

PART II AGENDA PAPERS FOR THE 60TH MEETING OF THE ACADEMIC COUNCIL

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ii) Unitized M.A. Revised Syllabus in Khasi,

The M.A. Revised Syllabus in Khasi placed in the
1st part agenda in item No.4:1 is cancelled.

The corrected unitized Revised Syllabus is placed
as annexure 'A' for consideration of the Council.

SEMESTER I

Course I : Linguistics I

100 Marks.

Unit I

Language and Linguistics:

- (a) Definition and Scope of Linguistics.
- (b) Characteristics of natural human language.
- (c) Language, Speech and Writing; writing systems.

Unit II

Morphology:

- (a) Concept of morpheme - free and bound morphemes .
- (b) Morphological Constructions - inflection, derivation and compound - word.

Unit III.

Syntax and Syntactic Theories.

- (a) Word classes, grammatical categories and syntactic aspects.
- (b) Traditional Grammar, IC Analysis, PSG, TGG.

Semantics.

Conceptual & Associative meanings.
Kinds of meaning and meaning relations.

Unit IV.

Aspects of Khasi Morphology. Syntax and Semantics.

References:

- 1. R.W. Langacker, Language and Its Structure (New York: Harcourt Press Inc. 1973)
- 2. N. Chomsky, Syntactic Structures (The Hague: Mouton, 1957).
- 3. -- do -- , Aspects of the Theory of Syntax (Mass: MIT Press, 1965).
- 4. A. Radford, Transformational Grammar: A First Course (London: Cambridge University Press, 1990).
- 5. F.W. Householder, Syntactic Theory: I) Structuralist (Penguin Books, 1972).
- 6. P.H. Matthews, Morphology (Cambridge University Press, 1974).
- 7. B.War, An Introduction to Linguistics. Don Bosco Press Shillong 1997).
- 8. G. Leech. Semantics Harmondsworth, Penguin.

Course II : Khasi Poetry IUnit I

1. Survey of Khasi Poetry from 1828 - 1940.
2. Morkha Joseph : "U Jumai Bah Ka Ri Khasi" from Ha Ka Rvngkah.
3. L. Lewis : "Ka Pyrem", "Ka Tlang" from Ka Ki Thlor Ki Longshuwa.

Unit II

1. Soso Tham : Ki Sngi Barim "Hymniew Theo."
2. H. Elias : "Na Wai Khyrwi", "Ka Dymmiew Rngi" from Ka Hamsaia Ki Por.

Unit III

1. P.G. Gatphoh : U Sier Lapalang.

Unit IV

1. B. Thangkhiew : "U Nongtem Duitara" from Ki Tien Rwai Khasi

Course III : Khasi Literary Criticism100 MarksUnit I

1. H.W. Sten : Ka Jingbishar Bniah Chapter 1 - 7 "Ka Theori bad Criticism" in Khasi Studies (April - June) 1991.

Unit II.

1. D.N.S. Whakang : "Ki Nongthoh Poetry bad ki kam jong ki" in Ki Sur Khasi.
2. H. Elias : "Shaphang ka Poetry" from Ka Hamsaia Ki Por.
3. P.G. Gatphoh : "Balei ba ngi dei ban pule ia ka Poetry" from Ki Umjer Ksiar.

Unit III.

1. S.S. Majaw : Ka Tragoidia : Part I.
2. B.L. Swer : Na Pneh ka Rynsan Chapter I, II and IV.

Unit I

1. Survey of Khasi Fiction upto 1980.
2. H.C. Roy : U Kausik.

Unit II.

1. P.G. Gatphoh : "Ka Lukhimai", "Ka Rangli" from Sawdong Ka Lyngwiar Dpei.
2. S.J. Duncan : "Phim Ngeit II", "Wat ai Nishan Aa kiwei" from Phuit Ka Sabuit bad kiwei de ki khap.

Unit III

1. D.S. Khongdup : W Dom Putit bad U Khlieh Ka Khnap Masi.

Unit IV.

1. W. Tiewsoh : Ka Kam Kalbut.

Course V : Linguistics II

100 Marks

Unit I

1. The Production of Speech : Acoustic, Articulatory and Auditory.

Unit II

1. Description of Consonants : English and Khasi.
2. Description of Vowels : English and Khasi.

Unit III.

1. IPA Symbols and transcription: English and Khasi
2. Phonological rules and rule ordering.

Unit IV.

1. Aspects of Khasi Phonology.

Reference:

1. D. Abercromble, Elements of General Phonetics (Edinburgh University Press, 1967).
2. Broshanan and Malmberg, Introduction to Phonetics (London: Cambridge University Press, 1970).
3. P. Lass: Phonology : An Introduction to Basic concepts. (London: Cambridge University Press, 1980).
4. E.C. Fudge, Phonology, Penguin Modern Longuistic Tradings. (Harmondsworth & Penguin Books Limited, 1973).
5. J.D.O' Connar, Phonetics (Harmondsworth: Penguin Books Lid. 1973).
6. B. War "Ka Dur Ki Sur ha ka Ktien Khasi" Paper Presented at the UGC - sponsored Seminar of Ka Syngkhong Kyntiew Ri 1997.

Course VI Khasi Drama I

100 Marks

Unit I

1. A Survey of Khasi Drama upto 1967.
2. Hari Charan Roy : Ka Savitri.
3. Dinonath Roy : U Tipsngi.

Unit II.

1. Mondon Bareh : U Mihngi

Unit III

1. H. Myllemngap : Ka Rangli

Unit IV

1. F.M. Pugh : Ka Sawangka ia ki Saw Ngut baliap Mynsaw.

Course VII : Literary Theory and Criticism

100 Marks

Unit I.

1. Aristotle : The Poetics

Unit II

1. William Wordsworth : Preface in the Lyrical Ballads.
 2. Matthew Arnold : "The Study of Poetry" and "The Function of Criticism at the present time".
 3. E.S. Eliot : "Tradition and the Individual Talent".

Unit III.

1. Henry James : The Art of Fiction.

Unit IV

1. Northrop Frye : Archetypes of Literature.

Course VIII Khasi Poetry II

100 Marks.

Unit I

1. D.S. Khongdup : "Ka Ballad u Kongbah Larkiar" from Na Lum Khasi.

Unit II

1. V.C. Bareh : "Ka Lynti Umiam", "Ka Wah Umkhrach", from Ki Poetry Khasi.
 2. B.C. Jyrwa : "U Klew" from Na Pungthai Ki Puramit.

Unit III

1. Jerome Diengdoh : Ki Mieng Pynpang Mynsiem, Bynta III, 61 - 70.

Unit IV.

1. H.W. Sten : Ka Burom Ba la Jah Kitab III, "U Premkar"

Unit I

Language Learning.

1. Language acquisition - Behaviouristic, Mentalistic and Cognitive approaches.
2. Attitude and motivation in second language learning.

Unit II.

1. Linguistics and Language Teaching.
2. Methods of Language Teaching.
3. Error Analysis.

Unit III

Stylistics

1. Definition and Theories of Stylistics.
2. Stylistics and Literary Language Analysis.

Unit IV.

1. Language Testing and Technological Aid in Language Teaching.

References :

1. M.A.K. Halliday, Angus Mc Intosh, Peter Stevens, The Linguistics Sciences and Language Teaching (London:ELBS, 1970 or latest ed).
2. W.M. Rivers, Teaching Foreign Language Skills (Chicago:University of Chicago Press, 1968).
3. Harold B. Allen, Applied English Linguistics (New York: Herdith Publishing Co: 1964).
4. Robert Lado, Language Teaching (New York: Mc Graw Hill Inc, 1974).
5. G.W. Turner, Stylistics (Harmondsworth: Penguin Books Ltd, 1973).
6. Allen Warner, A Short Guide to English Style (London:OUP, 1961).
*As far as possible the latest edition of the text should be consulted
7. H. Douglas Brown : Principle of Language Learning.
New Jersey: Prentice Hall Inc. 1994.
8. D.A. Wilkins : Second Language Learning and Teaching.
London: Edward Arnold Ltd. 1974.
9. Robert E. Owen, Jr: Language Development Ohio: Merrill.
Publishing Company 1981.

1. Bible : Ka Kiang u Jot.
2. J. Bunyan : Ka Jingaid u Pilgrim.

Unit II

1. S.J. Duncan : U Androklis bad u Sing.
2. J. Kharminh : U Mayor Ka Casterbridge.

Unit III.

1. B.L. Swer : U Syiem Oedipus.

Unit IV

1. P. Malngiang : Ka Gitanjali.

Course XI : Khasi Drama II.

100 Marks

Unit I

1. A survey of Khasi Drama up to 1997.
2. L.H. Pde : Yn Map?
3. E.W. Dkhar : Ka Thud Tam.

Unit II

1. D.S. Khongdup : U Baieit Donshkor.

Unit III

1. A. Jala : Haba ka Kupa Jot ka Dawa.

Unit IV.

1. R. Fancon : U Kiang Nongbah.
2. R. Nongkynrih : Ka Bniat namar ka Bniat.

Course XII : Culture in Khasi Literature I

100 Marks.

Unit I.

1. Definition and Dimensions of Culture.
2. Sib Charan Roy jait Dkhar : Ka Niam Khasi Ka Niam Tip Blei Tip Briew "Tip- Blei", "Ka Pyrthei".
3. G. Costa : Ka Riti jong ka Ri Laiphew Syiem. Part II "Ka Bishar Khasi", "Khnam Ka Ryntieh".

Unit II

1. Jeebon Roy : Ka Niam jong ki Khasi "Ka Jingkhein Sang han iapoikha", "Kaba ia iehnoh tnga", "Haba thaw iing", "Haba iap Mynsaw".
2. Rabon Sing : Ka Kitab Niam Khain ki Khasi "Shaphang ki Ksuid", "Ki Ain ka Ri Khasi Hyndai", "Shaphang ki Adong Shnong".

Unit III.

1. R.S. Berry : Ki Jingsneng Tymmen, Part II.

Unit IV.

1. H. Lyngdoh : Ka Niam Khasi Chapter 10. "Longkur Longjait", "Long Kha Longman", "Ki Niam Ki Rukom Ioh Pateng Hiarpateng".

SEMESTER IV

Course III Linguistics IV

100 Marks

OPTION A

Unit I

1. Definition and Scope of Sociolinguistics, linguistic Competence and Communicative Competence, Sociolinguistic Code: restricted and elaborated Codes.
2. Language in Contact: Code-mixing and Code-switching; bilingualism, diglossia, borrowing, pidgins and creoles.

Unit II

1. Dialects and language variation: regional dialects-isoglosses, spatial diffusion, wave model; quantitative methodology, register.

Unit III

1. Sociology of language: Language standardization and modernization; language planning and language policy; orthography.

Unit IV

1. Aspects of Sociolinguistics in Khasi.

Reference:

1. R.A. Hudson, Sociolinguistics (Cambridge: Cambridge Univ. Press).
2. Roger T. Bell, Sociolinguistics: Goal approaches & Problems. (London: B.T. Batsford Ltd).
3. D. Hymes, Foundations in Sociolinguistics: an ethnographic study, Travistock Publications.
4. P.P. Gilioli, Language and Social Context (Penguin Books Ltd).
5. J.K. Chambers and P. Trudgill, Dialectology (Cambridge CUP)
6. P. Trudgill, Sociolinguistics (Penguin Books Ltd).
7. J.A. Fishman, Reading in the Sociology of language (The Hague: Mouton).
8. J.J. Gumperz: Direction in Sociolinguistics, Hall, Rinchart and Winston 1997.
9. E. Haugen: Language Conflict and Language Planning Harvard University Press 1966.
10. N.G. Kulekar and L.M. Khubchandani (eds) Linguistics and Language Planning in India - 1962, Poone, Deccan College.

OPTION B

Q. three. Answer any two.

Unit I

1. The role of Psychology in Linguistics: (a) Phonetics: Phonetics, phonology and morphology.
- (b) Phonetics: Phonetics, phonology and morphology.
- (c) Phonetics: Phonetics, phonology and morphology.
- (d) Phonetics: Phonetics, phonology and morphology.
- (e) Phonetics: Phonetics, phonology and morphology.
- (f) Phonetics: Phonetics, phonology and morphology.
- (g) Phonetics: Phonetics, phonology and morphology.
- (h) Phonetics: Phonetics, phonology and morphology.
- (i) Phonetics: Phonetics, phonology and morphology.
- (j) Phonetics: Phonetics, phonology and morphology.

Unit I

1. Background in Psychology (a) Creativity: Meaning, nature and scope
(b) Pupils behaviour (i) Cognitive: fluent thinking, flexible thinking, elaborative thinking
(ii) Affective: Curiosity-Risk taking Complexity-Imagination.
2. Technique in enhancing creative thought
 - (a) Personal technique
 - (b) Brain storming
 - (c) Synetics.
 - (d) William teaching strategies for thinking and feeling
 - (e) Study of creative people & processes of evaluation of situation.
 - (f) Creative reading skill.
 - (g) Creative listening skill.
 - (h) Creative writing skill.

Unit II

1. General Principles of Writing Poetry, Drama & Fiction.

Unit III

1. Concepts of translation: substitution, paraphrasing, over-translation, under translation.
2. Types of Translation Literal versus free translation, semantic versus communicative translation, transcreation.

Unit IV

1. Creative work and/ or translation any literary work from any other language.

Reference:

1. Boower, R.A. (ed) 1959 : On translation Cambridge, Mass Harvard University Press.
2. Newmark P. 1981 : Approaches to translation, Oxford: Pergaman Press.
3. Tabet C.R. 1969 : The Theory and Practice of Translation. Leidin, Brill.
4. S.K. Mangal : General Psychology, Models of Teaching, Education of gifted and talented.
5. Hayawaka, SI 1949 : Language in Thought and action, Newyork Harcourt Brace & Company.
6. Vinacke, W.E. 1952 : The Psychology of Thinking Newyork: Mc Graw Hill Book Company, Inc.

Course XIV Khasi Fiction II

100 Marks

Unit I

1. A Survey of Khasi Novel 1081 - 1995.
2. Edward Dkhar : Ka Jingim Ka Dawa

Unit II

1. D.T. Laloo : Ka Lasubon.
2. Romy Fancon : Ka Dak Bangla.

Unit III.

1. L.H. Pde : Tang Maphi Khun Baieit.
2. Shaphrang Synron : Ki Palong Ka Jinobieit.

Unit IV

1. H.W. Sten : Kwah Bymjukut.

Course XV : Culture in Khasi Literature II

100 Marks

Unit I

1. H.O Mawrie : Ka Longing Longsem u Khasi "Ka iing ba imlang sahlang", "Ka iing bad ka rongbi-ria".
2. Sweetymon Rynjah : Tyngkai la ki symbai "Ka Longing Longsem U Khasi", "U Khun ki briew - u kpa ka iing" "Ka' Kha ka man - Ka Kmie ka iing".

Unit II.

1. R.T. Rymbai : Pynieng la ka Rasong "Ka Rynrai jong ka Culture u Khun Khasi Pnar".

Unit III

1. R.S. Lyngdoh : "Ka Dorbar Blei" from Ka Thiar Ki Nongthoh Vol. VI (KAS) Pub.

Unit IV

1. E. Weston Dkhar : Ka Sain Pyrkhat Synshar Khadar U Khasi "Ka Dorbar U Khasi", "Kumno la pynlong dorbar" "Kumno ka Synshar Syiem, Synshar Dolloi Synshar Lyngdoh Kawan".

Course XVI : Environmental awareness in Khasi Literature and Khasi Poetry III.

A-25 Marks (Unit I)

Unit I

Environmental awareness in Khasi Literature and Khasi Poetry III

1. P.G. Gatphoh : Umjer Ksiar "U 'Pujer' 'Puthoh" "Ka Meirilung".
2. D. Ramsiej : Ka Mariang bad u Khasi "Ka Mariang ha ka rukom pyrkhat u Khasi".
3. L.H. Pde : Ka Law Lyngdoh bad ka knia Phod-Sohlang Hima Nongkhlaw (Part I).

B - 75 Marks (Units II, III and IV)

Unit II

1. A survey of Khasi Poetry from 1941 till 1990.

Unit III

1. B.L. Swer : Ki Dew ka Dohnud "Mei ngi Bakthang" "Na ka bynta jong ngi", "Ha I Pansy", "Ka Balei".

Unit IV

1. S.S. Majaw : Ka Tragoidia bad ki Poem "U Saipan Bamsap", "I Trep Mana"
2. Pascal Malngiang : Ki Snap U Longshuwa "Ba la sep ka sngi", "Mangkara", "Tipbriew".

The internal assessment for Course XVI shall be as follows:

Part	A	-	7 Marks.
Part	B	-	18 Marks.

Total	-	25 Marks.
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- vi) Regulation for attending Seminar/Conference in regards of single author and suggestion to the Deans' Committee for perusal and decision thereof.

On the regulation for attending Seminar/Conference in regards of single author, the Academic Council which was held on 10 & 20 Nov., 1998 and the item was withdrawn by the Chairman and the Council authorised the Chairman to take action on receipt of clarification from the UGC. However since the Regulation was framed by NEHU bodies, clarification has not been sought from UGC and the matter was placed back before the 87th meeting of the Deans' Committee held on 11.3.1999. The Committee vide item No.6 of the minutes has resolved as follows and suggested to place the matter before the Academic Council for its perusal and final decision; where the extract is reproduced as below:

"In consideration to the above subject matter the Committee RESOLVED to suggest that the regulation on the single authorship papers which determines the eligibility criteria for attending National Conference as per Clause (iv) of the said regulation may now be modified as below :-

- (iv) "The members of faculty proposing to participate may intimate will in advance alongwith the title of the paper which he/she wants to present. These teachers who have to their credit, published works(single/multiple authors) in the preceeding two years are eligible to apply".

Further in the prescribed format/application (enclosed) for attending conference, some addition is to be made on clause (b) with a star mark (*), in the same prescribed format to be printed fresh as indicated below :-

- *" In case of multiple author paper(s), the intending participant shall submit a letter of undertaking from all other co-author that the letter have/will not claimed/claim financial assistance from the University for the purpose, under the same published paper".

The above suggestions is to be placed to the Academic Council for its perusal and decision."

Hence, the above suggestions of the 87th Deans' Committee is placed before the Academic Council for favour of its kind perusal and decision.

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- vii) Eligibility to teach M.Phil classes and supervise research.

Prof. H. Malla, Dean, School of Humanities and Education, vide letter No.F.12/SHE/99-1031 dated 27.3.99 (Annexure-A) requested to let him know if a lecturer of this University with Ph.D. degree and with more than three years of Post-doctoral research, but not having 3 years of teaching experience; is eligible to teach M.Phil classes and supervise research, or not.

As per NEHU Ordinance for M.Phil OC 5 (Annexure-B) the Ordinance is silent about the supervisorship, however, the Ordinance on Ph.D. programme OC-4 clause 3(i) (Annexure-C) referred by the Dean, School of Humanities and Education on the provision of the Ordinance, is not very clear to him.

The matter is thus placed before the Academic Council of its decision.

No:G:26-1/Acad/4/Misel.Ph.D

5:1:7(2)

ANNEXURE- A

NORTH EASTERN HILL UNIVERSITY
SHILLONG.

Prof.N.Malla,
Dean,
School of Humanities and Education.

No.F.12/SHE/99-1031

27th March,1999.

To

The Chairman,
Academic Council,
NEHU., Shillong.

Sub: Clarification on OC-4(3)(i)

Sir,

I request you to kindly let me know if a lecturer of this University with Ph.D. degree and with more than three years of post-doctoral research but not having 3 years of teaching experience is eligible to teach M.Phil classes and Supervise research.

This may kindly be included in the agenda item for the next Academic Council meeting.

Yours faithfully,

Sd/-

(N. Malla)

NORTH EASTERN HILL UNIVERSITY ORDINANCES

C-5

ON THE MASTER OF PHILOSOPHY PROGRAMMES.

Under Section 26 (1) (b) of the NEHU Act. 1973

Objective 1. The University shall organise an M.Phil Programme with the objective of providing deeper insights in the relevant subject, broadening horizons, emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further researches in different fields. M.Phil shall be the first resource degree of the University.

Structure: 2: The M.Phil Programme shall comprise of two parts viz., (a) course work and (b) dissertation/Project work, both the parts shall have equal weightage.

Course Work: 3 (1) The course work shall consist of three courses approved by the Department.

(2) The M.Phil scholars will be required to attend and participate in seminars which will be organised by the Department for the purpose of discussing new results, developments in the subject and/ or interpretation of data. Each scholar shall be ~~xxxxxxx~~ required to take at least two seminars one in the early phase of his dissertation / project work and the other just before concluding his work.

Contd 2 .

Admission:4.(1)The admission to M.Phil programme will be done preferably in the beginning of a semester.

(2) The candidates with at least 55%(50% in the case of candidates belonging to SC/ST) marks in the Master's Degree in the subject concerned will be required to appear in a written test and/or an interview to be conducted by the Deptt. The candidates will be selected according to merit determined after giving weightage to the following:(i)percentage in the Master's Degree or equivalent(atleast 50% weightage)(ii) performance in the test and /or interview.

The admission will be finalised on the basis of the number seats available and the performance of the candidates. A candidate will be assigned a supervisor by the Department at the time of admission.

3. A candidate who is awarded a fellowship on the basis of a National level examination recognised by University Grants Commission may be admitted to the M.Phil Programme directly without being required to appear at an internal test provided under this Ordinance.

4. All teachers working the constituent and affiliated colleges of the University and recognised as University teachers shall be eligible for admission to M.Phil courses.The teachers working in colleges under the jurisdiction of other Universities may also be admitted subject to availability of seats and their satisfying such conditions as may be laid down by the concerned School Board,preference being given to those working in the North Eastern Region.

Registration.

5. A candidate, after completion of the course work, shall apply through the Deptt. for registration along with the synopsis which should be approved by the School Board and shall be the effective date of registration.

6.(1)A scholar should normally complete his M.Phil in not more than three semesters.An extension of only one semester may be allowed in suitable cases on the recommendation of the supervisor submitted to the Deptt.In the case of college teachers undertaking M.Phil programme one extra semester time may be given for completing the programme over and above that allowed to regular candidates.

- (2) If a candidate after clearing the course work discontinues his dissertation work for some unforeseen reason, the school Board may condone a break of not more than two semesters and the candidate be allowed to resume his work. If the break is for more than two semesters, the scholar shall seek fresh admission to the M.Phil programme. The period of the break shall be computed from the date of publication of the course work result.

Attendance

7. An M.Phil student is expected to attend all lectures pertaining to his course work. The attendance of the candidate shall be atleast 75% in each course. In addition to course work an M.Phil student shall deliver at least two seminars in the Deptt. during his M.Phil programme.

Evaluation of Course work

8. (1) The evaluation of the course work will be internal.
(2) The performance of the scholar shall be evaluated in the following grades:

'O' (Outstanding), 'A' and 'B' with grade point valuation in the 10 point scale, i.e. 7.00-10.00 corresponding to 'O' grade 6.00-6.99 corresponding to 'A' grade, 5.00 to 5.99 corresponding to 'B' grade. Those securing less than 5 points shall be graded as 'C'. To clear a course, a candidate should secure at least grade 'B'.

Pre-submission Seminar

9. When the Supervisor is of the opinion that the dissertation is in the final stage of completion, well in advance before the likely date of submission, the scholar shall be required to give a pre-submission seminar on his research findings. This seminar will be given in the presence of a Committee of at least three faculty members, of which one will be from the allied Deptt. The candidate may incorporate the recommendation of the Committee in his dissertation.

Submission of Dissertation

- 10(1) An M.Phil candidate shall be required to submit a dissertation in triplicate duly recommended by the Supervisor and forwarded by the Deptt. to the Controller of Examinations.

- (2) The dissertation/project work shall contain a declaration from the candidate and a certificate from his supervisor that the dissertation/project work incorporates bonafide research of the student and that this has not been submitted for another degree of this or any other University.

Panel of Examiners.

11. At least two months before the proposed date of submission of the dissertation, the supervisor shall present a panel of four names of examiners to the Deptt. to be forwarded to the School Board for approval and submission to the Controller of Examination. The School Board shall also submit a copy of the panel of examiners to the Chairman of the Academic Council.

Evaluation

12. The dissertation/project work will be examined by two examiners (one of them being the supervisor) to be appointed by the Vice-Chancellor from the panel approved by the Academic Council and the Executive Council. At least one of the examiners should be from outside the University.

However a supervisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the Supervisor. Where a candidate is related to the Supervisor as such, the dissertation submitted by a candidate for M.Phil degree shall be sent to another examiner selected from the panel of examiners.

Award of Degree

13(1)(a) The Dissertation/Project work should be accepted for the award of the M.Phil degree on the unanimous recommendation of the recommendation of the examiners.

(b) If there is a difference of opinion the matter should be referred to a third examiner to be appointed by the Vice-Chancellor out of the panel already submitted. The Third examiner will act as the adjudicator and his decision will be final.

(2) In case the examiner suggest some modifications improvement of the dissertation/ project work on certain suggested lines or points out certain lacunae in the dissertation/project work, the candidate should be asked to reply or to modify the dissertation/project work on the suggested lines and resubmit the dissertation/project work within a period of six months of the communication of the decision regarding revision. The revised version will be examined by the same examiners. If, owing to some unforeseen exigencies, the original examiners are unable to examine the dissertation/project work, new examiners shall be appointed from the panel already submitted.

(3) All the reports of the examiners shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M.Phil Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for declaration of the provisional result.

Removal of Difficulties

14. Notwithstanding anything contained in the above ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

NORTH EASTERN HILL UNIVERSITY ORDINANCES.

EXTRACT

OC- 4

ON THE DOCTOR OF PHILOSOPHY PROGRAMME

Under Section 26 (1) (b) of the NEHU Act. 1973

Supervisor 3 (i) The Department shall appoint a supervisor. The supervisor shall be a Professor, Reader or a Lecturer with Ph.D. and with at least three years experience of research/teaching experience and should be a teacher of this University.

(2) Provided that the Department may, with the approval of the School Board, appoint one or two Joint supervisors in addition to the Supervisor, in which case the Supervisor shall be in overall charge of the supervision. ^{Joint supervision} need not necessarily be a teacher of the University but should be a person recognised as per the University Regulations.

(viii) Ordinance on P.G. Diploma Course.

In the 59th meeting of the Academic Council held on 19th & 20th November, 1998 the Ordinance OA on Certificate & Diploma Course has been considered and approved by the Council vide its Resolution No.AC:59:98;5:1(iv). The Head, Centre for Environmental Studies in his letter has stated that since the Centre intends to start a P.G. Diploma Course in very near future, a draft Ordinance on the lines of Certificate & Diploma Course is prepared which is placed as Annexure 'A'.

The matter is placed before the Council for consideration.

ORDINANCE
ON POST GRADUATE DIPLOMA COURSE

1. The University shall conduct Post Graduate Diploma Courses of two Semester duration (one year).
2. The Syllabus for the courses shall be as prescribed by the Board of Post Graduate Studies / Steering Committee and approved by the School Board and Academic Council.
3. The eligibility for admission to the courses shall be three year degree with honours in the relevant subjects from a university established by law.

OR

A three year degree from a university established by law with related subjects as optional paper and one year working experience in the relevant field.

4. There shall be an examination conducted by the university at the end of each Semester, the date and venue of which are to be notified by the University.
5. The medium of instruction and examination shall be English.
6. The course structure and distribution of marks shall be as under:
 - (i) The total no. of papers shall be 8 (eight) and total marks 300.
 - (ii) There shall be 4 papers of 100 marks each inclusive of practicals (which should not exceed 25% of the total marks) in each semester.
 - (iii) There shall be internal assessment or sessional works (not exceeding 25% of the total marks) for all the 8 papers.
7. The minimum pass marks in each of the papers shall be 40%.
The successful candidates shall be classified as under:
 - (i) Second Division:- those who obtain 45% or more but less than 60% of the aggregate marks;
 - (ii) First Division :- those who obtain 60% or more but less than 75% of the aggregate;
 - (iii) Distinction :- a candidate who passes in the first attempt with 75% or more shall be declared to have passed the course with Distinction.

- (ix) Ph.D. admission for MBBS students in the Deptt. of Bio-Chemistry.

The School Board of Life Sciences in its meeting held on 13.4.99 discussed on the subject ' Ph.D.admission for MBBS Students in the Deptt. of Bio-Chemistry' and the Board felt that the matter be forwarded to the Academic Council with the following comments:-

' The Board feels that there should be a provision in the Ordinance for admitting Medical graduates having additional qualification which makes it equivalent to Master's degree for admission to the Ph.D. programme in the School of Life Sciences.

The matter is placed before the Council for consideration.

5:2-Syllabus

i.) Syllabus for the Allied and Cognate Subjects for Mass Communication.

The Academic Council Committee in pursuance of AC Resolution No.57.98:5:2: (viii) held a meeting on 26th March, 1999 and recommended as follows:

The following members were present:

1. Prof. N. Hassan	Chairman
2. Father Stephen Mavely	Member
3. Br. Basil S. Koikara	Member
4. Mr. P. Jhingan	Member
5. Prof. RP Sharma	Member
6. (Ms.) MA Lyngdoh	Member

The Committee examined the new elective Course entitled "Desk Top Publishing : Publishing Tools and Multimedia" and found it a suitable, independent elective subject particularly for students pursuing the Degree Honours Course in Mass Communication.

The Syllabus for the subject is placed at Annexure - 'A'.

The matter is placed before the Council for approval.

DESK TOP PUBLISHING, PUBLISHING TOOLS AND MULTIMEDIA

PAPER I : PUBLISHING TOOLS

The Objective : The objective of this paper is to introduce the student to tools essential for Desk Top Publishing - the Graphical User Interface, in particular WINDOWS, elements of DOS, a drawing package (CORELDRAW) and a painting package (ADOBE PHOTOSHOP). This will equip the student to handle the publishing environment where ability to deal with images are vital. The course is essentially practical oriented and meant as an introduction to CorelDraw and PHOTOSHOP. Detailed knowledge is not expected.

The Distribution of Marks : The examination will consist of a theoretical paper of 40 marks and two practical papers of three hours each - one for CORELDRAW and another for ADOBE PHOTOSHOP - each carrying 25 marks. 10 marks are set aside for internal assessment.

The Theory Paper : The theory paper will consist of three parts.

Part A : Six questions, each carrying two marks to be set, out of which 4 are to be attempted.

Part B : Twelve questions, each carrying two marks to be set, out of which 8 are to be attempted.

Part C : Twelve questions, each carrying two marks to be set, out of which 8 are to be attempted.

NB. The questions set should be answerable in three or four sentences. The questions may be subdivided into parts.

The Practical Papers : In each practical paper, eight projects are to be suggested, each carrying 25 marks, out of which one is to be chosen by lot by the student for execution.

Completion of the project : 30%

Overall visual impact : 40%

Tools, techniques and shortcuts employed : 30%

For judging the last aspect, the examiner should orally examine each student as he/she is working on the practical project.

The Number of Lectures Required : 120 hours

Theory : $14 \times 3 + 3 = 45$ hours

Practical : $12 \times 6 + 3 = 75$ hours

PART A : WINDOWS AND DOS

UNIT I : THE WINDOWS INTERFACE

a) Managing the Desktop - Navigating on the desktop, maximising, minimising, sizing, moving, opening multiple windows, closing windows selectively, restoring windows, activating a window, dialog boxes (Command buttons, ellipsis, checkmarks, Radio buttons, list boxes, scroll bars, text boxes), use of mouse (mouse buttons, right/left handed, double click, single click, mouse pointers, speed).

Running programs simultaneously, multi-tasking, multi-threading, pre-emptive multitasking, object linking and embedding (OLE).

b) Using Icons, Folders

My Computer - selecting files and folders, selecting drives; Control Panel; Recycle Bin - sending files to recycle bin, recovering one or more files, settings, bypassing, emptying; Start Menu - word pad, paint, file transfer; MSDOS prompt, disk defragmentor, scandisk, add/remove programs, display, startmenu options, run, using help, find by name and location, find by date modified, find advanced options; understanding explorer, exploring a folder, making shortcuts, deleting files and folders; associating files with programs, one-file type multiple programs, file properties, moving, deleting, renaming and copying files and folders.

UNIT II : ELEMENTS OF MS DOS

File, filename, directory, path, prompt, disk drives - partitions, tracks cylinders, sectors; concept of booting, internal and external commands. DOS commands - CLS, DATE, TIME, DIR (/P, /W, /S, /O), MD, CD, RD, TYPE, TREE, DELTREE, COPY, DEL, DISKCOPY, CHKDSK, FORMAT(/S, /U, /Q), XCOPY(/S, /P, /E, /V), REPLACE(/P, /U, /A), PROMPT, LABEL, VOL, VER, MORE, MOVE, REN, DOSKEY.

PART B : CORELDRAW

UNIT III : PRELIMINARIES

Vector images and Bitmapped images - Drawing and painting programs.

The CorelDraw Interface : The tool box, menu bar, the property bar, the colour palette, the status line, dialog boxes, roll ups

a) **The Tool Box** - the pick tool, the shape tool, the zoom tool, the freehand tool, the rectangle and ellipse tools, the polygon tool, the text tool, the interactive fill tool, the interactive transparency tool, the interactive blend tool, the outline tool and the fill tool : the reflections of these tools on the property bar.

b) **The Menu Bar** - File Menu, Edit Menu, View Menu, Layout Menu, Arrange Menu, Effects Menu, Bitmaps Menu, Text Menu, Tools Menu, Windows Menu, Help Menu

c) **Setting up the page**

UNIT IV : OBJECTS, CURVES AND LINES

a) Working with Objects - creating, selecting, moving and changing objects, nudge and supernudge; importing and pasting (OLE) objects; dragging and dropping objects, symbols library and scrap book. Views of Objects - normal, wireframe, simple wireframe and draft views; zooming in and out, the zoom manager.

Grouping Objects - combining and welding; arranging, aligning and ordering objects

Undo, repeat, drag and duplicate.

Working with grids

b) Curves and Lines - the pencil tool, straight lines, freehand curves, bezier drawing, natural pen;

Nodes - types of nodes, changing from one type to another, the node editing roll up and the node-edit manager.

Miscellaneous other things that can be done with nodes - autoreduce, joining and breaking paths, etc.,

principles of drawing using DRAW; converting objects to curves

UNIT V : OUTLINES AND FILLS

a) Outlines - the outline fly out, the pen roll up and the outline pen dialog, the outline colour dialog and the corresponding property bar; width, colour, arrows, style, corners, line caps, the nib shape and other options in the dialog.

b) The CYMK, RGB and HSB colour models, the power of CYMK model

Fills - the fill fly out, the corresponding property bar.

Uniform fills - uniform fill dialog

Fountain fills - the fountain fills dialog, linear, radial, conical and square fills; angle, steps, edge pad; direct, rainbow, custom fills, centre of fill

Pattern fills - pattern dialog, postscript texture dialog

Texture fills - texture fill dialog

UNIT VI : PARAGRAPH AND ARTISTIC TEXT

a) Working with Text - the text tool fly out, the corresponding property bar; artistic and paragraph text; editing and formatting text, when to use artistic and when to use paragraph text; the format text and the edit text dialogs; importing text from other programs; checking spelling, synonyms and grammar.

b) Artistic Text - wrapping text, fitting text to a curve, creating embossed text, squeezing text, creating a text mask

UNIT VII : TRANSFORMATIONS AND EFFECTS

a) Transformations - transformations roll up - the property bar

Position, rotation, scale and mirror, size, skew

Shaping, the shape roll up, intersect, trim, weld

Adding perspective, one-point and two-point perspectives

b) Effects - the effects roll up

Envelopes - putty, horizontal, vertical, original, presets, creating envelopes

Blending objects - the blend controls, rotate, paths, steps, etc., acceleration; mapping blends, interesting text using blends, the interactive blend tool.

Extrude - adding depth with extrude, various options - colour, shading, fill, lighting effects, vanishing points, rotating extrusions; bevels, lighting bevels

Contours - to center, inside, outside, offset and steps; shadowing with contour

Lenses - the various lenses available in CorelDraw, frozen lenses, combining lenses, various uses of lenses.

Powerclips - the power clip, uses and important things to remember when using power clips

UNIT VIII : MISCELLANY

a) Converting from Vector to Bitmap - resolution and colour, dithering, backgrounds, anti-aliasing, an overview of effects available in Draw

b) Printing - The print dialog and its options, printing to a PostScript printer, printing colour separations

c) Exporting - need for and uses of exporting, important file formats : Adobe Illustrator, Windows Metafile, Enhanced Windows Metafile, Encapsulated Post Script (EPS), Macintosh Pict, with special reference to EPS

d) The Find and Replace Function

CORELDRAW PRACTICALS

- 1) Import clip art, place it over some preset fill and create a drawing
- 2) Create simple line drawings using node edit properties
- 3) Design a logo (eg., MCD7 pg 190)
- 4) Draw a three dimensional box with objects on each visible face, with proper perspective (MSD7 pg 200)
- 5) Wrap paragraph text within some simple object, and around some object (MCD7 pg 292 ...)
- 6) Create different types of artistic text : embossed, squeezed, fitted along a path, extruded text, using different types of extrusions, shadowed text using contour and blend, text in particular shapes using envelopes, beveled text
- 7) Create text mask using combine and using power clips (MCD7 pgs 318, 612)

- 8) Create a star using conical fill using the interactive blend tool and using the special fill dialog (MCD7 pg 167)
- 9) Draw a key using trim and linear fill (MCD7 pg 207)
- 10) Create the illustration of a sunset using fountain fills, mirroring and blends. (MCD7 pg 220)
- 11) Use a power clip to make a dolphin jump through a hoop (The dolphin may be obtained from clip art) (MCD7 pg 609)
- 12) Create a logo for your department using CorelDraw
- 13) Create a cover page for an imaginary magazine
- 14) Design an advertisement for some imaginary product.

PART C : ADOBE PHOTOSHOP

UNIT IX : PRELIMINARIES - SETTING PHOTOSHOP PREFERENCES AND CALIBRATING THE SYSTEM, SCANNING AND IMPORTING IMAGES

Setting Preferences - The Photoshop preferences file; general preferences settings; saving file preferences; display and cursors; transparency and gamut; units and rulers, guides and grid, the scratch disk and image cache

Calibrating the system : the colour model - CYMK/RGB, calibrating the monitor for WINDOWS

Scanning - Scanner resolution, evaluating the original, considering monitor resolution and printer resolution, determining image resolution; The scanning interface; Actual scanning and the things to be kept in mind; File formats; Scaling scanned images - enlarging, reducing and resampling.

Importing images - Opening files and various file formats supported by Photoshop, things to be kept in mind when opening files in BMP, EPS, PhotoCD, JPEG, PCX, PICT and TIFF files; the RAW format.

UNIT X : SELECTIONS, PATHS AND MASKS

Selections - selection basics, saving and loading a selection, making marquee selections, making selections with the lasso tool and with the magic wand, making selections with quick mask, using the colour range command; editing selections - adding to and subtracting from selections, feathering selections, copying and pasting selections; cropping images; filling selections - with colour, pattern or with a snapshot; applying strokes to selections.

Paths - making, saving and editing paths : moving points on a path, adding points to a path, deleting unnecessary points, changing the type of existing points, deleting line segments, adding to sections of a path, moving a path, duplicating a path or path segment, deleting a path; using paths - for selection, clipping, etc.

Masks - different types of masks; using masks - selecting transparent or non-transparent areas on a layer, editing a selection with painting tools, hiding part of a layer, masking a group of layers. Transforming a selection into an independent channel. Creating special effects with masks - fading an image, applying special effects gradually, fading arrows, halos, drop shadows.

UNIT XI : PAINTING AND EDITING IMAGES

a. **Painting** - The foreground and background colours; using the colour palette and the swatches palette; sampling colours from an image.

The Brushes palette - modifying brush options, creating and deleting brushes, creating custom brushes.

The Paintbrush tool, The Airbrush tool, The line tool, The Pencil tool, The Eraser tool, The Paintbucket tool, The Gradient tool : setting their options and using them to edit images; creating and editing the gradient fill type, creating smoother gradients using filters, creating a conic gradient using the pinch filter; editing the transparency mask. Using the smudge tool; painting into line art.

b. **Editing Images** - Viewing and moving images; retouching images - erasing, using the rubber stamp tool, using the smudge tool, focus tools, toning tools, burn and dodge tools and the sponge tool.

Using transformations - scaling, rotating, skewing and distorting; adding perspective; making numeric and arbitrary transformations; the free transform.

UNIT XII : CHANNELS AND LAYERS

a) **Channels** - Channels and their functions.

The Channels Palette - viewing, targeting and reordering channels; setting the palette options; creating a new channel, duplicating a channel to the same document and to a different document; deleting a channel, splitting and merging channels.

Working with colour channels and alpha channels; connecting selections and channels; loading selections from channels; editing and compositing with channels, editing colour information channels; using a colour channel to create an alpha mask; creating masks that fade with gradients.

Working with calculation commands; duplicating an image; creating channels with the apply image command; using calculation blending options; calculations.

b) **Layers** - Layers, what they are and how they are used.

The Layers palette - creating a new layer, making visible, activating, duplicating, deleting and naming layers; dragging layers from another file; opacity of a layer; layer blending modes; the *blend if* option and creating semi-transparency using it; linking layers.

Working with backgrounds - creating a new background.

Selecting and arranging layers - by dragging, from the menu

Compositing with layers - cutting and pasting into layers, matting techniques, converting a floating selection into a layer; applying fade with colour adjustments and filters; selecting layer transparency.

Creating clipping groups; merging layers; flattening layers.

Working with layer masks - adding and removing layer masks; linking layer masks to the image, turning a mask on and off; editing the layer mask

Using adjustment layers, creating adjustment layers, editing an adjustment layer mask

UNIT XIII : COLOUR IMAGES, COLOUR CORRECTION AND WORKING WITH TEXT

a) Colour Images - Bitmap images; grayscale images. RGB images, CMYK images.

The CMYK; LAB colour; HSB colour; Duotones; Monotone, tritone or quadtone

Pixel depth - 1 bit, 8 bits, 24 bits and 32 bits per pixel

b) Colour Correction - Using the brightness/contrast control; adjusting the colour balance; Using hue/saturation to adjust colour; using the variations command

Correcting images with levels - creating a watermark using levels

Correcting images with curves - creating a watermark with curves

Making colour corrections using adjustment layers and by using the Intellihance plugin.

Colour correcting grayscale images

c) Creating type - type terminology, antialiasing, editing and manipulating type, moving, cloning and deleting type, kerning type; editing character shapes

Types of type - type masks, making type channels and outline paths, manipulating type with layers; type

special effects - glowing type, drop shadows, cast shadows, embossed type, beveled type, distressed type,

flaming type, standing out type, eerie type, etc.

UNIT XIV : PHOTOSHOP'S FILTERS, PRINTING AND EXPORTING

a) Filters - A general approach to using filters, principles, fading a filter, types and categories of filters.

An introduction to Photoshop's native filters - artistic, blur, brush strokes, distort, noise, pixelate, render, sharpen, sketch, stylize, texture, video and other. Third Party Filters - Kai's Power Tools, Antofx filters, Photolab filters, etc.

b) Using Filters - Sharpening a badly scanned image, using the unsharp filter and using the edge mask; creating a thick liquid droplet, concentric pond ripples; lighting an image; shining a spotlight on something inside an image. Elements of creating custom filters - the filter factory.

c) Printing - preparing photoshop for printing, preparing the page, preparing colour separations; the print command and the print dialog

d) Saving and exporting - preparing images; saving files - including previews, compressing images, choosing file formats especially TIFF, EPS, JPEG, PCX, PICT, BMP formats and Photoshop's native format

PHOTOSHOP PRACTICALS

1. Create a painting of any nature using the various paint tools available in Photoshop
2. Open an existing image and use the erase tools to obtain various effects (eg., PC pg 218)
3. Open an existing image of a skyline and use different gradient fills to obtain an evening effect and a night effect with the moon shining through the clouds (eg., PC pg 233)
4. Start with a black and white line art and paint it using the various painting tools available in Photoshop (PC pg. 239)
5. Retouch an existing image to remove unneeded portions (eg PC pgs 257-259 and PWB pgs 343 - 346)
6. Open an existing image and use the technique of editing an alpha channel to give an effect of being spotted by sunlight, to certain objects in the image (eg. PC pg 318)
7. Use a gradient mask to make an object come out of a shadow (PC pg. 319)
8. Use the image of an aeroplane and of a beach to get the effect of the beach reflected by the aeroplane (PC pg. 355)
9. Use gradient masks within layers masks to obtain a gradient effect in the above picture. (PC pg 377)
10. Creating different types of type - glowing type, shadowed type, embossed type, beveled type and flaming type.
11. Use different images and different filters to obtain a collage of images which conveys some meaning.
12. Use images of video cameras and different effects and some type to prepare a promotional ad for your department
13. Prepare a cover page for an imaginary magazine using scanned/available images

BOOKS

1. Altman, Rick, Mastering CorelDRAW7, BPB Publications, New Delhi, 1997.
2. Kate Binder, Ted Alspach et al, Photoshop 4 Complete, Hayden Books, Indianapolis, 1997.
3. Linda Richards, Teach Yourself Photoshop 4 for Mac and Windows, BPB Publications, New Delhi, 1997.
4. Deke McClelland, Photoshop 4 for Windows 95 Bible, Comdex Computer Publishing, New Delhi, 1997.

Abbreviations

MCD7	-	Mastering CorelDraw 7	PC	-	Photoshop 4 Complete
PWB	-	Photoshop 4 for Windows 95 Bible			

DESK TOP PUBLISHING, PUBLISHING TOOLS AND MULTIMEDIA

PAPER II : DESK TOP PUBLISHING

The Objective : The objective of this paper is to acquaint the student with the elementary principles of Desk Top Publishing. The attempt here is to introduce the student to the world of publishing by familiarizing the student with a Word Processing Program and a Page Layout Program. The specific programs that have been chosen for the purpose are MS WORD and ADOBE PAGEMAKER. The emphasis should be on *doing* than on theoretical knowledge.

The Distribution of Marks : The examination will consist of a theory paper of 40 marks covering Units I, IV - X and two practical papers - one for MS WORD and another for ADOBE PAGEMAKER of three hours' duration each - MS WORD practicals shall carry 10 marks and PAGEMAKER practicals shall carry 40 marks. 10 marks are set aside for internal assessment.

The Theory Paper : The theory paper will consist of two parts.

Part A : Eight questions, each carrying two marks to be set, out of which 5 are to be attempted.

Part C : Twenty two questions, each carrying two marks to be set, out of which 15 are to be attempted.

NB. The questions set should be answerable in three or four sentences. The questions may be subdivided into parts.

The Practical Papers :

a) MS WORD : Two questions, each carrying 10 marks are to be set, one to be attempted.

b) PAGEMAKER : Three questions, each carrying 20 marks are to be set, two to be attempted.

The practical examination should be so designed as to test the ability of a student to design a publication neatly, professionally and artistically.

Marks will be awarded under the following categories :

Completion of the project : 30%

Overall visual impact : 40%

Tools, techniques and shortcuts employed : 30 %

For judging the last aspect, the examiner should orally examine each student as he/she is working on the practical project.

The Number of Lectures Required : 120 hours

Theory : 10 x 4 = 40 hours

Practical : 10 x 8 = 80 hours

PART A : DESKTOP PUBLISHING

UNIT I : INTRODUCTION TO PUBLISHING

Different composing processes and their development, suitability for job, merits and demerits; brief description of the function of the conventional composing machine.

Elements of page design - selection of types (fonts) for text/display work, concepts of typography, copy preparation and copy fitting procedures, paper sizes; principles of page make up of books, board room/seminar presentations, etc.

Components of the desk top publishing system: word processing software, page-makeup software, painting/drawing software.

PART B : MS WORD

UNIT II : ENTERING, EDITING AND FORMATTING TEXT

Entering Text - (insertion mode/over-write mode, word wrap, justification)

Use of delete key, backspace key, cursor controls (key board keys like arrow keys, Home, End Pg Up, Pg Dn, Ctrl, ^Home, ^Home, ^Pg Up, ^Pg Dn)

Editing Text - clipboard, selecting text, cutting, copying, pasting, replacing text, undoing, inserting files, objects, opening multiple documents at a time.

Page setup (margins, headers, footers, paper size, paper location, layout, vertical alignment), line spacing, page breaks, foot-note and endnotes (creating, editing, deleting, numbering, inter-conversion).

Formatting Text - Fonts (type and size), paragraphs (indents - left, right, hanging, spacing), tabs (types, changing tab positions, clearing tab stops, tab alignment), columns, bullets and numbering (adding, removing), styles - bold, underline, highlight, superscript, subscript.

UNIT III : ADDITIONAL FEATURES

Tools - Find and replace, spell check, thesaurus, hyphenation, auto-correct

Tables - Creating, modifying enhancing, converting tabbed text to a table

Printing - Print pre-view, printing (print options dialog box)

Graphics - Inserting graphics, sizing and moving a graphic, adding border to a graphic, using WORD's drawing features. sizing and moving a drawing, superimposing text on a drawing.

Mail Merge - Components of a form letter, attaching the data file to the main document, generating the form letters, sorting the information in a data file, sorting the records in the main document.

PART C : ADOBE PAGEMAKER

UNIT IV : THE PAGEMAKER WINDOW AND DOCUMENT SETUP

Preliminaries - The menu bar, the tool box, The vertical and horizontal rulers, the master page icons, page icons; the colour palette and style palette windows; the control palette window - its changing face

The Menu Bar - File, Edit, Layout, Type, Element, Utilities, Window and Help

The Tool Box - Pointer tool, text tool, ellipse tool, rectangle tool, line tool, constrained line tool, polygon tool, zoom tool, rotating tool, the grabber hand and the cropping tool.

Viewing the page; magnifying an area of the page; moving the page with the grabber hand; displaying other pages.

The Page Layout - page size, orientation, double sided publications, numbering pages, setting margins and system of measurement, the target printer, changing the default document setup; inserting and removing pages; sort pages and build booklet commands

Using PageMaker Help - Searching for help, shortcuts.

UNIT V : WORKING WITH TEXT

a) **Working with the Text Tool** - selecting text, formatting characters, selecting sizes, applying type styles; assigning type characteristics using the type specifications dialog, keyboard shortcuts, menu options and the control palette; typing special characters, inserting special characters with the Character Map Accessory; bullets and numbering; correcting mistakes.

b) **Working with Text Blocks** - Moving, copying, aligning and resizing text blocks; drawing a new text block and deleting a text block.

c) **The Story Editor** - using the story editor, the story window, typing in the story editor, finding and replacing text, replacing special characters and formatting attributes; the spelling checker; switching back to layout view

UNIT VI : FORMATTING PARAGRAPHS AND USING STYLES

a) **Formatting Paragraphs** - selecting paragraphs for formatting; aligning and indenting paragraphs - using the control palette, the paragraph dialog and the intents and tabs ruler; creating columnar tables; vertical spacing, leading, creating and using a leading grid; adding paragraph spacing, the align next paragraph to grid option, hyphenation, widows and orphans, line breaks.

b) **Styles** - Benefits of using styles, the styles palette, creating styles and editing and removing existing styles, local formatting, styles in the story editor; copying styles from another publication.

UNIT VII : IMPORTING AND EXPORTING TEXT AND ADVANCED TEXT FORMATTING

a) **Importing and exporting text files** - importing word processor files, placing and flowing imported text - manual, semi-automatic and automatic text flow, drag placing text; using the word processor's style feature and embedding style tags; importing ASCII files, spreadsheets, database files, the ODBC plug-in; importing from PageMaker to PageMaker; Exporting text, establishing links to text files.

Separating, combining, threading and unthreading text blocks; using the text flow plug-ins.

b) **Advanced Text Formatting** - Special effect : rotating and skewing text, creating drop caps, standing caps; adjusting horizontal spacing, , kerning, tracking, changing character width, adjusting word and letter spacing.

UNIT VIII : WORKING WITH GRAPHICS AND IMPORTING GRAPHICS

a) **PageMaker's graphics** - boxes, the key-line plug-in, drawing polygons, ordering objects; lines, fills, shadow boxes, bleeds; manipulating graphics - sizing, moving, locking, grouping; using multiple paste, precise positioning; aligning and spacing objects; using the control palette for working with graphics; paragraph rules; creating pull quotes; creating inline graphics.

b) **Importing Graphics** - Bitmap images and vector images, file formats supported by PageMaker, placing a graphic; sizing a graphic; wrapping text around a graphic, customising text wrap; placing inline graphics; Cropping images; masking a graphic; transforming a graphic; enhancing TIFF images with Photoshop effects; linking and updating graphics; storing graphics in the publication; importing graphics through the clipboard, dragging and dropping a graphic, OLE.

UNIT IX : MASTER PAGES, TEMPLATES AND THE ADOBE TABLE

a) **Master Pages** - setting up master pages, adding headers and footers, using the running headers and footers plug-in; Turning off master items, working with multiple master pages.

b) **Templates** - advantages of using a template, adding styles to a template, opening a template; automation by linking files to your template; templates for large projects, PageMaker built-in templates; Creating grids and using them.

c) **Creating and Formatting a Table in Adobe Table** - Setting up a table and entering data; formatting a table; aligning, borders, adding shades, adjusting column widths and row height; modifying a table; importing a table into PageMaker.

UNIT X: MISCELLANY

- a) **Printing** - Choosing a target printer, understanding the PRINT dialog for non-PostScript and PostScript printers; Creating print files for remote printing, printing to file.
- b) **Working with Colour** - Spot colours and process colours; selecting a colour library; adding a colour to the palette, tints; applying colours to text, to PageMaker graphics and to imported graphics; replacing a colour with another colour.
Printing colours - colour separations, selecting inks, converting spot colours to process colours; trapping colours.
- c) **Large Projects** - Defining a book list, numbering pages across publications, printing a book; creating a table of contents - making entries, creating and formatting the table of contents; Creating an Index - marking an index entry, two-level and three-level entries, creating cross reference, customizing the index.

PAGEMAKER PRACTICALS

1. Create a simple one-page publication with a simple imported graphic, with default text wrap around the graphic. (MP6W pg 36...)
2. Prepare some text in a word-processing program; import the text into PageMaker and make a multiple page publication. Use an OLE embedded graphic prepared in any drawing program.
3. Design a business letterhead (MP6W pg 147)
4. Create a three-column brochure. Use the story editor to prepare the text. It should have an inline graphic, some bulleted text, and a table prepared in PageMaker (MP6W pg 182)
5. Prepare text in a word-processing program and import it into PageMaker to create a multiple page publication. Create a leading grid, use styles to format the publication. Import a graphic and wrap text around it using custom wrapping.
6. Make a News Letter with bleeds, inline graphics, drop cap and a pull-quote. (MP6W pg 391...)
7. Use imported graphics, masking facilities in PageMaker, etc., to prepare a cover for the News Letter that you have created. (MP6W pg 455)
8. Create a simple publication having graphics and text; define colours and apply colours to the graphic elements and the text elements; use different tints of the same colour for some elements. (MP6W pg 498)
9. Create a table using Adobe Table and import into a publication in PageMaker.
10. Create and save a News Letter Template. Open this template and prepare a News Letter with some graphic elements. (MP6W pg 592)
11. Create and save a Book Template. (MP6W pg 610)
12. Use the Book Template you have created to make a small book with two or three publications. Prepare a Table of Contents and an Index for this book.

BOOKS

- 1) Altman, Rebecca Bridges, Altman, Rick, Mastering PageMaker 6, BPF Publishers, New Delhi, 1996.
- 2) Singh, Vishnu Priya, Sing, Meenakshi, DTP Course. Asian Publishers, New Delhi, 1997.

Abbreviations

MP6W - Mastering PageMaker 6 for Windows

DESK TOP PUBLISHING, PUBLISHING TOOLS AND MULTIMEDIA

PAPER III : MULTIMEDIA

The Objective : The objective of this paper is to introduce the student to the world of multimedia. In particular, the first part of this paper aims to familiarize the student with digital video and the techniques of assembling and editing digital video on the PC. The aim of the second part of this paper is to introduce the student to the techniques of authoring multimedia programs and applications.

The Distribution of Marks : The examination will consist of a theoretical paper of 40 marks and two practical papers of three hours each - one for ADOBE PREMIERE and another for MACROMEDIA DIRECTOR - each carrying 25 marks. 10 marks are set aside for internal assessment.

The Theory Paper : The theory paper will consist of three parts.

Part A : Six questions, each carrying two marks to be set, out of which 4 are to be attempted.

Part B : Twelve questions, each carrying two marks to be set, out of which 8 are to be attempted.

Part C : Twelve questions, each carrying two marks to be set, out of which 8 are to be attempted.

NB. The questions set should be answerable in three or four sentences. The questions may be subdivided into parts.

The Practical Papers : In each practical paper, eight projects are to be proposed, each carrying 25 marks, out of which one is to be chosen by lot. Marks will be awarded under the following categories :

Completion of the project : 30%

Overall visual/aural impact : 30%

The efficacy of tools employed : 20%

Effectiveness and grasp of techniques : 20%

For judging the last two aspects, the examiner should orally examine each student as he/she is working on the practical project.

The Number of Lectures Required : 120 hours

Theory : 14 x 3 = 42 hours

Practical : 13 x 6 = 78 hours

PART A : INTRODUCTION TO MULTIMEDIA

UNIT I : MULTIMEDIA

What is multimedia, understanding multimedia - experiencing and interacting with the message.

The Multimedia Computer and its components - multimedia hardware standards, the sound card, video card, the CD-Rom drive.

Multimedia Software - types and examples of multimedia software, audio and video software, the place of ADOBE PREMIERE.

Multimedia Authorware - MACROMEDIA DIRECTOR

Other commonly used Multimedia Software like Adobe After Effects, Digital Fusion, Elastic Reality, Scala... and their uses.

PART B : ADOBE PREMIERE

UNIT II : PRELIMINARIES

a) **Digital Video** - advantages of digital video over traditional video.

b) **Objectives of Adobe Premiere** - Compile and play movies (incorporating video clips, audio clips, stills, graphics and special effects) on the PC; output movies from the computer to videotape; export the Edit Decision List (EDL) from Premiere to a traditional videotape editing and production system.

c) **The PREMIERE interface** - Setting up Premiere, setting options and preferences; the menu bar; the tool box, commands; the construction, project, info, preview, transitions and clip windows; the time ruler, the scroll bar.

UNIT III : ASSEMBLING, COMPILING AND PLAYING A MOVIE

a) **An Overview of the Editing Process** - collecting the clips, picking the cuts, assembling the cuts into a movie.

b) **Assembling a Movie** - Creating a new project, the project window display options; Importing clips into the project window, previewing a clip in the clip window; assembling clips in the construction window; using the *paste* and *paste to fit* commands to add a clip to the construction window, using the *paste custom* command to add a clip; selecting clips, using the range selector tool to select several clips as a group.

Changing the construction window's time setting using the time unit selector or the zoom tools, scrolling the construction window using scroll bars or the hand tool, aligning clips using the info window or the *snap to edge* option; previewing a movie using the time ruler.

Changing the duration of a movie in the construction window using the stretch tool and the in point and out point tools; changing the duration using the clip window; previewing a movie using the *preview* command, using dynamic previewing.

c) Compiling and Playing a Movie - Saving the project; compiling a movie using the *Make Movie* command; scratch movies and references; playing a movie in the clip window and as a video.

UNIT IV: TRANSITIONS AND FILTERS

a) Transitions - types of transitions; transition commands; an overview of the various transitions available in Premiere - special effect transitions, zoom transition, sliding bands transition, push transition, spin away transition, clock wipe transition, etc.

Adding a transition to a movie; using the *paste* and *paste to fit* commands to add a transition; setting the options for a transition in the construction window, and in the transitions settings dialog.

b) Filters - Types of filters; an overview of the filters available in Premiere; Applying filters to a clip, setting filter options, finishing out what filters and filter options have been applied to a clip, changing applied filter options; engaging dynamic filtering, changing the direction of a dynamic filter, deleting a filter; using the *paste custom* command to apply filters applied to one clip, to another; using the razor tool to apply a filter to a portion of a clip; copying filters to a group of clips.

c) Third Party filters for Premiere, with special reference to Final Effects

UNIT V: AUDIO CLIPS - ADDING SOUND TO A MOVIE

a) Adding Audio - The audio possibilities in Premiere; Adding audio and linked clips to the construction window, changing the display of an audio clip in the construction window; using the link-override tool to move the video and audio portions of a linked clip independently in the construction window; audio tracks, audio commands and tools, adjusting the volume and speed of an audio clip.

b) Audio Filters - An overview of the audio filters available, adding audio filters to a movie; modifying audio clips in other applications and importing them into Premiere.

UNIT VI: GRAPHICS - TITLES AND LOGOS

a) Creating Titles - the tools in the title window toolbox, the title menu commands, creating text and objects in the title area, centering and shadowing text, moving objects in the title area, layering objects in the title area; adding still-image(title) clips to the project window and the construction window.

b) Creating Logos - Creating a logo, adding it to the project.

c) Modifying Images in Other Applications - Rotoscoping; Using Adobe Photoshop to create a filmstrip file and modifying it using the tools in Photoshop; Creating animated text using Adobe Illustrator and importing sequences into Premiere, keying an Illustrator file over a dynamically changing still image, keying moving text over a still image.

UNIT VII: SUPERIMPOSING CLIPS AND THE MOTION COMMAND

a) Superimposing Clips - Using key types for superimposition, superimposing a still title clip onto a still image clip using different key types; superimposing a movie clip onto a still-image background using different key types; adjusting the fade controls on a super track.

b) The Motion Command - Applying motion to a clip using the *motion* command, setting motion options for individual and all points, saving and loading motion settings, adjusting points on the motion path, applying and changing motion settings; creating a motion control project for export into another project; the distortion controls.

UNIT VIII: ADVANCED EDITING AND VIDEO CAPTURE AND COMPRESSION

a) Advanced Editing - Additional commands, tools and techniques for editing a movie in Premiere: setting and deleting place markers in the clip window, aligning place markers in the construction window, setting and deleting place markers in the time ruler in the construction window, the marquee tool, virtual clips, track and multi-track tools, ripple tool, rolling edit tool; the *copy to construction* command; editing in the trimming window, previewing edit changes from the trimming window.

b) Video and Audio Capture and Compression - capturing images and sound on your PC, calibrating the input video signal, recording options, batch capturing and device control, assigning new time code numbers; trimming a project using the project trimmer.

Compressing data - hardware compression vs software compression, AVI video compressors, CODECS: Adobe Premiere compression options, opening a project for compression settings, using the compression settings dialog.

c) Creating Videotape - outputting a Premiere movie on to a Videotape, Edit Decision Lists.

ADOBE PREMIERE PRACTICALS

1. Create a simple movie by importing at least three clips, assemble them and compile them into a movie.
2. Import at least three clips and assemble them using different transitions and compile them into a movie.
3. Apply some filters to a movie that has already been assembled, apply at least one dynamic filter; use the razor tool to apply a filter to a portion of one clip.
4. Add different audio clips to the movie made in (3) and compile a scratch movie
5. Create a rolling credits movie, add a logo, an audio clip and link it to the end of a given video movie.
6. Create some animated text using Illustrator, import the sequence into Premiere and key the animated text over a still image to which a dynamic twist filter has been applied.
7. Import a clip and apply motion to that clip using the motion command.

8. Create a filmstrip file using Adobe Photoshop
9. Create a movie using imported clips, in which there is a still title clip superimposed onto a still image clip using the White Alpha Matte key type.
10. Create a movie using imported clips, in which there is a movie clip superimposed onto a still-image background using the Green Screen key type.
11. Assemble a documentary movie using video capture to obtain the clips required.
12. Compress the movie assembled in (11) and output the movie on to a videotape.

PART C - MACROMEDIA DIRECTOR

SECTION I : PRELIMINARIES OF DIRECTOR

UNIT IX : THE STAGE AND THE CAST

a) An overview of DIRECTOR - DIRECTOR and what we can do with it, object manipulation, the stage, the cast, the score and lingo scripting. Setting DIRECTOR preferences.

b) The Stage

Setting the Stage - types of objects on stage, cast members, MIAW, the cursor, graphic objects

Movie Properties Dialog - stage colour, size, location, the default colour palette, frame duration

c) The Cast System

Developing internal and linked casts, creating new casts, the cast user interface, moving cast members, importing cast members, cast members from objects, and their symbols

UNIT X : THE SCORE INTERFACE AND THE TOOL WINDOWS

a) The Score Interface

The Score Interface - Put away script, sprite script window, enlarge to fill monitor, channel symbol/number, marker selector, visibility toggle, script pop up, ink effects, trails feature, moveable feature, editable feature, cell colour, display preferences, transpose up and down, go to current frame, etc.

Channel types - colour palette, tempo channel, transitions, sounds, frame scripts, graphic channels manipulating cells, ink effects, blend.

b) Tool Windows

The Control Panel; the Tool Bar; The Built in Paint Application and how it works - bitmap filters, auto filter, registration point adjustment, onion skinning, auto distort.

The Tool Palette

Text - rich text, editable text, text inspector

Aligning and Tweaking

The Memory Inspector

UNIT XI : BASIC ANIMATION TECHNIQUES AND CREATING A PROJECTOR

a) Basic Animation Techniques

Key frame animation, tween properties of a sprite, space-to-time method, cast-to-time method, making film loops, real-time recording; using the auto-distort feature, and the auto-filter feature; colour cycling.

b) Making Projectors

Projector options, protecting files, installer and the gold master.

SECTION II : LINGO SCRIPTING

UNIT XII : ENTRY LEVEL LINGO

Handlers, variables, comments, case

Lingo User Interface - the script window and its various facilities, the message window, watcher window, debugger window

Branching of Handlers - primary events and precedence, trapping a primary event

Lingo Grammar - handler construct, global variable declaration, lingo elements, variable assignments, looping, conditionals

Controlling Cast Members with Lingo - some familiar lingo constructs - movie script constructs, frame script constructs, sprite script and cast member script constructs

UNIT XIII : INTERMEDIATE LEVEL LINGO

a) Moving and Sizing Objects Using Co-ordinate Systems - screen co-ordinates, stage co-ordinates, cast member co-ordinates, sprite co-ordinates, registration point of a sprite

b) Moving Around in the Movie - navigating between frames, calling and linking other movies, movies in a window.

c) Animating in a Paused Frame - by film loop techniques, cast member assignment technique, and by playing digital video - controlling digital video and sound.

d) Director Xtras - the place of Xtras in Director. Important Xtras like Animation Wizard, Widget wizard, Printomatic, and how to use them.

UNIT XIV : Understanding the use of Lingo Scripting by working together on some games programmed using DIRECTOR. For example, a simple painting application, and a puzzle game. Examples of such applications may be found in IMD6, pp 742 ff.

MACROMEDIA DIRECTOR PRACTICALS

1. Prepare a short presentation using internal cast members, cast members created using the built in paint application and transitions
2. Add sound to the above presentation
3. Create an animation of a bird flying away into the horizon, using step framing, the space-to-time and cast-to-time techniques.
4. Create simple animations using real-time recording and filters.
5. Create an animation of the hands of a clock moving over its face, using autodistort, cast-to-time and film loop methods. (IMD6 pg. 190 ff)
6. Create an animation of a toaster getting red-hot by using the method of colour cycling (IMD6 pg 197ff.)
7. Create a tool box which can be moved around on the stage using the mouse, using lingo (MMD5 pgs 252-254)
8. Design a simple interactive programme in which the movie goes to different frames using mouse clicks on buttons on stage, using lingo.
9. Create a short movie, in which there is a MIAW, which is controlled using lingo.
9. Design a simple presentation with sound, in which the sound is controlled using lingo.
10. Program a simple children's painting application using Director.
11. Design a simple puzzle game using Director.

BOOKS

1. Adobe Premiere : A Classroom in a Book, Adobe Press, Indianapolis, 1995.
2. Hone Robert, Kuntz, Margy, Making Movies With Your PC, Prima Publications (Pustak Mahal), New Delhi, 1994.
3. Chuck Henderson, Mastering Macromedia Director 5, BPB Publications, New Delhi, 1997.
4. Lee Allis et al, Inside Macromedia Director 6 with Lingo, Techmedia, New Delhi, 1997.

Abbreviations

- | | |
|--------|---|
| MMD5 - | Mastering Macromedia Director 5 |
| IMD6 - | Inside Macromedia Director 6 with Lingo |

5:7:2 (1)

① Matter relating to NERIST

Agenda _____

A. The NERIST had been affiliated to the University as an interim measure for UG Courses at the instance of Ministry of Human Resource Development, New Delhi.

In the course of time although they had not been granted affiliation for the M.Tech nor had they applied for it, it appears that they had started admitting students into the M.Tech course. From such students they had been collecting fees on behalf of the University and the Institute had further been using the seal of the University without permission. On this being known to the University, the same was put up to the Academic Council which decided as follows:-

"Provisional affiliation for M.Tech Course is regretted by the Council and the Council takes a serious view of the Institute enrolling M.Tech students without authorisation from NEHU and a time bar be fixed for the Institute to reply to the COE's letter. The Council, further RESOLVED to draw the attention of the Executive Council to the right of the University to withdraw the privileges granted to the Institute, as the Institute has shown gross neglect in consulting NEHU about its academic programmes".

As a follow-up action of this, a Show Cause Notice was issued to the Institution as given at Annexure 'A'. Replies to the Show Cause Notice were received as at Annexure 'B' and 'C'.

From the replies received at Annexure 'B' and 'C' there following points emerge:-

- a) They are apologetic that through oversight they had been collecting fees on behalf of the University.
- b) They have discontinued admission of students into the M.Tech Course on the basis of the University direction.
- c) A request is made to the University that the students who have already been admitted and written their exams may be allowed to get the M.Tech Degrees under the seal of University, as a denial of this, would jeopardise the career of such students which total 15 students under two batches.

In consideration of the facts that the Institution is apologetic about the wrong use of the University seal by it without permission due to oversight and further in consideration of the facts that they have discontinued admission of students for M.Tech, the Academic Council may like to consider the request of the Institute for the clearance of atleast the cases of the 15 students who have gone through the course and are awaiting their results to be declared.

B. It may also be recalled that the UG Courses of NERIST have never been formally approved by the A.C. and it was the desire of the A.C. that the same should be procured and placed before it for approval. The same is obtained and ^{will be} placed before the Academic Council ^{at the meeting} ~~as at Annexure 'D' for formal approval.~~

5:7:2(3)

Annexure 'A'

No.EX/NEHU/NERIST/23

6.1.99

The Chairman
Board of Management
NERIST, Nirjuli
Arunachal Pradesh.

Subject: Show Cause Notice

Sir,

In continuation of this office letter No.EX/NEHU/NERIST/98-2552 dated November 7, 1998. I am directed to say that the matter was put up to the Executive Council which resolved as under:

"EC:99:98:5:7: (i) The Council considered the recommendations of the Academic Council on the permanent renewal initial affiliation of the following Colleges and while approving the affiliation subject to fulfilment of the conditions laid down by the Inspection Teams RESOLVED that all the colleges under the jurisdiction of the University be required to make appointments of their teachers as per the UGC including NET examinations.

As regards NERIST a Show Cause Notice be issued as to why the privileges of NEHU should not be withdrawn on the following grounds:

- (a) Collecting fees in the name of NEHU without obtaining any prior authority or permission from the University.
- (b) Using the seal and designation of the Vice-Chancellor of NEHU in the fee receipts without any authority or permission from the University.

The Chairman is authorised to take necessary action on the reply from NERIST which should be submitted latest by 10.1.1999.

I would, therefore, request you to respond to the above decisions of the E.C. on or before 10.1.1999.

Yours faithfully,

Sd/-

(Dr.A.Patton)
Registrar-cum-Controller

Annexure 'B'

Prof. U.K. Sarma, Acting Director
 BE (Gauhati)
 DIC (Imperial College)
 M.Sc. Engg (London)
 Ph.D (IIT, Kgp)

DIR/06/98/
 December 21, 1998

The Vice-Chancellor
 North Eastern Hill University
 Shillong.

Sir,

I am directed to refer to NEHU letter No. Ex/NEHU/NERIST/98-2552 dated 8.11.98 and to say that Institute regrets the inconvenience caused to University by registering the M.Tech students under NEHU without approval.

The office used the NEHU Registration receipts meant for B.Tech courses without realising that University had not yet granted the affiliation to M.Tech courses. It may be added that no other document, e.g. grade card, etc. has been issued under the seal or authority of NEHU, nor were the students ever told that the courses are affiliated to NEHU. Also it is put on record that the Institute has suspended further admissions to its M.Tech programme w.e.f. August '98 till the affiliation comes through.

This may kindly be ignored and we hope this inadvertent mistake on our part should not come in the way of affiliation for our last two batches for which a request was made to NEHU to bail us out in view of the students career, a copy of which is attached for further reference.

Further to add that MHRD is also aware of this inadvertent mistake.

Yours faithfully,

Sd/-

(U.K. Sarma)

Copy to: (N.O.O):

1. Prof. B. Nag, (Chairman, BOM), 704, Prerana Apartment, Tirandaz, Powai, Opposite IIT Main Gate, Mumbai-400 076.
2. Shri Satinder Singh, Director (I), MHRD, Dept. of Education, Shastri Bhawan, 'C' Wing, New Delhi-110 001.

(U.K. Sarma)

5:7:2(5)

Annexure 'C'

Prof.U.K.Sarma, Acting Director,
BE(Gauhati)
DIC (Imperial College)
M.Sc.Engg.(London), Ph.D.(IIT,Kgp)

No.D1R/06/99
Date:09.02.1999

The Registrar-cum-Controller,
North Eastern Hill University
Shillong.

Sub:- Show Cause Notice.

Sir,

I am directed to refer to your letter No.Ex/NEHU/NERIST/23 dated January 6, 1999, addressed to the Chairman, Board of Management, NERIST received in this Institute on 21.01.99 and to say that except the University Enrollment/Registration fee, no other fee is being collected for any of the modules in the name of NEHU, and only Institute receipts are being issued.

The University Registration/Enrollment fee of all the UG Courses, on first admission to the Institute is, however, being collected on the University receipts. The University Registration fee receipt as also the Migration Certificates, Grade Cards and Provisional Certificates are being signed by Deputy Registrar(Academic) on behalf of Vice-Chancellor/Controller of Examination as per formal authority delegated by the University.

As regards issue of Registration/Enrollment fee receipt for M.Tech courses, these were issued by the concerned officer(s) in Academic Branch inadvertently on the understanding that the same procedure, as applicable for UG courses, is to be followed. We have already conveyed this vide letter No.D1R/06/98 dated 21.12.98 and have also expressed our regret for the same. A copy of this letter is enclosed.

Yours faithfully,

Sd/-

(U.K.Sarma)

Encl: As above.

II) Appointment of the course Co-Ordinators for UGC Sponsored Refresher Course, NEHU.

The University Co-Ordinator, Refresher Course, NEHU has informed that querries have been raised by different sections of the teachers whether the following categories of teachers are eligible to be course Co-Ordinator :-

1. Any lecturer in the University (NEHU)
2. A NEHU lecturer with six (6) or more years of teaching experience and have completed two (2) Refresher courses.
3. A retired and re-employed teacher of NEHU.
4. A Retired teacher from any other University but is re-employed in NEHU.

The matter is placed before the Council for consideration.

- iii) Panel of Examiners for evaluating the Ph.D Thesis in respect of Ms. Sangheeta Dutta.

The Head, Department of Mathematics has forwarded the Panel of Examiners submitted by the Supervisor for evaluation of Ph.D thesis of Ms Sangheeta Dutta, Department of Mathematics. The Panel will be tabled by the Chairman.

The matter is placed before the Council for consideration.

(iii) Nomination of members for constitution
of the Board of Under Graduate Studies
in Business Administration.

Introduction: The subject in Business Administration has
been approved by the Council in its 57th meeting.

The Board of Under Graduate Studies has now
to be constituted under the second provision of Ordinance-
OA-9 Clause 2 (i) consisting of three person not below the
rank of Reader to be appointed by the Academic Council one
of whom shall be appointed as Chairman by the Vice-Chancellor
provided that he should be a member of the Academic
Council.

The matter is placed before the Council for
consideration.

Continued to item No:6:6:1

- xi) Revised qualifications for recruitment of Professors/
Readers and Lecturers.

In continuation to item No:6:6:1 of the Ist Part agenda, the notification No:F.3-1/94(PS) of 24th December'1999 received from U.G.C. on Revision of pay Scales, Minimum qualifications for appointment of teachers in Universities and Colleges and other measures for the maintenance of standards, 1998 is placed as Annexure-I

The matter is placed before the Council for consideration.

SG/13/4/99)

**UGC Notification
on**

**Revision of Pay Scales,
Minimum Qualifications for appointment of
teachers in Universities and Colleges
and other measures for the maintenance of
standards, 1998**



**UNIVERSITY GRANTS COMMISSION
NEW DELHI**



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.

Contd..../-

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:

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) 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 Commission 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-U.I. 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.

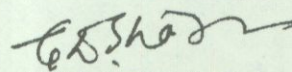
6.0 The UGC has sent the following schemes to the Ministry of Human Resource Development for consideration.

- 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,


(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 of 55% should not be insisted upon for Professors, Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Directors of Physical Education, 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 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 the 7 point scale with letter grades O, 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 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.

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 latter 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.

4.2.2 **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 latter 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.

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 least 55% of the marks or an equivalent grade of B in the 7 point scale with latter 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 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 latter 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.

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 latter 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 latter grades O, 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 latter 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.

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.

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 course).
- (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;
- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iv) 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.
- (v) 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
- (vi) 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 advertisements, 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 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.

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 Committed; 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 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 autonomous 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 :

	<u>No. of weeks</u>	
	<u>University</u>	<u>College</u>
Teaching	30 (180 days)	30 (180 days)
Admissions/Examinations preparation for Examinations.	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, 1/3 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(Sel. 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.

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 re-employ 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 re-employment 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 .

20.0.00 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.

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 time-frame 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.

Consolidated statement based on letters No.F.1-22/97-U.I. issued on 27th July, 1998, (Annexure I), 22nd September, 1998 (Annexure II) and 6th November, 1998 (Annexure III) by Ministry of Human Resource Development.

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.

1.(i) Pay Scales

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

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

(ii) Incentives for Ph.D./M.Phil. (Annexure I)

- (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 (Annexure I)

- (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.
- (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 (Annexure I)
- (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 (Annexure I)
- (a) The revised scale of pay as contained in the Annexure will be effective from 1.1.1996.(Annexure I,II,III)
- (b) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale of Rs.700-125-4950-150-5700/- 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.(Annexure III)
- (c) 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. 0000-325-15200 and Rs.16400-450-20900-500-22400/- respectively as on 1.1.1996. (Annexure III)
- (d) 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.
- (e) Pay in the Revised scales of pay as at Annexure 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.
- (f) The payment of arrears will be made in one instalment.
- (g) 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 employees.

(vi) Age of Superannuation (Annexure I)

The age of superannuation of university and college teachers, Registrars, Librarians, Physical Education personnel, Controller 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 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. (Annexure I & III)

(vii) Professors for colleges (Annexure I)

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) 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. (Annexure III)

(ix) Other terms & conditions of service of teachers. (Annexure I)

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.

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

Sl. No.	Category	Existing scales of pay	Revised scales of pay
	<u>University and College Teachers</u>		
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer (Sr.Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer (Sl.Grade)/Reader	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Principals of Colleges	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (Minimum to be fixed at 12840) (ii) 16400-450-20900-500-22400 (Minimum to be fixed at 17300)
6.	Pro-Vice Chancellor	5900-200-7300	18400-500-22400
7.	Vice Chancellor	7600 (fixed)	25000 (fixed)
	<u>For Universities</u>		
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
	<u>For Colleges</u>		
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 (Sr. 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

0No.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 Governments 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 Governments will meet the remaining 20% of the expenditure from their own sources.
- (d) The financial assistance, indicated above, would be provided for the period from 1.1.1996 to 31.3.2000.
- (e) The entire liability on account of revision of pay scales, etc., of university and college teachers would be taken over by the State Governments w.e.f. 1.4.2000.
- (f) 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 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 scales 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.
- (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 1.1.96 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 1.1.96 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 employees.

(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.

(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 scales 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.

7. The receipt of this letter may kindly acknowledged.

Yours faithfully,

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

ANNEXURE

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

Sl. No.	Category	Existing scales of pay	Revised scales of pay
	<u>University and College Teachers</u>		
1.	Lecturer	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer (Sr.Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer (Sl.Grade)/Reader	3700-125-4950-150-5700	12000-420-18300
4.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5.	Principals of Colleges	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (Minimum to be fixed at 12840) (ii) 16400-450-20900-500-22400 (Minimum to be fixed at 17300)
6.	Pro-Vice Chancellor	5900-200-7300	18400-500-22400
7.	Vice Chancellor	7600 (fixed)	25000 (fixed)
	<u>For Universities</u>		
8.	Registrar/Librarian/Director of Physical Education	4500-150-5700-200-7300	16400-450-20900-500-22400
9.	Dy.Registrar/Dy.Librarian/ Dy.Director of Physical Education	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	2200-75-2800-100-4000	8000-275-13500
	<u>For Colleges</u>		
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 (Sr. 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

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

Government of India

Ministry of Human Resource Development
(Department of Education)

New Delhi, the 22nd Sept., 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.18,400-500-22,400 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.15,200/- 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.17,300/-. In the case of other Principals, the revised scale of Rs.12000-375-18000 will be given w.e.f. 1.1.96 and the minimum basic pay will be fixed at Rs.12,750/- 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.12,840/-.

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 the Finance Officers in the Universities will be given the same pay scale as applicable to the Registrars.

6. Payment of arrears in respect of allowances other than Dearness Allowance contemplated under Paragraph 1.(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

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 Examination 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.

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 Asstt. 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 of 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.

Appendix-IV

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.
- (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.

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 Committees 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 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 class room 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.

- (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) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

NOTE:

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

(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 retrospective 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 be 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 years, 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.
- (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 allowance 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 increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(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.

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

NOTE- I: 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- II: 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.

- iii) Revised guidelines for placement of Lecturers in Sr.Scale/Selection Grade/Reader/Professor under Career Advancement Scheme.

Consequent upon the Vth Pay revision with effect from 1.1.96, as accepted by the Council vide its resolution No:EC:99:98:6:6:(viii), the University Grants Commission vide its notification 1998, on the revision of pay scale, minimum qualifications for the appointment of teachers in the University and Colleges, and other measures for maintenance of standards, as received vide its letter D.O.No.F.3-1/94(PS) of December, 1998 and letter of even No.3-1/94(PS) dated 24th December, 1998 (Annexure-I and II) respectively have revised the Scheme of Career Advancement in respect of teachers. The various provisions as have been made now as per the U.G.C. notification, 1998 are as per Annexure-III (from page 1 to 4) which is appended herewith for favour of perusal by the Council.

Since the Commission's letter of 24th December, 1998 as at Annexure-II states that the provisions of the U.G.C. Notifications, 1998 shall come into force with immediate effect, and therefore, the Council may like to approve and accept the aforesaid revised Scheme on Career Advancement with effect from 24.12.98, i.e. with effect from the date of the said letter.

The matter is placed before the Council for favour of perusal and consideration.

No:F.5-1/Esstt-II(B)/99

ANNEXURE-'I'

Dr.G.D.SHARMA
SECRETARY

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-11 002.

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

December, 98.

Dear 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 for your information and necessary action.

With regards,

Yours sincerely,

Sd/-G.D.Sharma

Prof.Barrister Pakem,
Vice-Chancellor,
North-Eastern Hill University,
P.O.NEHU, Campus, Mawkyntoh, Umshing, Shillong.

ANNEXURE-'II'

D.O.F.3-1/94 (PS)

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002.

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 (1) 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 (1) 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.

Contd/.../-

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(1) 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 recommendation of the Commission, as per provision 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 (1) of sub-section (2) of Section 25 or of any regulations made under Clause (e) or Clause(1) 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 Commission 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 scale of pay as indicated in Government of India notification No.F.1-27/97-U.I dated 27.7.98, 22.9.98, 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

ANNEXURE-'III'CAREER ADVANCEMENT

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.

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).

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

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

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

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.

LECTURER (SELECTION)

6:6:2(7)

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 fulfill 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.

READER (PROMOTION)

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) Possess consistently good performance appraisal reports.
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.

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)
- 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 with 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 Professor opt to attend two Seminars/Conferences in their subject area and present paper on one aspect of their promotion/selection to higher level or attend refresher course to be offered by ASCs for this level.

If the number of years required in a feeder cadre are less ~~than~~ 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.

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, DDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/ Selection Grade provided that:

1. The post was in an equivalent grade/scale of pay as the post of lecturer,
2. the qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer,
3. the candidates who apply for the direct recruitment should apply through proper channels,
4. the concerned lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer,
5. the post was filled in accordance with the prescribed selection procedures as laid down by the University/State Government/Central Government/Institution's regulations,
6. The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided -
 - (a) the adhoc service was of more than one year duration.
 - (b) the incumbent was appointed on the recommendation of a duly constituted Selection Committee and
 - (c) the incumbent was selected to the permanent post in continuation to the adhoc service, without any break.

6:6:3(1)
iii) Panel of experts for the various Selection Committees for recruitment of teachers.

The 55th A.C. meeting held on 22nd and 23rd May, 1997 and the 93rd E.C. meeting held on 15th July, 1997 has approved the panel of experts for the various Selection Committees for recruitment of teachers subject to the submission of detailed reports by the concerned Head Depts/Centres regarding designation, scale of pay, status etc. of the experts.

In view of the above decision, the matter was referred to the Head Depts/Centres concerned for necessary action. Now, the Head, department of Sociology has submitted the panel of names of experts by indicating their designation, status, scale of pay etc. as desired by the AC/EC and some new names which do not appear in the Ist list have been incorporated in the IInd list. Hence, the IInd list of names of experts as submitted by the aforesaid department is placed herewith before the Council for favour of perusal, consideration and approval.

The said panel will be tabled by the Chair.