

## **REGULATIONS GOVERNING RECRUITMENT OF TEACHERS AND EQUIVALENT CADRES IN LIBRARY IN THE UNIVERSITY**

- Ref:** (1) UGC No.F.3-1/2009 dated 30 June, 2010.  
 (2) ICAR F.No.1(01)/2009-Per-IV, dated 02 August 2010.  
 (3) Government Order No.AHD 64 AUM 2009, Bangalore, dated: 24/03/2010.

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### **1. COVERAGE**

These regulations shall apply to the teachers and equivalent cadres in the library in the University of Horticultural Sciences, Bagalkot.

### **2. RECRUITMENT AND QUALIFICATIONS**

- 1) The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations.
- 2) The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors will be those as prescribed in these Regulations.
- 3) For the candidates having Master's degree, NET shall remain compulsory along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived-off for the candidates holding Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and the candidate has at least two full length papers in journals having a NAAS rating not less than 4 on the last date of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption (communication from ICAR, New Delhi, vide No.23(46)/2010-EQR(Edn.), dtd. 26.12.2011).
- 4) NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- 5) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and accredited research institutions and at the entry level of Assistant Professors.
- 6) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- 7) Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- 8) Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- 9) The period of time taken by 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 teaching positions.

## **2.1 DIRECT RECRUITMENT**

### **2.1.1 PROFESSOR**

- A. (i) <sup>1</sup>An eminent scholar with Ph.D. qualification(s) in the concerned / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers, of which at least five papers in NAAS rated journals in the previous cadre.
- (ii) A Master's Degree with at least 55% marks or equivalent.
- (iii) A minimum of ten years of experience in teaching/ research/ extension of which at least a minimum of 2 years in the cadre of Associate Professor in the grade pay of Rs.37400-67000 in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v) A minimum score as stipulated in the prescribed Score Card.

### **2.1.2 ASSOCIATE PROFESSOR**

- i. <sup>1</sup>Good academic record with a Ph.D. Degree in the concerned / relevant disciplines.
- ii. A Master's Degree with at least 55% marks or equivalent.
- iii. A minimum of eight years of experience in teaching/research/ extension in the cadre of Assistant Professor or in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with evidence of published work and a minimum of 5 publications as books and/or research/policy papers, of which at least three papers in NAAS rated journals in the previous cadre.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of guiding candidates for research.
- v. A minimum score as stipulated in the prescribed Score Card.

### **2.1.3 ASSISTANT PROFESSOR**

- i. Good academic record with at least 55% marks or its equivalent at the Master's Degree level in a relevant subject from a recognized University.
- ii. NET is compulsory along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, ICAR or similar test accredited by the UGC like SLET/SET. Essentiality of NET can be waived-off for the candidates holding Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and the candidate has at least two full length papers in journals having a NAAS rating not less than 4 on the last date of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption.
- iii. Ph.D. with course work is exempted for the post of Assistant Professor of Physical Education, Library Science, Computer Science and Statistics. However, the candidates must possess Ph.D. degree with at least two publications.
- iv. NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted. However, the candidates must possess Ph.D. degree with at least two publications.
- v. The candidate should not be above 50 years of age in respect of SC / ST and 48 years of age in case of others.

- i. Ph.D. Degree in library science/Information science / Documentation / Archives and manuscript-keeping/computerization of library.
- ii. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent and a consistently good academic record.
- iii. Five years experience as an Assistant University Librarian/College Librarian.
- iv. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

**2.1.5 ASSISTANT LIBRARIAN**

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent and a consistently good academic record with knowledge of computerization of library.
- ii. NET is compulsory along with one publication in refereed journal. Essentiality of NET can be waived-off for the candidates holding Ph.D. degree with or without course work.
- iii. The candidate should not be above 50 years of age in respect of SC / ST and 48 years of age in case of others.

**2.2 Composition of Selection Committee for Assistant Professors, Associate Professors, Professors, Assistant Librarians, Deputy Librarians and Librarians:**

- (a) The Selection Committee shall have the following composition.
  1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
  2. Three experts in the concerned subject nominated by the Vice Chancellor.
  3. One of the Directors / Deans.
  4. Concerned University Head of the Department.
  5. An academician nominated by the Chancellor.
  6. A Professor representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor.
- (b) At least four members, including the chairperson and two outside subject experts shall constitute the quorum.

**2.3 SELECTION PROCEDURES:**

- 2.3.1** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, in prescribed score card.
- 2.3.2** (i) Evaluation of research publications shall be as per prescribed Score Card. Popular articles, if any, published by the candidates shall be considered only in the concerned discipline. Appropriate weightage for such publications shall be given as per the score card.
  - (ii) At the time of assessing the quality of publications of the candidates during their appointments, the selection committees shall have to be provided with the publications, which could be considered by the selection committees along with the other discipline-specific databases.
- 2.3.3** The process of evaluation of Assistant Professor should involve inviting the biodata with duly filled score card based template, enclosing all requisite credentials. The credentials will be evaluated by the Selection Committee at the time of interview.
- 2.3.4** The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Score card based template and reprints of three major publications of the candidates.

*Provided* that, such publications submitted by the candidate shall have been published in Assistant Professor cadre.

The publications submitted by the candidate shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

- 2.3.5** The process of selection of Professor shall involve inviting the bio-data with duly filled-in Score card based template and reprints of five major publications of the candidates.

*Provided* that, such publications submitted by the candidate shall have been published in Associate Professor cadre.

The publications submitted by the candidate shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

- 2.3.6** The process of selection of Assistant Librarian and Deputy Librarian should involve inviting the biodata with duly filled in score card based template enclosing all requisite credentials. The credentials will be evaluated by the Selection Committee at the time of interview.

- 2.3.7** Preliminary screening of applications received for appointment shall be made by a Committee comprising three Officers nominated by the Vice-Chancellor. The Committee shall go through the applications and recommend a list of candidates eligible to be called for interview.

- 2.3.8** The Selection Committee shall recommend a panel of a maximum of four names in the order of merit and submit to the University.

- 2.3.9** All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with scores obtained and recommendation made on the basis of merit and duly signed by all members of the committee in the minutes.

### **3. DUTIES, RESPONSIBILITIES AND LEAVE**

#### **3.1 Duties and Responsibilities of Teachers**

The teachers in the University, including those in research and extension, shall perform the duties as assigned by the University from time to time. The following are indicative duties and not exhaustive which the teachers have to perform in the University.

- a) Offering courses as decided by the University Head of the Department.
- b) Advising Post Graduate students.
- c) Conducting examinations, evaluation of papers and declaration of results.
- d) Invigilators in the course examinations and other examinations conducted by the College.
- e) Acting as External Examiners both for evaluation of thesis as well as setting and evaluation of answer papers from other Universities.
- f) Acting as PG Coordinator and in-charge of PG seminar.
- g) Scrutinizers of grades and results.
- h) Attending PG seminars and colloquia.
- i) Staff Advisors
- j) Tour Leaders, Students' Counsellors
- k) Chief Warden/Warden
- l) NCC/NSS Officers
- m) Supervisors during the RAWE and Experiential Learning Programme, Training Programmes and Internships.
- n) Conducting research of institution and outside funded projects.
- o) Attending all meetings as and when convened by the Head of the Department/ Controlling Officers/ any other Officers of the University.
- p) Assisting the Controlling Officer in conducting extra-curricular activities.
- q) Acting as Resource Persons in Summer Courses/ Training Programmes conducted in the University.
- r) Conducting demonstrations and other extension activities.
- s) Responding to the farmers' queries about the solutions to their problems.

- t) Farm Management
- u) Duties as Members of different Committees constituted by the University Authorities.
- v) Any other work assigned by the Controlling Officers/ University.

### **3.2 Leave**

The teachers in the University are entitled to the privileges of leave as prescribed in KCSRs from time to time, in addition to those mentioned in the Statutes.

## **4. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND 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 Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor, 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 candidate for direct recruitment has applied through proper channel only.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/ Government), for counting past services under this clause.

## **5. PERIOD OF PROBATION AND CONFIRMATION**

- 5.1** The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- 5.2** The confirmation at the end of one year shall be based on satisfactory work done by the candidate.
- 5.3** It is obligatory on the part of the University to issue an order of confirmation to the incumbents within 60 days of completion of probationary period after due process of verification of satisfactory performance after submitting the application.
- 5.4** Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time.

**6. CREATION AND FILLING UP OF POSTS OF TEACHERS**

With the approval of the Government, posts of teachers in university, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.

**7. 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.

This comes into effect with the CAS-2006 promotions without affecting the seniority list of teachers already existing in the University.

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REGISTRAR  
UHS, BAGALKOT