

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-5

**ON SERVICE CONDITIONS, SALARY SCALES,
CLASSIFICATION AND QUALIFICATIONS OF TEACHERS**

Under Section 26 (1) (n) of the NEHU Act, 1973 read with Statute 25

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| Members of the Teaching Staff | 1. The members of the Teaching Staff shall be designated as follows: <ol style="list-style-type: none"> i. Professor ii. Reader iii. Lecturer |
| Scale of Pay | 2. The Scales of pay of the teaching staff shall be as prescribed by the UGC/MHRD, Government of India from time to time and as accepted by the University. In addition to the pay in the scales such other allowances, facilities and perks as may be sanctioned by the UGC/MHRD, Government of India/University from time to time will be admissible to the teachers. |
| Qualification | 3. The qualifications for the post of Professors, Readers or Lecturers shall be such as may be prescribed in the Regulations of the University in consultation with the University Grants Commission. |
| Teacher to be whole time employees | <p>4. i. For the purpose of this Ordinance “teacher” means whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.</p> <p>ii. A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University.</p> <p>iii. No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.</p> <p>Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.</p> |
| Nature of Duties | <p>5. i. Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances framed thereunder, organization of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.</p> <p>ii. A teacher who is assigned work relating to teaching or research in any Department, other than his, within the School or outside School, shall not be entitled to extra remuneration.</p> |

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- Probation** 6. Professors and Readers shall be appointed on probation ordinarily for a period of twelve months and Lecturers for a period of twenty four months but in no case shall the total period of probation exceed twenty four months. Provided that the Executive Council may, for reasons to be recorded waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than nine months from that date.
- Confirmation** 7. i It shall be the duty of the Registrar or any Officer-in-charge of the case, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month and the 19th month.
- ii. The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of the probation. Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.
- iii. A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.
- Increment** 8. Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.
- Provided that two advance increments shall be admissible to those who enter the University system with an M.Phil/M.Litt. while four advanced increments to those with Ph.D/D.Litt./D.Sc./D.Phil. Degree.
- Provided further that one increment shall be admissible to a teacher who acquires an M.Phil/M.Litt.Degree, while two increments shall be admissible to a teacher who acquires a Ph.D/D.Litt./D.Sc. in his/her service career. But the number of increments shall not exceed two if a teacher acquires both the degrees in his/her service career.
- Age of retirement** 9. Subject to the provision of Statute 27, every teacher confirmed in the service of the University, shall retire from such service on the afternoon of the last date of the month in which he/she attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of reemployment.
- Variation in terms
& conditions of
Service** 10. Every teacher of the University shall be bound by the Act, Statutes Ordinances of and Regulations for the same being in force in the University.

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Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so as to adversely affect him.

- Resignation** 11. A teacher may, at anytime, terminate his engagements by giving the Executive Council three months' notice in writing.

Provided further that if the notice period ends in the middle of the academic semester, and if the leaving of the teacher may be released only at the end of the semester in the case of the University teachers and at the end of the academic session in the case of teachers of the constituent colleges.

- Contract** 12. i. The written contract between a teacher and the University required to be entertained into under clause (2) of the Statute 25, shall be in the form annexed to this Ordinance or as nearly or substantially to take effect.

Provided that if a contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like equity, fair play, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.

- ii. Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form as annexed.
Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

- Provident Fund** 13. A teacher of the University shall subscribe to the Provident Fund scheme and shall be entitled to such gratuity/retirement benefits and leave encashment prescribed by the Government of India from time to time.

Provided that a teacher who entered the University with a Ph.D Degree, shall be entitled to the benefit in service up to a maximum period of 3 years for the purposes of retirement benefits such as Pension / C.P.F., gratuity and leave encashment/subject to the fulfillment of the condition that the teacher attains the age of superannuation in this University except in case of death before superannuation.

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1. Approved vide Ministry of Education, Govt. of India, letter No.F.8-17/78-Desk(u) dated 29.7.1978.
 2. Amendment to Clause 2 and 9, and New Clauses 8A and 13, approved vide M.H.R.D., Dept. of Education, Govt. of India letter No.F.8-30/99/Desk(u), dated. June 2, 2000.
 3. Amended vide Academic Council Resolution No.AC:77:2007:5:8:(ii) and Executive Council Resolution No:EC:129:2007:6:2: (xxii), dated July 7, 2007 and notified vide No.Conf/13-5/ORD/99 (Vol.III-682 dated 16.11.2007 dated November 16, 2007.