepting superannuated full-time teachers serving as PTTs) and contractual whole time teachers (CWTTs) of the **University BT & Evening College, Cooch Behar and Raiganj College (University College) of North Bengal University under control of Higher Education Deptt., Government of West Bengal** who are not covered by any of the productivity linked bonus scheme and whose revised emoluments did not exceed Rs. 22,000/- p.m. as on 31st March, 2014 will be entitled to ad-hoc bonus for the accounting year 2013-14, the rate not exceeding Rs.3000/- per head. The upper eligibility ceiling of Rs. 22,000/- p.m. as on 31st March, 2014 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay on fixed/consolidated contractual pay.

The employees whose revised emoluments on 31.03.2014 exceeds Rs.22,000/- per month but during the year 2013-14 their emoluments at least for 6 (six) months where less than Rs. 22,000/- p.m. i.e., the said emolument exceed the eligibility ceiling of Rs. 22,000/- p.m. on account of drawl of increment after remaining less than Rs. 22,000/-p.m. for at least 6 months, will be entitled to ad-hoc bonus not exceeding Rs. 3000/- per head under this order.

The employees who were in service on 31.3.2014 and rendered at least 6 months continuous service during the year 2013-14 will be eligible for payment of pro-rata ad-hoc bonus under this order according to the following formula:

- i) (Emoluments as on 31.3.2014) X (Eligibility period in number of months)/12
= Amount of ad-hoc bonus is subject to maximum amount of Rs. 3000/-
- ii) Total amount of salary) / (Wages earned during the year 2013-14)
= Amount of ad-hoc bonus is subject to maximum amount of Rs. 3000/-

The eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months) ranging from 6 months to full year. A fraction of 15 days or more should be counted as one month.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

The charges will be debitable to the respective head of account of Salary Grant of the concerned University, i.e. under '2202-03- 102-NP-005 in the current year's(2014-15) State Budget.

This order has got the concurrence of the Financial Advisor, Higher Education Department vide U.O. No. 697 FA/ Education, Dtd. 24.09.2014.

Sd/-
Joint Secretary
Higher Education Department

Memo No: 989/1(9) -Edn(U)/EH/IU-74/03

Date: 26.09.2014

Copy forwarded to the:

1. Accountant General (A&E), West Bengal, Treasury Building, Kolkata- 700 001.
2. Principal Accountant General (Audit), W.B. Treasury Building, Kolkata- 700 001.
3. Finance (Audit) Deptt., Govt, of West Bengal.
4. Finance (Budget) Deptt., Govt, of West Bengal.
5. P.S. to Hon'ble MIC, Higher Education Deptt.
6. Treasury Officer, Siliguri Treasury-I, Dist. Darjeeling.
7. Finance Officer, North Bengal University, Raja Rammohanpur, Siliguri, Dist. Darjeeling, PIN-734 013
— With a request to circulate to all concerned as well as take necessary action on the matter.
8. Higher Education Deptt. (University Branch)
9. Guard file.

Sd/-
Joint secretary
Higher Education Department

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**Government of West Bengal
Higher Education Department**

University Branch

Bikash Bhavan, Salt Lake, Kolkata - 700091

No: 1097 - (17)-Edn(U)/IU-41/11(Pt)

Date: 14.11.2014

From: Shri Vivek Kumar, I.A.S.

Principal Secretary to the Govt, of West Bengal

To: The Vice Chancellor,

.....
.....
Sub: **Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers and equivalent academic staff of the Government / Government-aided colleges and State-aided Universities in West Bengal**

Sir,

In partial modification of this Department's Order no. 1197(28)-Edn(U)/IU-41/11(Pt.) dated 31.12.2012 and in cancellation of the clarification made at Serial No. 1 of this Department's Memo No. 667-Edn(U)/IU-41/11(Pt) dated 21.06.2013, the Governor is pleased to decide that for the teachers, librarians and physical education personnel equivalent to academic staff whose Career Advancement and Redesignation falls due on a date during the period from 30.06.2010 to 31.10.2012 (both days inclusive), the Career Advancement Scheme (CAS) and Redesignation will be effective notionally on the date when it is due, and actually from 01.11.2012.

Accordingly, in the paragraphs 6 and 6.1 of the Annexure to order no. 1197(28)-Edn (U)/IU-41/11(Pt.) dated 31.12.2012, the date of effect of the Career Advancement Scheme (CAS) and Redesignation is modified to read as follows -

“6 Career Advancement and re-designation for the Teachers for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.

6.1 This Scheme will be effective in respect of the incumbents whose career advancement or re-designation is due on and from 30/06/2010. In respect of all cases where the career advancement or re-designation was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally i.e. pay fixation to be made notionally from the date on which Career Advancement or re-designation becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal instalments in 3(three) financial years commencing from 2015-2016.

In respect of cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No. 175-Edn(U)/IU-7/99 dated 25.02.1999.”

This order issues with the concurrence of the Finance Department vide their U.O. No. Group P2/2014-2015/2306 dated 30/10/2014.

Yours faithfully,
Sd/- Vivek Kumar
Principal Secretary

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT**

UNIVERSITY BRANCH

BIKASH BHAVAN, 6th Floor, SALT LAKE, KOLKATA - 700091

NOTIFICATION

No. 1094(18)-Edn(U)/1U(NB)-23/14

Date: 14.11.2014

Sub: Conduct of Elections to the Students' Unions in State-aided Higher Education Institutions in the State

Reference is drawn to this Department's Notification No. 972(17)-Edn(U)/1U-71/12(Pt) dated 25.09.2013 prescribing the procedures and modalities the conduct of Students' Union elections in the State-aided Higher Education Institutions:

2. To ensure that the said elections are conducted in an orderly manner without, in any way, vitiating the peace on the campuses, the said Notification had prescribed the Students' Union elections across the State to be held during a fixed time window (November to January) and that whole exercise, led by the Vice-Chancellors, be held in close consultation with the district/local administrative authorities.
3. It has been seen that Government's objective of having orderly elections to the students union in the State's Higher Education Institutions was effectively met by the procedures and modalities prescribed in the above mentioned Notification.
4. And, now therefore, the undersigned is directed to advice that in those State-aided Higher Education Institutions (except those institutions recognised as minority institutions) where elections are due, the authorities of such institutions may take recourse to the procedures and terms prescribed in the above mentioned Notification (Copy Enclosed) and arrange to conduct the election process during the period 15th November, 2014 to 31st January, 2015 (except in cases where a Court may have ordered otherwise).

Sd/- S. Basuray
Joint Secretary,
Higher Education Department

No. 1094(18)/1(85)-Edn(U)/1U(NB)-23/14

Date: 14.11.2014

Copy forwarded for information and necessary action to:

1. The Chief Secretary, Government of West Bengal, Nabanna, Howrah - 3.
2. The Principal Secretary, Home Department, Govt of West Bengal, Nabanna, Howrah - 3
3. The Vice-Chancellor, University.
4. The Director of Public Instruction, West Bengal.
5. Director of Technical Education, West Bengal.
6. The Registrar University.
7. The District Magistrate,
8. The Commissioner of Police,
9. The Superintendent of Police
10. The P.S. to the Minister-in-Charge, Higher Education Department.

Assistant Secretary,

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**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT**

UNIVERSITY BRANCH

BIKASH BHAVAN, 6th Floor, SALT LAKE, KOLKATA - 700091

NOTIFICATION

No.58 (18)-Edn(U)/1U(NB)-23/14

Date: 27.01.2015

Sub: Conduct of Elections to the Students' Unions in State-aided Higher Education Institutions in the State

Reference is drawn to this Department's Notification No. 972(17)-Edn(U)/1U-71/12(Pt) dated 25.09.2013 AND 1094(18)-Edn(U)/1U(NB)-23/14 dated 14.11.2014 prescribing the procedures and modalities the conduct of Students' Union elections in the State-aided Higher Education Institutions:

2. The undersigned is directed to advice that in those State-aided Higher Education Institutions (except those institutions recognised as minority institutions) where elections are due, the authorities of such institutions may take recourse to the procedures and terms prescribed in the above mentioned Notification and arrange to conduct the election process during the period 15th November, 2014 to 31st January, 2015 (except in cases where a Court may have ordered otherwise), and
3. In the interest of incident-free conduct of the different Board Examinations in the State, the date specified for completing students' union elections, i.e., 31st January, 2015 cannot be extended any further.

Sd/- S. Basuray
Joint Secretary,
Higher Education Department

**Government of West Bengal
Department of Higher Education
University Branch**

Bikash Bhavan: Salt lake: Kolkata - 700 091.

No. 248 -Edn (U)/1 U-16/15

Dated, Kolkata . the 17th March. 2015

MEMORANDUM

For expeditious release /utilization of Budget Grants for financial assistance to State aided Universities, Institutions and such UGC affiliated Higher Education Institutions within the State, the Higher Education Department has decided to prescribe the following guidelines for submission of proposal for financial grant for construction of Building & other infrastructure including equipments, books & periodicals, furniture & fixtures and IT set up of such aided Universities & affiliated Institutions for the financial year 2015-2016, as :-

1. Civil & Electrical Estimate, in original, should be vetted by the competent authority [i.e. by Assistant Engineer up to Rs. 3 lakhs, by Executive /District Engineer up to Rs. 45 lakhs, by Superintending Engineer up to Rs. 2 crores & by Chief Engineer for more than Rs. 2 crores). as prescribed in Finance (Audit) Department's Order No. 5458-F(Y) dt. 27.06.2012) and duly countersigned by the Vice-Chancellor/ Registrar/ Finance Officer of the concerned University/ Institution! The vetting power will be determined on the total estimated amount proposed, not in division.
2. Photocopy/ Extract of Resolution of Executive Council/Governing Body/Syndicate/ University Council meeting, duly authenticated by the Vice-Chancellor/ Registrar / Development Officer/ Finance Officer or Chairman/ Vice-Chairman, as the case may be.
3. Utilisation Certificate, in original, in prescribed format (Rule S.R. 330A of W.B.T.R.-Vol-I). of last-received grant from State Govt./Govt. of India/ UGC along with seal & signature of the Engineer Member of the Building/ Infrastructure Committee or the Head of the Department in case of purchase/ Procurement of Books/ Journals or Instruments, duly authenticated by the Vice-Chancellor/ Registrar.
4. Photographs in support of the any Asset created against the grant received earlier (if any) prominently displaying the name of the University/ Institution/ Department of University.
5. The proposal for Grant should be submitted to the Principal Secretary, Higher Education Department (University Branch) not later than within 31st May, 2015.
6. The State aided Universities/ Institutions and such UGC affiliated Higher Education Institutions within the State, who had already submitted their proposals in the above-mentioned formal along with the said documents laid down in this order in the last financial year, need not submit their proposals again.

Sd/- U.K. Bhaumik
Deputy Secretary to the
Govt, of West Bengal

Compendium

No. 248 /1 (23)-Edn (U)/1 U-16/15

Dated. Kolkata. the 17th March. 2015

Copy forwarded for information to:-

- 1-17. Vice-Chancellor University with a request to comply
18. The Vice-Chairman. West Bengal State Council of Higher Education.
19. The Joint Secretary. Higher Education Department, University Branch.
20. Private Secretary to the Minister-in-Charge. Higher Education Department. Dealing Assistants, University Branch.
21. Dealing Assistants.
22. The Sr. P.S. to the Principal Secretary, Higher Education Department.
23. Office Copy

Deputy Secretary to the
Govt, of West Bengal

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
UNIVERSITY BRANCH**

Bikash Bhavan, Bidhannagar, Kolkata - 700091

No. 326-Edn(U)/IU-47/10(Pt II)

Dated 01.04.2015

MEMORANDUM

In continuation of this Department's order no. 711 (30) -Edn(U) dt 21.12.2010, I am to state that the "West Bengal State Aided Universities (Death-cum-retirement benefit) Scheme, 2010", together with those provisions of the old schemes which have not been amended shall be extended to employees of the universities as mentioned hereunder in addition to the Universities already mentioned in Para 1 of the order no. 711(30) -Edn(U) dt 21.12.2010.

1. Presidency University
2. Sidho Kanho Birsha University

This order issues with the concurrence of the Finance Department vide their U.O. No. - 412 -F(Pen) dated 13.06.2014 and 947 - F(Pen) dated 26.11.2014 .

Sd/- *Vivek Kumar*
Principal Secretary

No. 326/l(15)/Edn(U)/IU-47/10(Pt II)

Dated 01.04.2015

Copy forwarded for information & necessary action to the:-

1. The Principal Accountant General(A&B), West Bengal, Treasury Building, Kolkata
2. The Vice Chancellor, Sidho Kanho Birsha University.
3. The Vice Chancellor Presidency University.
4. The Accountant General(Audit-I), West Bengal, 4 Brabourne Road, Kolkata
5. The Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Kolkata
6. The Accounts officer & Ex Officio joint Secretary, Higher Education Department.
7. The Registrar, Sidho Kanho Birsha University.
8. The Registrar, Presidency University.
9. The Finance Officer, Sidho Kanho Birsha University.
10. The Finance Officer, Presidency University.
11. The Computer Cell of this Department/*or uploading on the Website of this Department*
12. Pension Branch, Finance Department of this Government
13. Budget Branch of the Department
14. The P.S. to the Minister-in-Charge of this Department.
15. Guard File

Deputy Secretary

Compendium
Government of West Bengal
Higher Education Department

University Branch

Bikash Bhawan, Salt Lake, Kolkata - 700 091

No: 333(19) - Edn(U)/IU-21/09

Date: 02-04 -2015

From: Shri Siladitya Basuray, W.B.C.S(Exe)

Joint Secretary to the Govt, of West Bengal

To : The Vice Chancellor

University

Sub: Clarification on eligibility for placement in the post of Reader / Lecturer (Selection Grade)

Several representations have been received by the Higher Education Department regarding the total number of years required for promotion to the post of Assistant Professor Stage 111 [erstwhile Reader /Lecturer (Selection Grade)] from the post of Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)].

The matter was accordingly taken up with the University Grants Commission. The University Grants Commission, vide its clarification No.F.9-4/2010 (PS) Misc. dated 14.03.2014 has furnished a clarification in this regard to the effect that “*Minimum length of service for eligibility to move in to the lecturer (Sr. Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Sr. Scale) shall be uniformly five years*”.

In this connection, after careful consideration of the University Grants Commission’s clarification dated 14.03.2014 regarding the norms / eligibility for movement from Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)] to Assistant Professor Stage III [erstwhile Lecturer (Selection Grade) /Reader], the Governor is pleased to clarify that the minimum period of stay in service in Lecturer (Sr. Scale) stage shall be five years uniformly and, any pay-fixation inadvertently made earlier, which is contrary to the University Grants Commission’s above mentioned clarification, shall be accordingly revised / amended. Overdrawn amount, if any, paid previously shall be adjusted from the salary or arrear salary in suitable instalments in such manner that the full recoverable amount is adjusted over a period not exceeding three financial years starting from 2015 — 2016. In case of retired persons, the recoverable amount shall be adjusted against the arrear salary still due or against the terminal benefits or shall be deposited by the pensioner in the Treasury under the appropriate Head of Account, as the case may be.

This shall be informed to all concerned and in respect of those cases where the minimum service of five years while being promoted from Assistant Professor Stage II [erstwhile Lecturer (Sr. Scale)] to Assistant Professor Stage III [erstwhile Reader /Lecturer (Selection Grade)] was not maintained, revised /amended pay fixation orders shall be issued by him in cancellation of earlier pay fixation orders.

Sd/- S. Basuray

Joint Secretary

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No: 333/1(40)- Edn(U)/ 1U-21/09

Date : 02-04-2015

Copy forwarded for information and taking necessary action to :-

1. Pro-Vice Chancellor University.
2. The Additional Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kol — 91;
3. The Special Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kol —91;
4. The Joint Secretary, (Appointment Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata — 91;
5. The Joint Secretary, (Social Education Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata — 91;
6. The Joint Secretary. (Budget Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata —91;
The Deputy Secretary, Higher Education Department,(I.T. Cell) Bikash Bhavan, Salt Lake, Kolkata 91 for uploading it on the website of this Department;
8. The Assistant Secretary, (CS. Branch), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata —91;
9. The Law Officer, Integrated Law Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata —91;
10. The Registrar, University.
11. The Finance Officer, University.
12. P.S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata — 91;
13. Sr. PA. to Principal Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata 91
14. Office Copy.

Deputy Secretary

Compendium

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE KOLKATA-700091**

No. 526-Edn (U)/1U-137/14

Date: 29.05.2015

NOTIFICATION

WHEREAS, the State Government in this Department had earlier issued an Order ensuring 3% reservation for persons with disabilities in all State-aided Higher Educational Institutions vide this Department Order No. 65-Edn (U) dated 16.01.2014, in terms of section 39 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, and

WHEREAS, it is found expedient, keeping in mind the provisions and guidelines of the said Act that some specific relaxations be extended to persons with disabilities in the State-aided Higher Educational Institutions, and

NOW THEREFORE, the Governor is hereby pleased to direct that the following relaxations/facilities be given to the Persons with Disabilities in every State-aided Higher Educational Institutions strictly in terms of the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, namely,-

(a) Reduction in payment of Examination fees and Application fees:-

Examination fees in respect of all examinations conducted by any State-aided University or any Government-aided college and application fees for participating in any selection/recruitment process conducted by any such University or college or the West Bengal College Service Commission shall be reduced to 40% of the total fees prescribed on this behalf, for Persons with disabilities. Application fees and examination fees for all academic or professional examinations conducted by the West Bengal Joint Entrance Examinations Board shall also be reduced to 40% of the prescribed fees.

(b) Relaxation of Marks:-

Persons with disabilities shall be provided with relaxation of 5% marks for admission to any course in any State-aided Universities or Government-aided Colleges and also for selection in the Joint Entrance Examinations. Similar relaxation of marks shall be made available to persons with disabilities in case of employment made by the Universities or Colleges, or through the West Bengal College service Commission.

(c) Relaxation in the Duration of Examinations:-

Persons with disability shall be provided with 20 minutes of extra time in the academic or competitive examinations conducted by any State-aided University, Government-aided College, the West Bengal Joint Entrance Examinations Board, and the West Bengal Colleges Service Commission. Visually challenged persons shall also be provided with the

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

help of a writer/scribe having a lesser/lower qualification than the examinee if, he /she so desires.

(d) Relaxation of Upper Age Limit:-

- (i) Persons with disability shall be eligible for a relaxation of the upper age limit up to a maximum of **5** years for admission to any course in a State-aided University, Government-aided College. A similar relaxation shall be opened to persons with disability for participating in the Joint Entrance Examinations.
- (ii) The upper age limit shall be relaxable up to a maximum of **5** years for recruitment to any post in State-aided Universities, Government-aided Colleges, conducted the University or the college itself or through the West Bengal College Service Commission.

By order of the Governor
SD/- M. Ray
Additional Secretary

Compendium

**Government of West Bengal
Higher Education Department
University Branch**

Bikash Bhavan, 6th Floor, Salt Lake, Kolkata- 700091

No. 738(19)- Edn(U/IU-56/15

Date:28. 07.2015

From : Shri Siladitya Basuray, WBCS (Exe).

Joint Secretary to the Government of West Bengal.

To : The Vice- Chancellor,

..... (ALL)
West Bengal.

**Sub : On- line Admission in Govt. / Non- Govt. Aided Colleges at the Under Graduate (UG)
Level - extension of time for admission.**

Sir,

It is being reported from various Govt./Non-Govt. Aided Colleges that even on the last date stipulated by affiliating universities for admission in Under Graduate (UG) Courses, some seats remain vacant.

The objective of the Government is to avoid a situation, as far as practicable, in which seats in Govt./ Govt. Aided Colleges go vacant, especially where applicants are available. At a time when the Government is trying to expand Higher Education and also to raise the Gross Enrolment Ratio by creating additional seats, all efforts need to be made to ensure that the vacant seats in Govt. / Non-Govt. Aided Colleges are filled up from among the eligible candidates.

Since this is the first year of On-line admissions at the UG- level across the State, and it appears reasonable and just that some more time should be afforded to the applicants seeking admission to different courses of Govt. / Govt. Aided Colleges, the affiliating universities are advised, keeping in view the above mentioned factors, that the last date for admissions at the UG level be extended till 20th August, 2015, where necessary. However, in all such cases, the UGC's stipulations on the minimum number of class days etc. are to be observed by all concerned, without fail.

Yours faithfully.

Joint Secretary

No. 738(19)/1(2)- Edn(U)/IU-56/15

Date: 28. 07.2015

Copy forwarded for information and necessary action to:

1. Director of Public Instruction, West Bengal.
2. The Vice-Chairman, West Bengal State Council of Higher Education.

Joint Secretary

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
UNIVERSITY BRANCH
BIKASH BHAVAN, SALT LAKE. KOLKATA -700 091**

No: 793(19)-Edn(U)/EH/IU -53/99 (Pt. 1)

Date: 14.08.2015

From: Joint Secretary
Higher Education Department
Government of West Bengal

To: The Registrar,

..... University.

Sub: Regarding Child Care Leave in r/o regular female employees of all State aided Universities.

Sir,

I am directed to state that the benefit of Child Care Leave for a maximum period of 2 years i.e. 730 days has been extended to the regular female employees of the educational institutions, establishments, organization, entities etc. vide Finance Department No. 5560-F (P), dt. 17.07.2015.

Accordingly, the said benefit of Child Care Leave may also be made available to the regular female employees of all State aided Universities under the administrative control of this Department.

This order issues in concurrence w|th the Finance Department Memo No. 5560-F(P), dt 17.07.2015, read with 5780-F(P), dt. 29.07.2015.

Necessary amendments in the Statutes of the respective University may be made accordingly in due course.

Yours faithfully,
Joint Secretary

Compendium
Government of West Bengal
Finance (Audit) Department
'Nabanna'
Howrah-711102

No.5560-F(P)

Dated, the 17th July: 2015.

MEMORANDUM

The matter regarding extension of benefit of the Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees of Government sponsored/Non-Govt aided Schools, Boards, District Primary School Councils, School Service Commission as well as to the regular female employees of Panchayat Raj and other Local Bodies, Undertakings, Corporations, Statutory Bodies was under active consideration of the State Government.

Now after careful consideration, the Governor is hereby pleased to decide to extend the said benefit to the regular female employees of the educational institutions, establishments, organizations, entities etc. as mentioned above subject to the following conditions -

- i) The same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
 - ii) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - iii) It may not be granted in more than 3 (three) spells in a calendar year.
 - iv) It may not be granted for less than 15 days in a spell.
 - v) Child Care Leave shall not be debited against the leave account.
 - vi) It may be combined with leave of the kind due and admissible.
 - vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
 - viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
 - ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
2. This order shall take effect from 1st August, 2015.
 3. Necessary amendments in the relevant rules or regulations or bye-laws as applicable may be made by the concerned administrative department in due course.

Sd/- A. K. Das
O.S.D. & E.O. Joint Secretary to the
Government of West Bengal

Government of West Bengal
Finance (Audit) Department
‘Nabanna’
Howrah-711 102

No. 5780-F(P)

Dated : 29.07.2015

MEMORANDUM

Benefit of Child Care Leave for a maximum period of 2 (two) years i.e. 730 days has been extended to the regular female employees of the educational institutions, establishments, organizations, entities etc. vide Finance Department No. 5560-F(P) dt. 17.07.2015.

Now, confusion has arisen. if the said order is applicable to the regular female teaching and non-teaching employees of the Government sponsored and non-Government aided Colleges as well as State aided Universities.

To remove such confusion it is clarified that the said benefit, as extended vide Finance Department No. as mentioned above, will also be applicable to the regular female teaching and non-teaching employees of the Government sponsored and non-Government aided Colleges as well as State aided Universities.

OSD & E.O. Joint Secretary to the
Government of West Bengal

No. 5780/1(300)-F(P)

Dated : 29.07.2015

Copy forwarded for information and taking necessary action to :

- 1) The Principal Accountant General (A&E) West Bengal. Treasury Buildings. Kolkata-700 001.
- 2) The Addl. Chief Secretary/ Principal Secretary/ Secretary, _____
Department, Government of West Bengal.
- 3) The Divisional Commissioner. _____ Division
- 4) The District Magistrate/District Judge. _____
- 5) The Sub-Divisional Officer. _____
- 6) The Pay & Accounts Officer. Kolkata Pay & Accounts Office-1. 81/2/2. Phears Lane. Kolkata-700 012.
- 7) The Pay & Accounts Officer. Kolkata Pay & Accounts Office-II. P-1. Hyde Lane. Kolkata-700 073.
- 8) The Pay & Accounts Officer. Kolkata Pay & Accounts Office-III. I.B. Market. 1st Floor. Salt Lake. Sector-III. Kolkata-700 106.
- 9) The Treasury Officer. _____
- 10) O.S.D. & Ex-Officio Joint Secretary & System Analyst for uploading in the Finance Department Website.

OSD & E.O. Joint Secretary to the
Government of West Bengal

Compendium

**Government of West Bengal
Higher Education Department**

University Branch

Bikash Bhavan, Bidhannagar, Kolkata - 700091

No. 1116 (19) Edn(U)/IU-111/14

Dated, Kolkata the 26th November, 2015

From: Shri Pranatosh Chatterjee, WBSS,

Assistant Secretary to the Government of West Bengal.

To: The Vice Chancellor,

..... University.

Subject: Advice on Elections to Students' Unions in the Higher Education Institutions in West Bengal.

Sir,

The examinations of West Bengal Board of Secondary Education, West Bengal Council of Higher Secondary Education, West Bengal Madrasah Board etc. are scheduled to commence from 1st February, 2016, 15th February, 2016 & 15th February, 2016 respectively.

Now, with a view to prevent any untoward incident/disturbance in the run up to the said Board/Council Examinations and to ensure maintenance of peace and tranquility in an around education institutions ahead of the approaching examination season, the Universities authorities are advised to keep in abeyance all processes related to Students' Union elections in the Universities and the affiliated Colleges for the present, until such time as a fresh advisory is issued on the subject from the State Government.

The University authorities are accordingly requested to issue necessary instructions, referring to the relevant provisions of the Statute/Regulations/Ordinances/Elections Rules of the University, as may be applicable, to all the affiliated Colleges clarifying, inter alia, the status of existing as well as outgoing Students' Unions and also specifying the appropriate arrangement for the interregnum, i.e. until fresh elections for students union are held.

By order of the Governor,
Assistant Secretary

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Salt Lake. Kolkata-700 091.

No.01(19)-Edn(U)/ 1U -10/94

Dated, Kolkata, the 4th January, 2016.

From : Shri Siladitya Basu Ray, W.B.C.S. (Exe.),
Joint Secretary to the Govt, of West Bengal.

To : The Registrar,

Sub : Revision of the rates of the fellowship in respect of Research Fellows (Junior & Senior) attached to the State-aided Universities and borne out of state fund.

Sir,

The State Government has been examining the proposal in order to rationalize the rate of fellowships for the scholars to be borne out of the State fund attached to the State-aided Universities in West Bengal for some time past.

2. Now after careful consideration, the Governor has been pleased to enhance the amount of the fellowship w.e.f. 01.01.2016 as indicated below :-

Existing Rate (P.M.)	Revised Rate (P.M.)
a) For Junior Research Fellow Rs. 16,000/-	Rs. 18,000/-
b) For Senior Research Fellow Rs. 18,000/-	Rs. 20,000/-

3. (i) No House Rent Allowance (HRA) will be provided alongwith this fellowship.
(ii) No contingency will be allowed to individual student scholar, contingency, however, may be allowed to the University concerned on demand with proper justification.
4. (i) The rates indicated above will be applicable only in respect of those scholars who are selected through a selection test like NET/GATE/ SLET and having equal experience of the UGC Scholars.
(ii) The above rates will be admissible in respect of those scholars who are selected against any position of scholars, the number of which have been previously fixed by the State Government and who are borne out of the State fund. No increase in the intake of scholars will be made by the University without prior approval of the State Government.
5. The increased liability for this revision should be met out of the increased fund to be released towards maintenance grant to the Universities on monthly/quarterly basis. The Universities should furnish separately the additional amount required on this account per month/quarter with proper justification so that additional amount may be considered in fixing the annual maintenance grant.

Compendium

6. This order issues with the concurrence of the Finance Department Gr. - P2 vide their U.O. No. Group P2/2015-2016/0502 dt. 10.12.2015.
7. All concerned are being informed.

Yours faithfully,
Sd/- S. Basuray
Joint Secretary

No.01(19)/1(11)-Edn(U)/IU -10/94

Dated, Kolkata, the 4th January, 2016.

Copy forwarded for information and necessary action to the :-

- 1) Accountant General (Audit-II), West Bengal.
- 2) Finance Department Gr. 'P'(2) of this Government.
- 3) Finance Officer, University.
- 4) Agriculture Department, Government of West Bengal, Writers' Buildings, Kolkata-700 001.
- 5) Director of Public Instruction, West Bengal.
- 6) Pro-Vice Chancellor (BA&F), Calcutta University.
- 7) Pro-Vice Chancellor (Academic), Calcutta University.
- 8) Pro-Vice Chancellor, Burdwan University.
- 9) Deputy Secretary, UGC, Bahadur Shah Jafar Marg, New Delhi - 110002
- 10) P.S. to Minister-in-Charge, Higher Education Department.
- 11) P.A. to the Secretary, Higher Education Department.

Assistant-secretary

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT**

UNIVERSITY BRANCH

BIKASH BHAVAN, SALT LAKE, KOLKATA -700 091

No: 199(19)-Edn(U)/EH/IU -53/99 (Pt. 1)

Date: 04.03.2016

From: Joint Secretary

Higher Education Department Government of West Bengal

To: The Registrar,

..... University

Sub: Regarding Paternity-cum-Child Care Leave in r/o regular male employees of all State aided Universities.

Sir,

I am directed to state that the benefit of Paternity-cum-Child Care Leave for a maximum period of 30 days has been extended to the regular male employees of the educational institutions, establishments, organization, entities etc. with less than 2 (two) surviving children, vide Finance Department No. 1100-F (P), dt. 25.02.2016 in the following matter.

- i) Such leave may be availed of during child birth and upto the age of 18 years of the child.
- ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) Such leave can be combined with leave of any other kind,
- iv) This will not be debited against the leave account.

Accordingly, the said benefit of Paternity-cum-Child Care Leave may also be made available to the regular male employees with less than 2 (two) surviving children of all State aided Universities under the administrative control of this Department.

This order issues in concurrence with the Finance Department Memo No. 1100-F(P), dt 25.02.2016.

Necessary amendments in the Statutes of the respective University may be made accordingly.

Yours faithfully,
Joint Secretary

Compendium

No: 199(19)/1(9)-Edn(U)/EH/1U -53/99 (Pt. 1)

Date: 04.03.2016

Copy forwarded for information and necessary action to:-

- 1) The Vice- Chancellor, University
- 2) The Vice- Chairman, West Bengal State Council of Higher Education.
- 3) Additional Secretary, C.S. Branch of this Department.
- 4) The Director Public Instructions, Govt. of West Bengal.
- 5) Financial Advisor of this Department.
- 6) Joint Secretary, Finance Deptt. (Audit), Govt. of West Bengal.
- 7) Private Secretary to the Hon'ble M.I.C. of this Department.
- 8) Sr. P.S. to the Principal Secretary of this Department.
- 9) Computer cell of this Deptt. for updating on the Departmental Website.

Joint Secretary

Government of West Bengal
Higher Education Department
6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091

MEMORANDUM

No. 892-Edn(U)/IU-79/13

Dated, the 4th Day of November, 2016

Whereas the issue of grant of incentives for Ph.D /M.Phil and other higher qualifications like LL.M., M.Tech etc. Degree, recognized by the relevant statutory body/council, was under active consideration of the State Government;

And whereas the State Government has, after due deliberation, come to a view that in order to attract and retain the best talent in the teaching profession, incentives such as advance increments for acquiring Ph.D./ M. Phil and other higher qualifications, shall be awarded to the University -and College teachers, College librarians and librarians as specified below:

Whereas the University Grants Commission, New Delhi, hereinafter called UGC, had notified on 30.06.2010, its Regulations on Minimum Qualifications for Appointment of Teachers and Others Academic Staff in Universities and Colleges and Measures for the Maintenance of Standard in Higher Education, 2010, hereinafter called UGC Regulations 2010;

And whereas the Higher Education Department, Govt. of West Bengal vide its Order no. 1196 Edn(A) dated 31.01.2012. No. 920-Edn(CS) dated 31.12.2012 and No. 1197(28)-Edn (U) dated 31.12.2012. adopted the guidelines prescribed by the UGC for the Appointment. Promotion including Career Advancement Scheme (CAS) of the Teachers, Librarians, Physical Instructors of the State Aided Universities. Government Colleges and Non-Government Aided Colleges in the state and extended all the benefits of UGC Regulations 2010 except the incentives for Ph.D M.Phil and other higher qualifications;

And whereas the incentives for Ph.D/ M.Phil and other qualifications as per Regulation 9.0 of the UGC Regulations, 2010 was so far not granted to the teachers, librarians, physical instructors of the State aided Universities, Government Colleges and Government aided Colleges in the State:

Now, the Governor is pleased to pass the following orders for the grant of incentives to the teachers, librarians, and physical instructors of the State aided Universities. Government Colleges and Government aided Colleges:

1. Teachers who have entered into service with Ph.D/M.Phil and other higher qualification in their relevant subject between 01.01.2006 and 31.08.2008 and the teachers who have acquired Ph.D., M.Phil and other higher qualifications while in service during 01.01.2006 to 31.08.2008 shall be awarded advance increments in their initial scale of pay at the entry or lower scale of pay on the day of award of Ph.D/ M.Phil and other higher qualifications as follows:
 - a) Four and two non-compounded advance increments shall be admissible to those who hold Ph.D and M.Phil Degree, respectively, at the time of recruitment as Assistant Professor (Stage-1) (erstwhile Lecturer). Candidates with D. Litt./ D. Sc. shall be given benefit on par with Ph.D and M. Litt on par with M.Phil.

Compendium

- b) Two non-compounded advance increment shall be admissible to those teachers College Librarians / Assistant Librarians who have acquired Ph.D Degree while in service.
 - c) Teachers, who had joined with M. Phil Degree and subsequently acquired Ph.D Degree within two years of his /her joining, shall be entitled to one advance increment.
2. Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject shall be awarded advance increments in their initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner:
- a) Five non-compounded advance increments at the entry level of recruitment as Assistant Professor (Stage-I) /College Librarian /Assistant Librarian possessing Ph. D Degree:
 - b) Three non-compounded advance increments from the day of award of Ph.D Degree to those who have acquired Ph.D Degree while in service;
 - c) Two non-compounded advance increments at the entry level of recruitment for possessing post-graduate Degree in a professional course such as LL.M./ M.Tech etc. recognizee by the relevant statutory body / council;
 - d) Those who acquire M. Phil / LL.M / M. Tech etc. degree, recognized by ihe relevant statutory bodies/ councils while in service shall be entitled to one advance increment.
3. For the present, the above Order shall not apply to individuals in the pay band of 37400-67000 +9000 AGP for acquiring Ph.D/M.Phil etc. while in service, since a clarification from UGC is essential. Upon receipt of UGC's clarification necessary instruction for this category shall be issued from this end.
4. This Memorandum is being issued with the concurrence of the Finance Department, Govt. of West Bengal vide its UO No: Group P1/2016-2017/0238 dated 29.09.2016.

BY Order of the Governor,
Sd/-M. Ray
Secretary to the Government of West Bengal
Higher Education Department

Government of West Bengal

Higher Education Department

6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091

CORRIGENDUM

No. 896 - Edn(U)/IU-79/13

Dated, the 8th Day of November, 2016

In this Department's Memorandum No. 892-Edn(U)/I U-79/13 dated the 4/11/2016, 2016 please read -

2. *Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject and the teachers who have acquired Ph.D., M.Phil and other higher qualifications while in service on and after 01.09.2008 shall be awarded advance increments in their initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner*
In place of-

2. *Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject shall be awarded advance increments in their initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner:*

All other matters as mentioned in the above Memorandum will remain unchanged.

By Order of the Governor,

Sd/- M. Ray

Secretary to the Government of West Bengal

Higher Education Department



Government of West Bengal
Department of Higher Education,
Science and Technology and Biotechnology
University Branch
Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata - 700 091.

CORRIGENDUM

No. 910- Edn (U)/1 U - 79/13

Dated, Kolkata, the 20th September, 2018.

Please **insert** the following para between para 2.a) and 2.b) in this Department's Memorandum No. 892-Edn (U)/1U-79/13 dated the 04/11/2016-

2. aa) Two non-compounded advance increments at the entry level of recruitment as Assistant Professor (Stage-I) /College Librarian /Assistant Librarian possessing M. Phil. Degree;

All other matters as mentioned in the above Memorandum will remain unchanged.

By Order of the Governor,
Special Secretary to the
Government of West Bengal

SILADITYA BASURAY

WBCS (Exe.)

SPECIAL, SECRETARY'

DEPT. OF HIGHER EDUCATION

SCIENCE &. TECH AND BIOTECH

GOVT. OF WEST BENGAL

Government of West Bengal
Department of Higher Education, Science & Technology and
Biotechnology
(CS. Branch)

Bikash Bhavan, Salt Lake, Kolkata -700091.

No. 100-L/IC-63-L/2012(Part).

Date : 5th April, 2017.

CORRIGENDUM

Subject: Conferment of the status of Non-teaching to the Hostel/Mess employees and the benefit of General Provident Fund and Pension to the Hostel/Mess employees of State-aided Universities, Government-aided colleges including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal.

Vide Government Order No. 874-Edn(CS)/1C-63-L/12 dated 28.10.2014, the Governor was pleased to extend the status of Non-teaching staff to the Hostel/Mess employees (and the attendant benefits of General Provident Fund and Pension) of State-aided Universities, Government-aided Colleges, Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal.

Now, for implementation of the said Government Order in the case of Government General Degree Colleges and Government Engineering and Technology Colleges, Note (c) under Paragraph 7 shall be modified to the following extent:

“7(c)-for the Government General Degree Colleges and for the Government Engineering and Technology Colleges, the appointing authority shall be the Principal.” All concerned be informed accordingly.

By order of Governor
Sd/- M. Ray
(Madhumita Ray)
Secretary

No. 100/ 1(7)-ILC/ IC-63L/2012(Pt.)

Date : 5th April, 2017.

Copy forwarded for information and/or taking necessary action to :

1. The Accountant General, West Bengal, 2, Government Place (West), Treasury Buildings, Kolkata- 700001.
2. The Joint Secretary (University), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
3. The Vice Chancellor University.
4. The Registrar, University.

Compendium

5. The Director of Public Instruction, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700091.
6. The Director of Technical Education, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700091.
7. The Secretary, Technical Education & Training Department, Vocational Training Institute, Plot B/7, Action Area-III, New Town, Rajarhat, Kolkata -700156.
8. The Director of Technical Education & Training, Vocational Training Institute, Plot B/7, Action Area-III, New Town, Rajarhat, Kolkata -700156.
9. The Deputy Secretary (Estt.), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
10. The Deputy Secretary (C.S. Branch), Bikash Bhavan, Salt Lake, Kolkata -700091.
11. P.S. to Hon'ble MIC, Higher Education, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata -700091.
12. P.A. to Principal Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
13. Law Officer, Integrated Law Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
14. Statistical Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091, with request to upload the Order in the Department's website.

Law Officer

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal

Department of Higher Education, Science & Technology and Biotechnology

6th Floor, Bikash Bhavan, Bidhannagar, Kolkata-700091

No. 503-Edn(U)/IU-79/13

Dated, the 12th Day of May, 2017

NOTIFICATION

In continuation of the Department's Memorandum No. 892-Edn(U)/IU-79/13 dated 04.11.2016 and Corrigendum No. 896-Edn(U)/IU-79/13 dated 08.11.2016 regarding grant of incentives for Ph.D./ M.Phil and other higher qualifications(OHQ) to the Teachers, Librarians and Physical Instructors of State-aided Universities, Government Colleges and Government-aided colleges of West Bengal, the Governor is pleased to allow the benefit of advance increments to Teachers, Librarians and Physical instructors who acquired Ph.D./ M.Phil and other higher qualifications while in service as Associate Professor in the Pay Band of Rs. 37400-67000, with AGP of Rs.9000/- , as per the provisions laid down in Para 1 and Para 2 of this Department's Memorandum No. 892-Edn (U)/IU-79/13 dated 04.11.2016 read with Corrigendum No. 896-Edn(U)/IU-79/13 dated 08.11.2016.

By order of the Governor,

secretary to the Government of West Bengal

Department of Higher Education. Science & Technology and Biotechnology

Compendium
Government of West Bengal
Finance Department
Audit Branch
Nabanna, Howrah-2

No.1116-F[P2]

Dated, the 22th February. 2017

NOTIFICATION

In partial modification of this Department Notification No.5606-F[P2] dated 27.10.2016 the Governor is pleased to declare (1) 10th May. 2017(Wednesday), as a holiday on account of 'BUDDHA PURNIMA', for State Government Offices, Local Bodies, Boards, Corporations and Undertakings controlled or owned by State Government, Educational Institutions etc. all over the State with the exception of the Offices of the Registrar of Assurances, Kolkata and the Collector of the Stamp Revenue. Kolkata.

(ii) 13th April, 2017(Thurs day as a Sectional holiday for the Sikhs only on account of 'BAISAKHI' in place of 15th April,2017(Saturday).

Sd/- D.K. Mahapatra
Special Secretary to the
Government of West Bengal
Finance Department

No.1116/1(500)-F(P2)

Dated, the 22nd February, 2017

Copy forwarded for information and necessary to :

- 01) The Principal Accountant General (A&E) West Bengal, Treasury Buildings. Kolkata- 1.
- 02) The Principal Accountant General (Audit) West Bengal. Treasury Buildings. Kolkata- 1.
- 03) Accountant General(Receipt. Works & Local Bodies Audit). West Bengal. CGO Complex. 3rd MSO Building, 5th floor. Block DF. Sector-1. Salt Lake. Kolkata -700064.
- 04) The Chief Secretary to the Government of West Bengal
- 05) The Secretary, Governors' Secretariat, Raj Bhavan, Kolkata -700001
- 06) The Resident Commissioner, Government of West Bengal, A/2. State Emporia Buildings. Baba Kharak Singh Marg. New Dclhi-110001.
- 07) The Additional Chief Secretary/Principal Secretary/Secretary, _____
- 08) The Commissioner, _____ Division
- 09) Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department
- 10) The _____
_____ Department/Directorate.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- 11) Director of Treasuries & Accounts. West Bengal, Mitra Building, 8, Lyons Range. 3rd floor. Kolkata -700001.
- 12) The Director, of Education, W.B. (D.P.I) Bikash Bhavaban Bidhan Nagar, Kol-91
- 13) The District Magistrate/District Judge/Superintendent of Police _____

- 14) The Sub-Divisional Officer, _____

- 15) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I. SI/12. Phcars Lane, Kolkata-700012.
- 16) The Pay & Accounts Officer. Kolkata Pay & Accounts Office-II. P-1. Hyde Lane, Kolkata - 700 073
- 17) The Pay & Accounts Officer. Kolkata Pay & Accounts Office-III, IB Market. 1st floor. Block-IB. Sector-III. Salt Lake. Kolkata -700106.
- 18) The Treasury Officer, _____

- 19) The Assistant Secretary, Finance Department, Accounts Branch, Nabanna, Howrah
- 20) All Groups/Cells/Branches of this Department
- 21) Sri Sumit Mitra, Network Administrator Finance(Budget) Department
He is requested to upload copy of this order in the website of Finance Department

Compendium

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(C.S. BRANCH)
BIKASH BU ABAN. SALT LAKE.
KOLKATA-700091

No 874-Edn (C.S)1C-63L/12

Dale: 28.10.2014

MEMORANDUM

Subject: (Conferment of the status of non-teaching Hostel/Mess employees and the benefit of General Provident fund and Pension to the Hostel/ Mess employees of State-aided Universities, Government-aided Colleges including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal

Consequent upon the introduction of uniform service conditions and revision of salaries and allowances of the Hostel/ Mess employees attached to the Hostel/ Messes of State-aided Universities and Government-aided Colleges, including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal, vide this Department Order No. 1583-edn (U) dated 19.10.1981 and 148-Edn (U) dated 14.02.2000 and subsequent orders in this regard, the Governor is hereby pleased to direct as follows.-:

1. The Hostel/ Mess employees of the State-aided Universities in West Bengal shall henceforth, be treated as non-teaching employees of the respective Universities and their salaries and allowances including other service benefits shall be the same as are available to the other non-teaching employees of the University.
2. The Hostel/ Mess employees of the State-aided Universities in West Bengal shall be eligible for the benefit of General Provident Fund, Death or Retirement (Gratuity and Pension, including Family Pension and such other retirement benefits as are available to other non-teaching employees of the University, with effect from 01.02.2000, as per the extant rules/provisions/scheme of the University as are applicable to the other non-teaching employees of the University. The employees, who have died or retired from service on or after 01.02.2000 shall be eligible only for Death or Retiring Gratuity, as the case may be, and Pension or Family Pension, as the case may be, as per the extant rules/ provisions/ schemes of the University. The benefit of General Provident shall however, not be open to those employees who have died or retired from service prior to the issuance of this Order.
3. The Hostel/Mess employees attached to the Government aided Colleges shall henceforth be treated as Non-teaching employees of the respective colleges and their salaries and allowances including other service benefits shall be the same as are available to the other non-teaching employees of the college.
4. The Hostel/ Mess employees of the Government-aided Colleges shall be eligible for the benefit of General Provident Fund, Death or Retirement Gratuity and Pension, including Family Pension and such other retirement benefits as are available to the other non-teaching employees of the College, with effect from 01.02.2000, as per the provisions of the West Bengal Non-Government College Employees and Day Students' Home Employees (Death-

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

cum-Retirement Benefit) Scheme notified vide this Department No. 1955-Edn (CS) dated 23.12.1981 and the orders made thereunder. The employees, who have died or retired from service on or after 01.02.2000 shall be eligible for only Death or Retiring Gratuity, as the case may be, and Pension or Family Pension, as the case may be, as per the provisions of the said scheme. The benefit of General Provident shall however, not be open to those employees who have died or retired from service prior to the issuance of this Order.

5. The Hostel/ Mess employees of Government General Degree Colleges and Government Engineering and Technology Colleges shall henceforth, be treated as the Group-D Government employees and shall be eligible for all service benefits including the benefits of General Provident Fund, Death or Retirement Gratuity and Pension including Family Pension as are available to other Group-D Government employees, as per the extant provisions of the relevant rules as applicable to other Government employees in West Bengal. However, such benefit can be extended to only those employees who have retired on “or after 01.02.2000. The benefit of General Provident Fund shall however, not be open to the employees who have died or retired from service prior to the issuance of this Order.
6. The duty-hours and work pattern of the Hostel/ Mess employees shall be determined by the concerned University or the Governing Body of the concerned colleges considering their work-load and other local conditions and every such employee shall be bound to carry out the directions of the University or the Colleges, as the case may be, in this regard., Every such employee shall be liable for disciplinary proceedings and punishment thereunder, for violation of service terms and conditions as per the extant rules of the University or the West Bengal College Teachers (Security of Services) Rules, 1977 notified vide this Department No. 1685-Edn (CS) dated 24.11.1977 or the West Bengal Service Rules, 1971. West Bengal Services Classification, Control and Appeal) Rules, 1971 and the West Bengal Services (Right, Duties and Obligation) Rules, 1980, as the case may be and any other Act framed in future and Rules made in addition for this purpose.
7. The Hostel/ Mess employees of the University and the Colleges shall be considered as non-vacational non-teaching employees of the University or the Colleges and shall be entitled for such leave as may be determined by the State Government from time to time, made in accordance to their work pattern and duty-hours. The appointing authority shall be the leave sanctioning authority for the Hostel /Mess employees.

Note:- (a) For State-aided Universities, the appointing authority of the Hostel/ Mess.-employees shall be the Executive Council, or such other; authority decided by the Executive Council, or any other officer entrusted by the Executive Council of the concerned University as it deems fit and proper; (b) for the employees of Government-aided colleges, the appointing authority shall be the Governing Body/ Managing Committee/Administrator; and (c) for the Government General Degree Colleges, the appointing authority shall be the Director of Public Instruction, West Bengal and for the Government Engineering and Technology Colleges, the Director of Technical Education, West Bengal.

8. All existing posts of Hostel/ Mess employees in all State-aided Universities, Government-aided Colleges and Government Colleges shall be considered to be a “dying cadre” and all such post shall be treated as personal to the present incumbent. No further recruitment, either

Compendium

contractual or permanent, including appointment on compassionate ground shall be allowed in such post with effect from the date of issue of this Order. The Hostel and Messes of all such Universities and Colleges shall be maintained by outsourcing through private entrepreneurs for which the State Government may grant annual ad-hoc grants. The detailed procedure in this regard will be laid down in due course.

9. This order is issued in concurrence with the Finance Department vide their U.O Reference No. 742-F (Pen) dated 19.09.2014.
10. All other previous orders made in this regard, to the extent they are inconsistent with this Memorandum, shall stand modified.
11. Any dispute in relation to interpretation or clarification of this Memorandum shall be referred to the State Government and the decision of the State Government shall be final.

By order of the Governor

SD/- Vivek Kumar
Principal Secretary

No 874/1(11)-Edn(CS)/1C-63L/12

Date: 28.10.2014

Copy forwarded for information and/or taking necessary action to:

1. The Principal Secretary, Finance Department, Nabanna. Howrah, PIN-71 I 102,
2. The Jt. Secretary (Univ), H.E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091.
3. Jt. Secretary, (Appt), H.E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
4. The Vice Chancellor, _____, _____ University.
5. The Director of Public Instruction, Bikash Bhaban, Salt Lake, Kolkata-70000, with request to circulate the order in all Government and Government-aided Colleges,
6. The Director of Technical Education, Bikash Bhaban, Salt Lake, Kolkata-700091, with request to circulate the order in all Government Engineering and Technological Colleges,
7. The Deputy Secretary (Estl.), Bikash Bhaban, Salt Lake, Kolkata-700091.
8. The Deputy Secretary (C. S, Branch), Bikash Bhaban, Salt Lake, Kolkata-700091.
9. P.S to Hon'ble MIC, H.E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091.
10. P.A to Principal Secretary, Bikash Bhaban, Salt Lake, Kolkata-700091,
11. Statistical Cell, H.E. Deptt, Bikash Bhaban, Salt Lake, Kolkata-700091, with request to upload the order in the Department's website.

Additional Secretary

**Government of West Bengal
Higher Education Department
College Sponsored Branch**

BikashBhavan, Salt Lake, Kolkata-700091

'No. 301-Edn(CS)/ 10M-20/2015

Dated, Kolkata the 14th March, 2016

MEMORANDUM

For teachers' training courses in the State, the State Government in the Higher Education Department has decided to continue the procedure for admission in teachers' training courses as was followed in academic session 2015-2017 and to prescribe the following guidelines for the Universities and Colleges offering B. Ed. / M. Ed. / B. P. Ed. / M.P. Ed. degree, in the academic session 2016-2018 :-

1. Government and Government-aided Colleges and State-aided Universities offering B. Ed. / M. Ed. / B. P. Ed. / M.P. Ed. courses will conduct on-line admission process on standalone basis.
2. Admission to self-financed B. Ed. / M. Ed. / B. P. Ed. / M.P. Ed. colleges will be done centrally by the affiliating University through on-line or off-line mode, as decided by the affiliating university.
3. Admission in colleges having Minority status will be done through on-line or offline mode on standalone basis.
4. 50% Seats in Government / Government-aided B. Ed. / M. Ed. / B. P. Ed. / M.P. Ed. Colleges and in B Ed. / M. Ed. / B. P Ed. / M.P. Ed. Departments of State-aided Universities are to be reserved for untrained deputed teachers of Classes IX - XII. For self financing B. Ed. / M. Ed. / B. P. Ed / M.P. Ed. Colleges, 20% seats are to be reserved for untrained deputed teachers. Seats reserved for deputed teachers may be de-reserved for freshers, if they remain vacant after final counselling, with prior approval of the affiliating University,.
5. The ratio for Home University students and oilier University students shall be 80:20.
6. In case of State-aided Unitary Universities, 25% Seats are to be reserved for untrained deputed teachers of Classes IX - XII. Seats reserved for deputed teachers may be de-reserved for freshers, with approval of the University authority, if they remain vacant after final counselling. The ratio for home University students and other University students shall be 90:10, in case of State-aided Unitary Universities.
7. The "upper ceiling of Admission Fees for B.Ed. / B.P.Ed. / M.Ed. / M.P.Ed. Programme (2 year) in the State shall continue to be Rs. 75,000/- (Rupees seventy five thousand) only per annum per student, inclusive of Development Fees, and a 'Refundable Caution Money' of Rs. 5,000 (five thousand) only. Hostel charges, where applicable, and University Examination Fees may be realized separately

Sd/
Secretary

Compendium
Government Of West Bengal
Higher Education Department

CS. Branch
Bikash Bhavan, Salt Lake Kolkata - 700 091

No. 1045-Edn(CS)/5P-50/11

Date : 18.11.2015.

From: Joint Secretary to the Govt, of West Bengal

To : The Director of Public Instruction, West Bengal, Salt take, Kolkota - 700 091.

Sub : *Protection of pay of Teachers of Non-Government Colleges on their movement from Government/Goverment-aided School to a Government-aided College.*

In continuation of this Department's Order no. 374-Edn(CS) dated 30.05.1995, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that when an employee holding a teaching post in a Govt./Non-Govt.-aided school is appointed on the recommendations of the West Bengal College Service Commission after observing prescribed norms of recruitment to a teaching post in a non-Govt.- aided college, his pay in the latter post shall be fixed In the following manner and also subject to fulfillment of the following conditions :

1. (a) Temporary service less than 3 (three) years period In a Govt./non-Govt.- aided school is not eligible for benefit of last pay protection. In such cases, appointment on the recommendation of the West Bengal College Service Commission to a leaching post in non-Government-aided Colleges should be heated as a fresh appointment and pay should be fixed at the entry point pay of the corresponding pay structure attached to the post.
- (b) Permanent service for more than 3 years in a Govt./non-Govt.- aided school is eligible for the benefit of last pay protection and the pay shall be fixed in the revised pay-structure of the new post in such a manner that the basic, pay (Pay in the Pay Band plus Grade Pay) of the new post is same as the basic pay (Pay in the Pay Band plus Grade Pay) of the former post provided that the new post carries duties and responsibilities of greater importance.
- (c) The date of increment shall be the 1st clay of July provided that he has completed six months or more in the revised pay structure as on 1st day of July.
- (d) There shall not be any break in service between leaving the former post and joining the latter post, reasonable journey time being not heated as break-in-service.
2. The College Authority shall be required to move to the DPI, West Bengal for pay fixation in the above manner.
3. The order lakes retrospective effect from 01.01.2006 nationally and actually from 01.04.2008.
4. The order is issued with the concurrence of the Finance Department vide their U.O. No. 0289, Group P (Pay) dated 13.10.2015.
5. All concerned may be informed accordingly.

Joint Secretary to the Government of West Bengal

**Government of West Bengal
Higher Education Department**

Appointment Branch
Bikash Bhavan, Salt Lake. Kolkata-7

No. 565 Edn (A)/ 10M-7/11

Dated, the 28th May, 2013

From : Shri P.K Mahapatra.

Assistant Secretary to the Govt, of West bengal

To : The Director of Public Instruction, West Bengal.

Bikash Bhavan, Salt Lake, Kolkata-91.

Sub: Enhancement Of remuneration of Group 'C' & Group 'D' non teaching
Staff of Government Colleges for the part-time service.

Ref His Memo. No. 1493 A dated 08.12.2010.

The undersigned is directed to say that the Governor has been pleased to enhance the monthly remuneration Of the part-time Group 'C' and Group 'D' non teaching stall Of Government Colleges lor other shifts in the following manner :-

Sl. No.	Category of Post	Existing remuneration per month	Enhanced remuneration per month from 01.06.2013
01.	Group 'C'	Rs. 200/- per month	Rs. 600/- per month
02.	Group 'D'	Rs. 150/- per month.	Rs. 450/- per month

This will take effect from 01.06.2013.

This order issues with the concurrence of Finance Department vide their u/o. no. 417 Gr. P (2) dated 08.05.2013.

Assistant Secretary.

No. 565/l(60)-Edn.(A)/10M-7/11.

Dated, the 28th May, 2013.

Copy forwarded for information and necessary action to the :-

1. The Accountant General (A&E). W.B., Treasury Buildings, Kolkata-700 001.
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office,
81/2/2 Phears Lane, Kolkata-700 012.
3. The Treasury Officer _____ (All)
4. The Principal/Officer-in-Charge _____ Govt. College. (All)

Assistant Secretary.

Compendium
Government of West Bengal
Education Department
S.E. Branch.

78-Edn(SE)

Dated, Calcutta the 17th. April, 1984,

From : Shri M.M Sinha Roy, I.A.S.

Deputy Secretary to the Govt, of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub. : Eastablishment of a new Govt. Physical Education College at Hooghly,

The undersigned is directed to say that there is acute shortage of trained Woman Physical Education teachers in the State and particularly, the Girls' schools have been very badly suffering from' shortage of such trained teachers,

2. With a view to providing such school with a trained physical education the Governor is pleased to approve or the setting up of a Govt. Physical Education Collage for Womon at Hooghly with an intake capacity of 20 (twenty) trainees only, with effect from the 1984-85 academic session, The newly set up College at Hooghly, will start functioning in the premises of the Govt. B.Ed, training College Hooghly for the present,
3. The Governor is also pleased to sanction an expenditure of, 65,000/- and non-recurring expenditure of 1,00,000/- only during the current financial year, which includes Rs 52,076/- being cost of necessary repairs, reconstruction the of the existiog College building of the Govt. training College, Hooghly and raising the height of the boundary wall around the playground for the sake or safety and privacy of the women trainees. So far to the remaining amount of Rs. 52,000/- of non-recurring expenditure is concerned, the Director of Public Instruction is authorised to release an amount of 25,000/- only for the present,
4. The Governor is further pleased to approve of the creation of the part-time posts in the College as in the enclosed annexure with effect from the date of filling up of the posts.
5. The charge will be debited to the head "G.-Sports & Youth welfare-II-Physical Education-State Plan (Annual Plan & Sixth Plan) and Expansion of Teachers' training facilies-Grant-in-aid-construction or etc, in the currant years "277-Edn(Sports)" Budget,
6. This order issues with the concurrence of the Finance Deptt. vide U.O.No. Group 'B' 885 dt. 12.4,84.
7. The Accountant General, West Bengal has been informed,

Sd/- M.M. Singha Roy,
Deputy Secretary.

No. 278/1 (1)-Edn.(SE).

Copy with a copy of the enclosere forwarded to the Accountant General, west Bengal for information.

Calcutta,
the 17th. April, 1984.

Sd/- B.K. Talukdar,
Assistant Secretary.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

No. 278/2(1)-Edn.(SE)

Copy with a copy of the ancloser forwarded to the Treasury Officer Hooghly, P.O. Chinsurah, Hooghly for information.

Calcutta, the
17th, April, 1984

Sd/- B.K. Talukdar
Assistant Secretary

No. 278/3(1 Edn.(SE)

Copy to _____ College, Hooghly.Sd/-B.K.Taluk
Asstt. Secretary, dar,

1. Officer-in charge	1 (one)
2. Lecturer	3 (three)
3. Coaches	3 (three)
4. Medical officer cum lecturer	1 (one)
5. L.D clark	1 (one)
6. Typist	1 (one)
7. Librarian	1 (one)
8. Metron	1 (one)
9. Hotel Supprientendent	1 (one)
10. Peon	1 (one)
11. Mali	1 (one)
12. Durwan	1 (one)
13 Sweeper	1 (one)

Deputy Secretary
Education Department

Compendium
Government of West Bengal
Finance Department
Audit Branch

No. 1885-F(P),

Dated, the 2nd March, 2012

MEMORANDUM

It has been observed that different Administrative Departments are sending some files relating to conditions of Service of the employees, who can easily be decided on the basis of existing rules and orders at their level. The concerned group of Finance Department i.e. Group - P which is already overburdened is facing problem in disposing important files due to such avoidable references from the departments.

To avoid such references and to lessen the burden up on Group - P of Finance Department, the undersigned is directed by order of the Governor to say that the Governor is pleased to direct that the Administrative Departments may not make any references on the matters to this Department and decide on these issues following provisions of extant rules and orders:

MATTERS WHICH MAY DISPOSED BY THE ADMINISTRATIVE
DEPARTMENTS AT THEIR LEVELS

- (i) Compliance of Court orders where there is no scope to prefer appeal or appeal has failed. Opinion of Ld. L.R., W.B. in such case may be invariably taken.
- (ii) Regularisation of service due to unauthorized absence by granting leave within the ceiling as prescribed under the Rule. (Rule 34 of WBSR Part -1).
- (iii) Approval of Ticket cancellation charge.
- (iv) Permission for tour or training in foreign countries where there is no financial implication up on the State Government subject to approval of Chief Secretary and Hon'ble Chief Minister.
- (v) L.T.C. claims to be disposed of following existing G.O.s., viz. Finance Department Memo. No. 9924-F dated 07.12.2005 read with No. 607-F dated 20.01.2006 and No. 4367-F dated 13.06.2006.
- (vi) Extension of tenure of Part-time Sweepers / Water carriers as these are not against any sanctioned post and paid out of contingency as per F.D. Memo No. 8626-F dated 07.09.2009.
- (vii) Renewal of special allowance or additional remuneration for operating photocopier machines, duplicating machines. The employees who are in such special allowances may continue if they are with the jobs by specific orders of the AdmnDeptt. Such drawal is subject to the condition that the machine is functioning.
- (viii) Admissibility of CAS, MCAS unless it involved counting of past ad-hoc service or appointment in other posts.
- (ix) Reconstruction of Service Book, when the original one is lost. This may be done under the order of the Head of the Administrative Department following the procedure laid down under Section IV of Appendix 7 of WBSR Part-1.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

- (x) Proposal for re-employment after retirement. Those may be sent to the P & AR Department for consideration of the Screening Committee constituted vide Cabinet Circular No. 1-CC/II dated 03.08.2011.
 - (xi) Matters relating to promotional disputes if the same does not involve creation of posts. (Recruitment rules for the promotion post and existing norms of promotion should be strictly followed).
 - (xii) Matters relating to deputation within the State Government may be settled by the Administrative Department. The maximum period of deputation may be four years. There will be no further extension and as such no reference is to be made with the Finance Department. Provision of F.D. Memo No. 9326-F dated 12.10.1979 and subsequent G.O.s issued from time to time may be strictly followed.
 - (xiii) Settlement / Alteration of date of birth. The Departments may seek opinion of Ld. L.R., W.B. where necessary. Provisions of F.D. Memo No. 707-F(P) dated 24.01.2012 should be strictly followed.
 - (xiv) Retention of posts / service. Those may be sent to concerned Administrative Group of Finance Department. Counting of past service for pensionary benefit may also be settled in consultation with Pension Branch of the Department without making any reference to Group - P.
 - (xv) Permission for Study Leave up to two years. The matters may be decided by the concerned authority under the provisions of Appendix 5 of WBSR Part - I.
 - (xvi) Besides the above, matters not related to pay and allowances / conditions of service of the employee should not referred to Group - P.
2. The files which are necessary for reference to Group - P of Finance Department should be sent mentioning specific points of reference and with the approval of the Secretary / Principal Secretary / Additional Chief Secretary of the Department. In case of files relating to creation of posts and filling up of vacant posts the same must be sent in the prescribed proforma already circulated under this Department Memo No. 1488-F(P) dated 20.02.2012 after having approval of the concerned Hon'ble Minister-in-Charge of that Department.

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal

Compendium

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLGY DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 1343-Edn (U)/ 1U-41/11 (Pt)

Date: 07.12.2017

NOTIFICATION

Consequent upon the Notification of the University Grants Commission's (4th Amendment) Regulations published vide Number F. 1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 1197-Edn (U) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, has now been pleased to direct that the teachers, librarians and other Academic staff of State-aided Universities in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 1197-Edn (U) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,
SD/-
(Madhumita Ray)
Secretary
Government of West Bengal

ANNEXURE (A)

To G.O. No. 1343-Edn (U)/ dated 07.12.2017

Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians and other Academic Staff of the State-aided Universities in West Bengal.

APPENDIX - III: TABLE I

(Please refer to UGC notification no. F.1-2/2016 dated 11* July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES.

	*Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Ca teg ory	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max.	Actual Score	Max	Actual Score	Max.	Actual Score
I	a. Direct Teaching	70	Actual hours spent per academic year ÷ 7.5	60	Actual hours spent per academic year ÷ 7.75	60	Actual hours spent per academic year ÷ 7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

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Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max.	Actual Score	Max	Actual Score	Max.	Actual Score
	c Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc.	10	Actual hours spent per academic year $\div 10$	15	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical / Project Supervision/Field Work. .
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

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 score required under this category.

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Extension and dissemination activities (public /popular lectures/ talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author

Compendium

		Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National - 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsorship Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome / Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central State Govt./Local Bodies	30 for each International/20 for each national level output or patent. Major policy document of International bodies 30 Central Government - 20, State Govt.-10, Local bodies - 5

III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

III (E) (i)	Fellowships/Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/ Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/ Associations	5 per award
III (E) (ii)	Invited lectures/papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture/3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (E) (iii)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto; recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

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APPENDIX - III TABLE - II (A)

(Please refer to UGC notification no. F.I-2/2016 dated 11th July, 2016)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period	180/ Assessment period
IV	Expert Assessment system Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	Screening cum evaluation committee No separate points. Screening committee to verify API scores	Screening cum evaluation committee No separate points. Screening committee to verify API scores	Selection Committee 30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	Selection Committee 50% - Research Contribution 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

APPENDIX-III - TABLE: III

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES

Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LL.M, M.Tech, M.V.Sc, M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API Score using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes. Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration, (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil holders and an exemption of two publications may be given to Ph.D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

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4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment Periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) A selection committee process as stipulated in the regulation and in Tables II (A).</p>
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APPENDIX- III TABLE VII

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES FOR LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Direct working hours per week
Assistant Librarian/ University Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources

organization and maintenance of books, journals, reports. Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Nature of Activity	Univ. Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)	70	Actual Score (Actual hours spent per Academic Year ÷20)	60	Actual Score (Actual hours spent per Academic Year ÷20)	55	Actual Score (Actual hours spent per Academic Year ÷20)
Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)						
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	15	Actual Score (Actual hours spent per Academic Year ÷10)	15	Actual Score (Actual hours spent per Academic Year ÷10)	15	Actual Score (Actual hours spent per Academic Year ÷10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	15	Actual Score (Actual hours spent per Academic Year ÷10)	15	Actual Score (Actual hours spent per Academic Year ÷10)	10	Actual Score (Actual hours spent per Academic Year ÷10)

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CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

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 score required under this category.

Nature of Activity	Maximum API Score	Actual Score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10
c) Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category 111 below)	15	Actual hours spent per academic year ÷10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/ College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian

Category	Activity	University Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author

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		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author International-10 per Chapter National - 5 per Chapter
III (C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies - 30 Central Government -20, State Govt-10 Local bodies -5
III (D)	RESEARCH GUIDENCE		
III (D) (i)	M.Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)		International Award/Fellowship from academic bodies	
III (E)(i)	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	15 per Award/15 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship		05 per Award
III (E) (ii)	Invited lectures/ papers	International	7 per lecture/5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (E) (iii)	Development of e-learning delivery process/material		10 per module

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* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo moto; recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - VII (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT LIBRARIAN AND DEDUTY LIBRARIAN AND WEIGHTAGE FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES.

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3) to Deputy/ College (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions-Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II+ III	Minimum total API score under Categories II and III* Expert Assessment system	90/ Assessment period Screening cum evaluation committee	120/ Assessment period Screening cum evaluation committee	150/ Assessment period Selection Committee	180/ Assessment period Selection Committee

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IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library service 20% Interview performance
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APPENDIX-III - TABLE: IX

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES

Sl. No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (stage 3 to stage 4)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring Proforma developed by university as per the norms provided in Table VIII (A) of Appendix-III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).

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4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment period (in Stages 3 and 4) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>(iv) A selection committee process as stipulated in the regulation and in Table VIII (A)</p>
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Note: The explanatory note provided for Table I1A for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/Deputy Librarian in Universities.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :
(with pin code)
7. Permanent Address:
(with pin code)
Telephone No.:
E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment:
11. For which position & AGP you are applying under CAS
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./B.Co in.				
MA/M.Sc./M.Com.				
Other examination, if any				

Compendium

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBASI Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/ Pa per	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. /Professor)	API Score
	Maximum API Score :					
	i) Assistant Professor Stage I: 70					
	ii) Assistant Professor Stage II: 70					
	iii) Assistant Professor Stage III : 70					
	iv) Associate Professor: 60					

* Lectures, Tutorials, Practical, Project Supervision and Field Work

• Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
	Maximum API Score : i) Assistant Professor Stage I: 20 ii) Assistant Professor Stage II: 20 iii) Assistant Professor Stage : 20 iv) Associate Professor: 20			

(c) Innovative teaching learning methodologies; updating of subject content/ course, mentoring etc.

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative - Interactive courses:
- (c) Participn./Innovative - Learning Modules
- (d) Participn./Innovative - Case Studies prepared:
- (e) Use of ICT or Computer-aided methods - ppt:
- (f) Use of ICT - Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:

Compendium

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
	Maximum API Score: i) Assistant Professor Stage I: 10 ii) Assistant Professor Stage II: 10 iii) Assistant Professor Stage III :10 iv) Associate Professor:15			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	Stage I to II	80/Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year
iv)	Stage IV to V	70/Year

CATEGORY 2: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sl. No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10)*	API Score
(a)	Student related Extension, Co-curricular & field based Activities			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)			
	ii) Other co-curricular activities (Cultural. Sports, NSS, NCC etc.)			

	iii) Extension and dissemination activities (public/popular lectures/talks/seminars)			
(Max API Score : 15)				
(b)	Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / director responsibilities(including as Principal / Director that require regular office hrs for its discharge)			
	i) Administrative Responsibility (including Dean/Principal/Chairperson/ Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			
	iii) Participation in Board of Studies, Academic and Administrative committees			
(Max API Score : 15)				
(c)	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)			
	For all categories of Teachers (Assistant/ Associate/ Professor) Total Score (a + b +c) (Max: 45)			

Minimum API Score required for CATEGORY II (to be assessed cumulatively for assessment period)-

i)	Stage I to II	50/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	50/Assessment Period
iv)	Stage IV to V	50/Assessment Period

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

***Minimum API scores required to be assessed cumulatively under CATEGORY III**

i)	Stage I to II	20/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	75/Assessment Period
iv)	Stage IV to V	100/Assessment Period

III (A) Research Papers Published in

- Refereed Journals as notified by UGC- 25/publication

-Other Reputed Journals as notified by UGC-10 per publication

Compendium

Sl. No.	Title with page no. and date of publication	Name of the Journal	ISSN/ISBN No.	Whether Refereed Journal/ Other Reputed Journal. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State / Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University : 15 per book for single author
- Chapter in Books published by National / International level Publisher with ISBN/ISSN number as approved by University :
 International -10 per chapter
 National - 05 per chapter

Sl. No.	Title of the subject book with page no.	Details of Publication (Text / Reference / Subject Books/Chapter in Books	ISSN/ISBN No.	Level of Publishers (International / National/ State /Central Govt/ other local Publisher	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

- Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project
- Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15 per project
- Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03 lakhs (Arts) - 10 per project

Sl. No.	Title of the Major/ Minor Project	Grant sanctioning Agency	Date of sanction of the project & period	Grant/ Amount mobilized (Rs. lakh)	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs. 10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project with sanction order No. and Date	Name of the Agency & period of approval of the sanctioned project	Date of agreement with the Agency	Grant/ Amount mobilized (Rs. lakh)	API score

III (C) (iii) Projects outcome/outputs

API scores for Science:

- Patent / Technology transfer / Product/Process (for Science)-30 for each International /20 for each National level output.

(a) For Science Patent / Technology transfer / Product/Process

Sl. No.	Details of the Patent / Technology transfer / Product/ Process	Date of acceptance with year	Whether the patent/Technology/ Product/Process belongs to the applicant individually or in group	National / International	API score

Compendium

API Score for Arts

• Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (for Arts)—

- a) Major Policy document prepared for International bodies-30
- b) Central Government-20
- c) State Government -10
- d) Local Bodies-05

b) For Arts: Major Policy document prepared for International bodies

Sl. No.	Title of Major Policy document prepared	Name of the body for which documents prepared	Date of acceptance of the documents by the	International/ National/Central Govt./State Govt./ Local Bodies.	API score

III(D) Research Guidance

API Score - (i) Ph.D. awarded/ Thesis Submitted - 15 (science) & 10(Arts) /candidate

(ii) M. Phil Degree Awarded/Thesis Submitted -5 (for both Science & Arts)/ candidate .

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M. Phil, or equivalent			
	Ph. D. or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

III)E.(i) Fellowship /Award :

- a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State / University level	Name of the Academic body awarding the Fellowship / Award	Date & Year of the achievement	API Score

III) E.(ii) Invited Lectures/papers.

- a) International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented

c) State /University Level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture / paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National /State or University level	API score
	Total* :				

***The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period
iv)	Stage IV to V	20/Assessment Period

III(F) Development of e-learning delivery process /material

The following Table will duly be approved by the authorized person of the concerned University nominated by the Vice Chancellor, viz. Pro-Vice Chancellor or Dean or Head of the Department.

API score -10/ Module

Sl. No.	Title of the Module	Module prepared for Course/Paper	Date and year of delivery / presentation	Whether uploaded the e- matter in the website of the institution for all after the	API Score

***Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:**

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period
iv)	Stage IV to V	180/Assessment Period

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

IV. Summary of API scores:

	Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion						Total API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)								
II	CATEGORY II: Co curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)								
III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)								
II + III	Total API score (Category II + Category III)/ Assessment Period)								

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Signature of the incumbent
with designation and date

Signature of the Coordinator, IQAC
Seal with date

No. 1343/1 (17)-Edn (U)/ 1U-41/11 (Pt)

Date: 07.12.2017

Copy forwarded for information and for necessary action to:-

- (1) Vice Chancellor, _____ (All University),
- (2) Registrar, _____ (All University)
- (3) Accountant General, (A&E), West Bengal,
- (4) Finance Department, Group - P (Pay) of the State Government,
- (5) Finance Department (Group -B) of the State Government,
- (6) Special Secretary, University Branch of this Department,
- (7) Joint Secretary. Budget Branch of this Department,
- (8) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700001.
- (9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata-73.
- (11) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
- (12) The Treasury Officer, _____ Treasury,
- (13) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
- (14) Sr. P.A. to the Additional Chief Secretary of this Department,
- (15) Sr. P.A to the Secretary of this Department,
- (16) Computer Cell of this Department,
- (17) Guard File.

Joint Secretary

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