

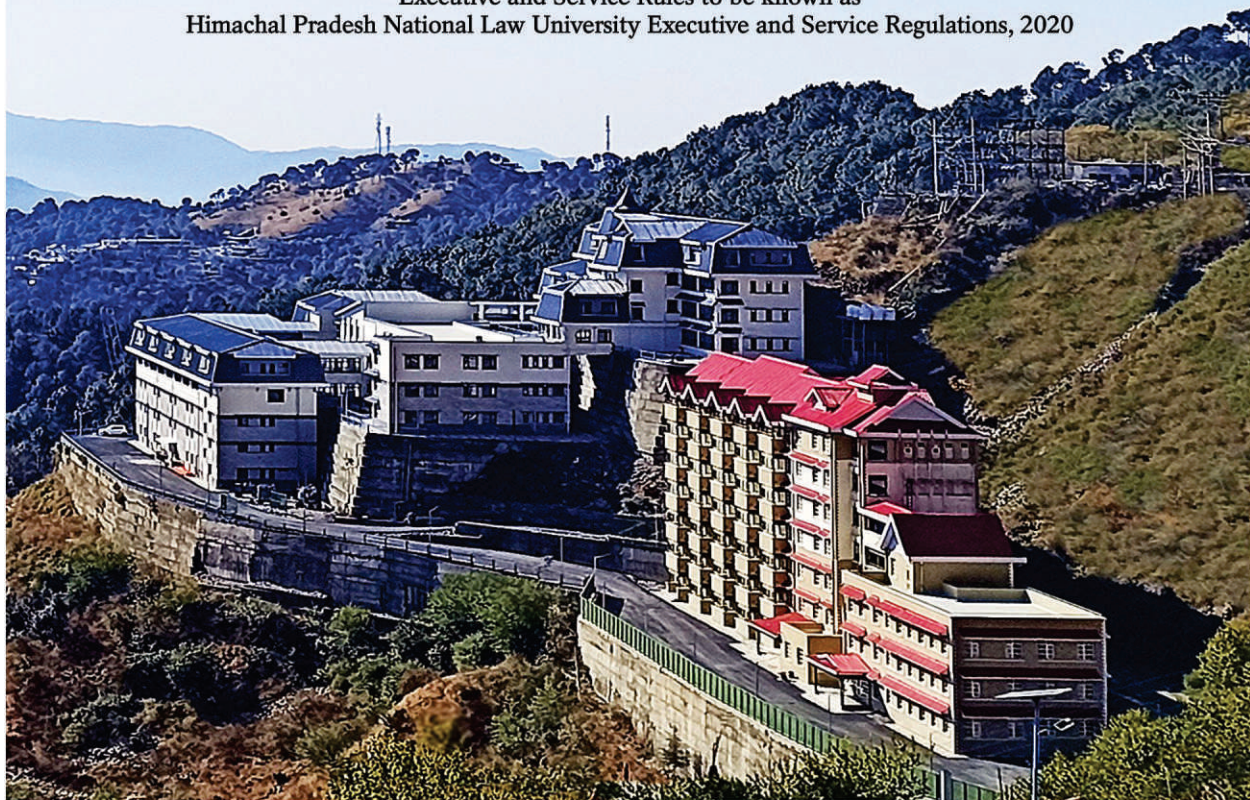


**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

(Established by the Himachal Pradesh National Law University Act, 2016 (No.16 of 2016))

# **EXECUTIVE AND SERVICE REGULATIONS, 2020**

(In exercise of powers conferred by Sections 5(zh) and 34(2) of  
Himachal Pradesh National Law University Act, 2016 (Act 16 of 2016)  
Himachal Pradesh National Law University hereby adopts the following  
Executive and Service Rules to be known as  
Himachal Pradesh National Law University Executive and Service Regulations, 2020



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

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Part I

RULES FOR TEACHING  
EMPLOYEES





# Chapter 1

## Short Title, Application, and Commencement

- 1.1 Short Title, Application, and Commencement:** These Regulations may be called the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020 (hereinafter referred to as HPNLU, Shimla Executive and Service Regulations, 2020). The Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020 shall replace the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2016.
- 1.1.1 These Regulations shall come into force *w.e.f.* 1<sup>st</sup> of March, 2020.
- 1.1.2 Appointment to various posts of the University and terms and conditions of services shall be regulated by these Regulations.
- 1.2 Interpretation:** In these Regulations, unless the context otherwise requires:
- 1.2.1 “Act” means the Himachal Pradesh National Law University Act, 2016 (Act 16 of 2016);
- 1.2.2 “Academic Council” means the Academic Council of the University constituted as per the provisions of the Act;
- 1.2.3 “Bar Council” means the Bar Council of Himachal Pradesh constituted as per the provisions of the Advocates Act, 1961 (25 of 1961);
- 1.2.4 “Bar Council of India” means the Bar Council of India constituted as per the provisions of the Advocates Act, 1961 (25 of 1961);
- 1.2.5 “Chancellor” means the Chancellor of the University who shall be the Chief Justice of the High Court of Himachal Pradesh;
- 1.2.6 “Executive Council” means the Executive Council of the University constituted as per the provisions of the Act;
- 1.2.7 “Finance Committee” means the Finance Committee of the University constituted as per the provisions of the Act;
- 1.2.8 “Governing Council” means the Governing Council of the University constituted as per the provisions of the Act;
- 1.2.9 “Government” means the Government of Himachal Pradesh;
- 1.2.10 “Group” means gradation of employees categorized as A, B, C, and D;
- 1.2.11 “Prescribed” means prescribed by the Regulations made under the Act;
- 1.2.12 “Registrar” means the Registrar of the University;
- 1.2.13 “Regulating Body” means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education such as the University Grants

Commission, Bar Council of India, and includes the Government of India and Government of Himachal Pradesh;

1.2.14 "Statutes and Regulations" means the statutes and regulations made by the University;

1.2.15 "Student" means a person enrolled in the University for taking a course of study for a degree, diploma, or other academic distinctions instituted by the University including a research degree;

1.2.16 "Teacher" means a Professor, Associate Professor, Assistant Professor, or any other person required to impart education or guide research or to render guidance in any form to the student for pursuing the course of study offered by the University;

1.2.17 "University" means the Himachal Pradesh National Law University, Shimla established by the provisions of the Act (Act No. 16 of 2016);

1.2.18 "Vice-Chancellor" means the Vice-Chancellor of the University.

- 1.3 Mode of Citation:** The Rules of these regulation may be cited as follows:  
*Short title of these Regulations, Year, Part Number, Chapter Number, Rule (Including Sub-Rule) and Clause (including Sub Clause in italics).*  
E.g., *HPNLU Ex. & Ser. Regs. 2020, Part-I, Chap. II, 10.1.1.*

## Chapter 2

# Authorities of the University

- 2.1 Authorities of the University:** The following shall be the authorities of the University:
- a) The Governing Council;
  - b) The Executive Council;
  - c) The Academic Council;
  - d) The Finance Committee;
  - e) The *Samadhan* Committee; and
  - f) Such other authorities as may be prescribed under these Regulations from time to time.
- 2.2 Governing Council:** The Governing Council shall be the supreme authority of the University as constituted under Section 11 of the Act. The term of office of members of the Governing Council shall be as prescribed under Section 12 of the Act. The powers and functions of the Governing Council shall be as prescribed under Section 13 of the Act.
- 2.3 Executive Council:** The Executive Council shall be the chief executive authority of the University. The constitution of the Executive Council shall be as provided under Section 16 of the Act. The term of office of members of the Executive Council shall be as provided under Section 17 of the Act. The powers and functions of the Executive Council shall be as prescribed under Section 18 of the Act.
- 2.4 Academic Council:** The Academic Council shall be the Academic Body of the University. The constitution of the Academic Council shall be as prescribed under Section 21 of the Act. The term of office of members of the Academic Council, except the members under Section 21(f) of the Act, shall be three years.<sup>1</sup> The powers and functions of the Academic Council shall be as prescribed under Section 22 of the Act.
- 2.5 Finance Committee:** The composition of the Finance Committee constituted by the Executive Council shall be as prescribed under section 25 of the Act. The

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<sup>1</sup> As approved by the Executive Council decision in its 5<sup>th</sup> Meeting held on 20 March, 2019 w.e.f. the date of the meeting.

term of office of members shall be three years.<sup>2</sup> The powers and functions of the Finance Committee shall be as prescribed under Section 26 of the Act.

**2.6 Samadhan Committee:** The composition, powers, and functions of the *Samadhan* Committee shall be as specified under Section 27 of the Act.

**2.7 Committees:** The Vice-Chancellor may constitute as many standing/special/ad-hoc committees as may be deemed necessary from time to time. Any such committee may deal with any subject delegated to it, subject to subsequent confirmation by the Vice-Chancellor.

**2.8 Officers of the University:** The following shall be the Officers of the University:

- a) Vice-Chancellor;
- b) Registrar;
- c) Dean Academic Affairs;
- d) Finance Officer;
- e) Controller of Examinations;
- f) Dean Students Welfare; and
- g) Such other officers as may be prescribed under these Regulations from time to time.

**2.9 Vice-Chancellor:** There shall be a Vice-Chancellor of the University who shall be appointed in the manner as provided under Section 31 of the Act.

**[2.9.1 Qualifications:**

- (i) A person possessing the highest level of competence, integrity, morals, and institutional commitment shall be appointed as the Vice-Chancellor of the University. The Vice-Chancellor shall be an accomplished and outstanding scholar in law or an eminent jurist. She shall be a whole-time salaried officer of the University.
- (ii) The Vice-Chancellor shall be appointed by the Chancellor on the recommendations of the Governing Council from out of a panel of not less than three persons recommended by the Search-cum-Selection Committee constituted under sub-section (iv).
- (iii) The Search-cum-Selection Committee shall, while submitting the names, also forward to the Governing Council a concise statement showing the academic qualifications and other accomplishments of each of the persons so recommended, but shall not indicate any order of preference:

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<sup>2</sup> As approved by the Executive Council decision in its 5<sup>th</sup> Meeting held on 20 March, 2019 w.e.f. the date of the meeting.

Provided that if the Chancellor does not approve any of the persons so recommended, she may call for the fresh recommendations.

- (iv) The Search-cum-Selection Committee referred to in sub-section (ii) shall consist of three members of whom one shall be nominated by the Executive Council, one by the Chairman, University Grants Commission, and one by the Chancellor from among the retired or serving Judges of the Supreme Court or the High Court of Himachal Pradesh. The person nominated by the Chancellor shall be the Convener of the Search-cum-Selection Committee:

*Provided* that no person who is an employee of the University shall be nominated as the member of the Selection Committee.

- (v) The Vice-Chancellor shall hold office for a term of five years from the date on which she enters upon his office, or until she attains the age of sixty-five years, whichever is earlier. She shall be eligible for re-appointment for another term till she attains the age of sixty-five years:

*Provided* that the Chancellor may require the Vice-Chancellor after her term has expired to continue in office for such period, not exceeding a total period of one year as may be specified by her until she attains the age of sixty-five years.

- (vi) The emoluments and other conditions of service of the Vice-Chancellor shall be as may be prescribed.
- (vii) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if she is unable to perform his duties due to ill health or any other cause, the Chancellor shall have the authority to designate a professor of the University to perform the functions of the Vice-Chancellor until the new Vice-Chancellor assumes his office or until the existing Vice Chancellor attends to the duties of his office, as the case may be.

### **2.9.2 Search-cum-Selection Committee and Procedure for Selection:**

- (i) The selection for the post of Vice-Chancellor shall be through proper identification of persons by a Search-cum-Selection Committee through a public notification or nomination or a combination thereof.
- (ii) The members of Search-cum-Selection Committee shall be persons of eminence in the sphere of legal education.
- (iii) While preparing the panel, the Search-cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Chancellor.

- (iv) The Committee shall recommend the panel of three suitable persons for the consideration of the Chancellor for being appointed as the Vice-Chancellor. The names of the persons so recommended shall be in alphabetical order without any preference being indicated.
- (v) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if the Vice-Chancellor is unable to perform the duties of office due to ill health or any other cause, the Chancellor shall have the authority to designate a Professor of the University to perform the functions of the Vice-Chancellor until the Vice-Chancellor resumes the duties of the office or a new Vice-Chancellor assumes office, as the case may be.

### **2.9.3 Powers and Functions:**

The Vice-Chancellor shall be the Chief Executive Officer and Academic Head of the University. She shall have the power to undertake all necessary actions in the due discharge of her responsibilities. In addition to these general powers and responsibilities, the Vice-Chancellor shall:

- (i) Ensure that the provisions of the Act, Statutes, and Regulations are duly observed, and she shall have all powers as are necessary for that purpose;
- (ii) Convene the meetings of the Governing Council, the Executive Council, the Academic Council, the Finance Committee, and any other internal committees of the University, in accordance with the provisions of the Act, Statutes, and Regulations etc.;
- (iii) Be the competent authority to appoint teachers, librarian, deputy librarian, finance officer, and other officers/employees under Group A, B, and C in accordance with these regulations on the recommendations of duly constituted Selection Committee;
- (iv) Take disciplinary action against the University officers in accordance with the prescribed procedure;
- (v) Take all necessary actions against students to maintain proper discipline in the University;
- (vi) Delegate to the officers, heads of the departments/centres and other employees of the University the responsibility to undertake the day-to-day activities of the University in accordance with the Regulations;
- (vii) Ensure the carrying out of the routine items regarding creation of temporary posts/offices for short duration, sanction of leave, approval of academic calendar, grant of annual increments, grant of dearness allowance, increase as announced by the central / state governments from time to time and any other ad-hoc increase etc. or similar routine matters which are not normally referred to the Executive Council;

- (viii) Appoint Centre Head/in-charge, Coordinator/s, Chief-Warden(s), Warden(s), Assistant Warden(s), Head(s), Member(s) of various Committee(s) etc. or other administrative position(s);
- (ix) Suspend a member from the meeting, body or committee for persistently obstructing or stalling the proceedings or for indulging in behavior unbecoming of a member;
- (x) Initiate disciplinary action wherever required against employees or delegate such powers to other officers;
- (xi) Ensure that the University examinations are conducted at the scheduled time; that results of such examinations are published expeditiously, and that academic sessions of the University start and end on notified date(s);
- (xii) Allocate responsibilities to and assess the performances of members of the Teaching and non-teaching employees;
- (xiii) Manage the affairs in relation to the people (including students and academic staff), in such manner that the actions are in accordance with the development plans of the University whilst having a positive impact on society;
- (xiv) Pass such orders and take such measures that are necessary to implement any of the above; and
- (xv) Take such immediate action as may be required in an emergency subject to confirmation for the same in the next meeting of the University Authorities which in the ordinary course would have dealt with the matter.

#### **2.9.4 Emoluments:**

The emoluments and other conditions of service of the Vice-Chancellor shall be as prescribed. In addition to the above, the Vice-Chancellor shall be entitled to:

- (i) Such salary as may be notified by the University Grants Commission/Central Government from time to time;
- (ii) Dearness and other allowances as notified by the State Government from time to time;
- (iii) Reimbursement of all medical expenses including expenses on naturopathy or any other alternative treatment for herself and her family;
- (iv) Reimbursement of the expenses on account of travelling allowance, dearness allowance for herself and her family members from her home town to place of duty and back on his assuming office and relinquishing it on the expiry of her tenure;
- (v) Leave Travel Concession with family for travelling within India three times in a four-year block, wherein one travelling may be out of India;



- (vi) Travelling Allowance at the rates equivalent to the rank of Secretary to Government of State or such higher rates as may be fixed by the Executive Council;
- (vii) Allowances, Leave and Leave Salary as per UGC scales or as per deputation Rules of Government of State/parent institution, if a person, employed in another institution, is appointed as the Vice-chancellor on deputation/lien. She shall be entitled to such Allowances, Leave and Leave Salary till such time as the person continues to hold lien on her post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the institution from where the Vice-Chancellor is permanently employed; and
- (viii) The Vice-Chancellor shall be entitled with respect to Provident Fund/Scheme etc. in the following manner:

“If the Vice-Chancellor has retired from the parent institution, the University shall create and maintain contributory provident fund with employer’s contribution as per the salary scale of the Vice-Chancellor, and the Vice-Chancellor shall contribute employees’ contribution to the fund”.

Provided that the provisions shall be applied with effect from the day on which the present incumbent joined the office of the Vice-Chancellor.

Provided further that the following provisions shall be made for the person who is appointed as Vice-Chancellor of the University on deputation from a parent Institution or University.

“The University shall pay Provident Fund, Pension Contributions to the institution from where the Vice-Chancellor is or was permanently employed; and contribute to any provident fund/scheme of which she is a member and the University shall contribute to the account of such person in that provident fund/scheme at the same rate at which the person had been contributing immediately before her appointment as the Vice-Chancellor”.

#### **2.9.5 Leave:**

The Vice-Chancellor shall be entitled to Earned Leave on full pay at the rate of 30 days in a calendar year. The earned leave encashment shall be allowed to the Vice-Chancellor up to 300 days payable at the time of demitting of office.

#### **2.9.6 Amenities:**

The Vice-Chancellor shall be entitled to the following amenities:

- (i) A fully furnished residential accommodation duly maintained/managed by the University without any charge on the Vice-Chancellor;
- (ii) An official chauffeur driven car, (two drivers) mobile phone, iPad/Tab/Desktop/Printer as well as digital and other IT equipment etc. and free telephone (with STD and ISD) service at the residence which shall also be used as the Camp Office; and
- (iii) The Vice-Chancellor shall be entitled to the services of two cooks, two attendants, two security guards and a maid servant at the residence.]<sup>3</sup>

**2.10 Registrar:** The Registrar shall be an academic person in law not below the rank of a Professor and shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by the Executive Council and headed by the Vice-Chancellor in accordance with the provisions of the statutes and regulations.

2.10.1 The Registrar shall:

- (i) Be the ex-officio Secretary of all the Authorities, Committees and other bodies of the University and shall be responsible for the circulation of notices and agenda of all the meetings. He/she shall note and maintain the minutes of the meetings;
- (ii) Be the Principal Adjutant of the Vice-Chancellor in all matters pertaining to the administration of the University. The Executive Council may entrust to her special responsibilities and powers as may be deemed fit;
- (iii) Subject to the provisions of clause (d) of sub-section (8) of section 31 of the Act, have the power to appoint, with the approval of the Vice-Chancellor, the non-teaching staff, including employees of last grade service and contingent staff in pursuance of the recommendations of the Selection Committee, appointed for that purpose, in the manner prescribed by these regulations. She shall be the competent authority to take disciplinary action against such employees in accordance with such procedure as may be prescribed by regulations;
- (iv) Comply with all directions and orders of the Executive Council and Vice-Chancellor; and
- (v) Be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge.

2.10.2 Term of Appointment: The term of appointment of the Registrar shall be for a period of five years or till he/she attains the age of sixty-two

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<sup>3</sup> As approved in the 15<sup>th</sup> Meeting of the Executive Council held on 27<sup>th</sup> August, 2022, w.e.f. the date of commencement of these Regulations.

years, whichever is earlier. He/she shall be eligible for re-appointment by the Vice-Chancellor, with the approval of the Chancellor, for another term till he/she attains the age of sixty-two years.

- (i) In the event of the post of Registrar remaining vacant for any reason, it shall be open to the Vice-Chancellor to authorize any officer of the University to exercise such powers, functions and duties as the Vice-Chancellor may deem fit.

- 2.11 Dean Academic Affairs:** The appointment, powers and functions of the Dean Academic Affairs shall be as prescribed by the Statutes and Regulations of the University.
- 2.12 Finance Officer:** The appointment, powers and functions of the Finance Officer shall be as prescribed by the Statutes and Regulations of the University.
- 2.13 Controller of Examinations:** The appointment, powers and functions of the Controller of Examinations shall be as prescribed by the Statutes and Regulations of the University.
- 2.14 Dean Students Welfare:** The appointment, powers and functions of the Dean Students Welfare shall be as prescribed by the Statutes and Regulations of the University.

## Chapter 3

### Posts of Teaching Employees

#### 3.1 Creation and Appointment of Teaching Posts:

- 3.1.1 Appointments to the posts of Professor, Associate Professor, Assistant Professor, Teaching and Research Associate, Librarian, Deputy librarian, Assistant Librarian and other teaching and research posts, as created by the Executive council, shall be made in accordance with these Regulations.
- 3.1.2 The Executive Council may create and appoint Honorary Professors, including Eminent Professors, Professor of Practice, Adjunct Teaching Posts etc., and policy thereof prescribing terms and conditions of their services, from time to time.
- 3.1.3 The Executive Council may create, from time to time, new posts/services of teaching, to be specified in the **Appendix-II** to these Regulations.

## Chapter 4

# Appointment of Teaching Employees in the University

- 4.1 Appointments in the University:** An appointment in the University may be made as Regular/Permanent, Ad- Hoc, Contractual/Adjunct etc.
- 4.2 Appointing Authorities:** Appointment to a post under this Part of these Regulations shall be made by the Vice-Chancellor in consultation with the Chancellor on the recommendations of the Selection Committee constituted in accordance with the Regulations.
- 4.3 Reservations:** The University shall implement the policy of the Government and orders issued, from time to time, in regard to the reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disabilities (PWD), Wards of Defence Personnel and for Economically Weaker Sections (EWS) etc., as approved by the Executive Council of the University.

## Chapter 5

# Minimum Qualifications for Appointment of Teachers and Other Academic Staff

(Minimum qualifications for the posts of Professors and Teachers and other Academic Staff in the University and revision of pay scales and other service conditions pertaining to such posts)

- 5.1 Act of Parliament to Apply:** For the purposes of direct recruitment to teaching posts, norms or standards laid down by authorities established by the relevant Act of the Parliament under Article 246 of the Constitution of India for the purpose of coordination and determination of standards in the University shall prevail.
- 5.2 Pay Scales, Pay Fixation, and Age of Superannuation:** Pay scales as notified by the University Grants Commission shall be applicable subject to their adoption by the Executive Council of the University (**Appendix-I**). The pay scale for the posts for which Appendix does not apply/prescribe shall be as determined by the Executive Council.
- 5.3 Superannuation and Re-employment:** The age of superannuation for teachers such as Assistant Professor, Associate Professor and Professor shall be 65 years. Subject to the availability of vacant positions and fitness, teachers: Assistant Professor, Associate Professor and Professor only, maybe re-employed on contract appointment beyond the age of superannuation up to the age of seventy years:  
*Provided* further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.
- 5.4 Recruitment and Qualifications:**
- 5.4.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the University shall be on the basis of merit through an all-India advertisement, followed by selection by a duly constituted Selection Committee as per the provisions prescribed by the University Grants Commission. The composition of such a committee shall be as specified in these Regulations.

- 5.4.2 The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in the University Grants Commission Regulations:

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or any equivalent position in University.

Provided further that the award of degree to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in University subject to the fulfilment of the following conditions:

- (i) The Ph.D. degree of the candidate has been awarded in regular mode only;
- (ii) The Ph.D. thesis has been evaluated by at least two external examiners;
- (iii) An open Ph.D. viva voce of the candidate has been conducted;
- (iv) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; and
- (v) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean Academic Affairs of the University concerned.

- 5.4.3 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
- 5.4.4 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled



Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy layer)/ Differently-abled:

- (i) Blindness and low vision;
- (ii) Deaf and Hard of Hearing;
- (iii) Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (iv) Autism, intellectual disability, specific learning disability and mental illness;
- (v) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

5.4.5 The Ph.D. degree shall be a mandatory qualification for appointment and promotion to the posts of Associate Professor and Professor.

5.4.6 The Ph.D. degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) of the University.

5.4.7 The Ph.D. degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in the University with effect from 01.07.2021.

The time taken by candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/promotion.

## **5.5 Direct Recruitment:**

5.5.1 Eligibility for Assistant Professor:

- (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university;

- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) conducted by the UGC or the CSIR or a similar test accredited by the UGC or have been awarded a Ph. D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET:

*Provided* that the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in the University subject to the fulfilment of the following conditions:-

- (a) The Ph.D. degree of the candidate has been awarded in a regular mode;
  - (b) The Ph.D. thesis has been evaluated by at least two external examiners;
  - (c) An open Ph.D. viva voce of the candidate has been conducted;
- (iii) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- (iv) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency. The fulfilment of these conditions is to be certified by the Registrar or the Dean Academic Affairs of the University concerned; and
- (v) A total research/academic score of minimum of 45% as per the HPNLU Scrutiny-cum-Selection criteria given in **Appendix-II**.

**Note:** NET shall also not be required for such Masters Programme in disciplines for which NET is not conducted by the UGC or CSIR.

**or**

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note:** The Academic score as specified in Appendix II shall be considered for short- listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

5.5.2 Eligibility for Associate Professor:

- (i) A good academic record, with a Ph.D. degree in the concerned/allied/relevant disciplines;
- (ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- (iii) A minimum of eight years' experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of minimum of 60% as per the HPNLU Scrutiny-cum-Selection criteria given in **Appendix-II**.

5.5.3 Eligibility for Professor:

- (i) An eminent scholar having a Ph.D. degree in a concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of Ten research publications in the peer-reviewed or UGC-listed journals and a total research score of 60% as per the HPNLU Scrutiny-cum-Selection criteria given in Appendix II, and a minimum of ten years of teaching experience in University/College as Assistant Professor/Associate Professor/Professor, and/or research experience at the equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**or**

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

#### 5.5.4 Eligibility for Professor(s) Emeritus:<sup>4</sup>

- (ii) The target group shall be highly qualified having at least 05 years' experience as Vice-Chancellor or 10 years of experience as Professor (Serving or Superannuated) of recognized Universities/Institutes.
- (iii) The eligibility will be based on quality of research & published work contributed by the teacher in his/her service career.
- (iv) The last salary drawn by the Professor Emeritus shall be paid.

#### 5.5.6 Policy for Distinguished Professor of Practice and Honorary Professor of Practice (**Appendix-III**).<sup>5</sup>

### 5.6 Minimum Qualifications for Direct Recruitment to the Posts of Assistant Librarian/Deputy Librarian and Librarian:

#### 5.6.1 Eligibility for Assistant Librarian:

- (i) Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed);
- (ii) A consistently good academic record, with knowledge of computerization of a library;
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) conducted by the UGC, CSIR or who are or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

*Provided* that the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:-

- (a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;

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<sup>4</sup> Approved in the 8<sup>th</sup> Meeting of Executive Council held on 20<sup>th</sup> July, 2020 (Eligibility for the appointment of Professor(s) Emeritus).

<sup>5</sup> Approved in the 20<sup>th</sup> meeting of Executive Council held on 4<sup>th</sup> July, 2023 (Policy for appointment and remuneration for Professor of Practice)

- (c) Open Ph.D. viva voce of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- (e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned, and

- (f) a total research score of minimum of 45% as per the HPNLU Scrutiny-cum-Selection criteria given in **Appendix-II**.

#### 5.6.2 Eligibility for Deputy Librarian:

- (i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed;
- (ii) Eight years' experience as an Assistant University Librarian;
- (iii) Evidence of innovative library services including integration of ICT in a library;
- (iv) A Ph.D. Degree in Library Science/Information Science/Documentation Science/Archives and Manuscript Keeping with knowledge of computerization of library, and
- (v) A total research score of minimum of 60% as per the HPNLU Scrutiny-cum-Selection criteria given in **Appendix-II**.

#### 5.6.3 Eligibility for Librarian:

- (i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed;
- (ii) At least Ten years as a Librarian at any level in University Library or Ten years of teaching as Assistant/Associate Professor in Library Science or Ten years of experience as a College Librarian;
- (iii) Evidence of innovative library services, including the integration of ICT in a library;
- (iv) A Ph.D. Degree in Library Science/Information Science/Documentation/Archives and Manuscript-Keeping with knowledge of computerisation of Library; and

- (v) A total research score of minimum of 60% as per the HPNLU Scrutiny-cum-Selection criteria given in **Appendix-II**.

## Chapter 6

# Constitution of Selection Committees and Selection Procedure\*

### 6.1 Composition of the Selection Committees:

- (a) **For Assistant Professor:** The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons:
  - (i) The Vice-Chancellor or her nominee, who has at least ten years' experience as Professor, shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Professor to be nominated by the Chancellor of the University.
  - (iii) Three experts in the subject concerned nominated by the Vice-Chancellor from amongst a panel of names recommended by the Academic Council.
  - (iv) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
  - (v) Four members, including two outside subject experts, shall constitute the quorum.
- (b) **For Associate Professor and Professor:** The Selection Committee for the post of Associate Professor and Professor in the University shall consist of the following persons:
  - (i) The Vice-Chancellor or his/her nominee, who has at least ten years' experience as Professor, shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Professor to be nominated by the Chancellor of the University.
  - (iii) Three experts in the subject concerned nominated by the Vice-Chancellor from amongst a panel of names recommended by the Academic Council.
  - (iv) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor,

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\* As amended and approved in the 12<sup>th</sup> Meeting of Executive Council held on 10<sup>th</sup> December, 2021 (Constitution of Selection Committees and Selection Procedure), *w.e.f.* .....



if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

- (v) Four members, including two outside subject experts, shall constitute the quorum.

**6.2 Composition of the Screening-cum-Evaluation Committee for CAS:** The Screening-cum-Evaluation Committee for Career Advancement Scheme (CAS) (Assistant Professor/Assistant Librarian from level 10 to 11 and to 12) on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma, shall consist of following persons:

- (i) The Vice-Chancellor or the nominee of the Vice-Chancellor who shall be the chairperson of the committee;
- (ii) A Professor of Law of the University; and
- (iii) One Subject Expert in the subject concerned nominated by the Vice-Chancellor from a panel of experts approved by the Academic Council and Executive Council.

**6.3 Assessment criteria and Proforma for CAS:** The Assessment Criteria and proforma are specified as under:

- (i) In **Appendix-II** for each of the cadre of Assistant/Associate Professor;
- (ii) In **Appendix-II** for each of the cadre of Assistant Librarian/Deputy Librarian;

The Committee shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

The selection process shall be completed on the day/last day of the Screening/Evaluation/ selection committee meeting.

**6.4 Selection Through CAS:** The final selection through CAS to the posts of Associate Professor/Professor or Deputy Librarian/Librarian shall be done through the respective Selection Committee constituted for the post as in case of direct selection.

**6.5 Roster of Reservation:** With reference to posts for Direct Recruitment on all India Basis by open competition, in respect of Group A and B posts/services (**Appendix-IV**).<sup>6</sup>

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<sup>6</sup> As approved in the Executive Meeting held on 20<sup>th</sup> February, 2020.

## Chapter 7

### Selection Procedure

- 7.1 The overall selection procedure shall incorporate transparent, objective, and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system Pro Forma, based on **Appendix-II**.

In order to make the system more credible, the University may assess the ability for teaching and/or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures may be followed for both the direct recruitment and the CAS promotions.

- 7.2 The process of selection of an Assistant Professor/Associate Professor/Professor shall involve the inviting of the application developed by the University, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in **Appendix-II**, and reprints of all significant publications of the candidates:

*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.

*Provided* further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- 7.3 The Internal Quality Assurance Cell (IQAC) shall be established in the University as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson. The IQAC shall act as the documentation and record-keeping Cell for the University, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students'

assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

7.4 The Assessment of the performance of teachers of the University CAS promotion is based on the following criteria:

- (i) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- (ii) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organizing seminar/conference/workshop/presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (iii) **Administrative Support and participation in Students co-curricular and extra-curricular activities.**

7.5 **Assessment Process:** The following three-step process shall be followed for promotion under the CAS at all levels:

**Step 1:** The Teacher of the University shall submit to the University an annual self-appraisal report in the prescribed Proforma (**Appendix-II**). The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the Registrar.

**Step 2:** After completion of the required years' experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS, during the period notified by the University.

**Step 3:** A CAS Promotion shall be granted as mentioned rules of these Regulations.

## 7.6 Assessment Criteria and Methodology:

7.6.1 The Assessment Criteria and Methodology under CAS shall be governed as under:

- (i) **Appendix-II** and tables therein shall be applicable, respectively, to the selection of Assistant Professors/Associate Professors/Professors/Senior Professor in the University;
- (ii) **Appendix-II** and tables therein as applicable to the selection of Assistant Professors/Associate Professors/Professors/Senior Professor in the University respectively, shall be applicable to the selection of Assistant Librarians/ and Deputy Librarians for promotion under the Career Advancement Scheme; and  
The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification by the UGC Regulations on minimum qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education, 2018.

The Selection Committee specifications as contained in these Regulations shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

7.6.2 The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in **Appendix-II**.

7.6.3 The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert to its original cadre.

7.6.4 For promotion under the CAS, the applicant teacher must be on the rolls and in active service of the University on the date of consideration by the Selection Committee.

- 7.6.5 If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be the date on which he/she had acquired/fulfilled the minimum eligibility.
- 7.6.6 If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Appendix II at a later date and applies on that date and is successful, his/her promotion shall be affected from the date of the candidate fulfilling the eligibility criteria.
- 7.6.7 The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year.
- 7.7 Stages of promotion under the Career Advancement Scheme of the incumbent and newly-appointed Assistant Professors/Associate Professors/Professors:** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme through two successive levels (Level 11 and Level 12):
- Provided* they are assessed to fulfil the eligibility and performance criteria as laid down in these Regulations.
- 7.7.1 Eligibility for Promotion from Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11):**
- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with an M.Phil./PG Degree in Professional Courses, such as LL.M. or six years of service in case of those without a Ph.D./M.Phil./PG Degree in a Professional course and satisfies the following conditions:
  - (ii) Attended one Orientation course of 21 days duration on teaching methodology;
  - (iii) Any one of the following:
 

Completed	Refresher/Research	Methodology
Course/Workshop/Syllabus	Up-gradation	Workshop/Training
Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one-week (5 days) duration or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants/ MOOC's course during the assessment period; and		
  - (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during the assessment period.

**7.7.2 CAS Promotion Criteria:** A teacher shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in **Appendix-II**); and
- (ii) The promotion is recommended by the Screening-cum-Evaluation Committee.

**7.7.3 Eligibility for Promotion from Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):**

- (i) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale;
- (ii) A Ph.D. Degree in a relevant/allied/relevant discipline;
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale:  
Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/Syllabus UpgradationWorkshop/Teaching-Learning-Evaluation/TechnologyProgrammes/Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days duration), or, completed one MOOC course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contributed towards the development of at least 10 modules of MOOC course/contributed towards the conduct of a MOOC course during the period of assessment; and
- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during the period of assessment.

**7.7.4 CAS Promotion Criteria: A teacher shall be promoted if:**

- (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in **Appendix-I**); and
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

### **7.7.5 Eligibility for Promotion from Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade;
- (ii) A Ph.D. Degree in the subject concerned/allied/relevant discipline;
- (iii) Any one of the following during last three years: completed one course/programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards the conduct of a MOOCs course during the period of assessment;
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period; and
- (v) Evidence of having guided at least one Ph.D. candidate.

#### **7.7.5.1CAS Promotion Criteria: A teacher shall be promoted if:**

- (i) He/she gets a 'satisfactory 'or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in **Appendix-II**, and has a research score of at least 60% as per the HPNLU Scrutiny-Cum-Selection Criteria in **Appendix-II**.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

### **7.7.6 Eligibility for Promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14):**

- (i) An Associate Professor who has completed three years of service in Academic Level 13 A;
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline;
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of w hic h three research papers should have been published during the assessment period;

- (iv) Evidence of having successfully guided doctoral candidate; and
- (v) Has secure at least 60% as per the HPNLU Scrutiny-Cum-Selection Criteria in **Appendix-II**.

**7.7.6.1 CAS Promotion Criteria:** A teacher shall be promoted if:

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per **Appendix-II**, has secure at least 60% as per the HPNLU Scrutiny-Cum-Selection Criteria in **Appendix-II**.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

#### **7.7.7 Eligibility for Promotion from Professor (Academic Level 14) to Senior Professor (Academic Level 15):**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted (for the post of professor) in accordance with these Regulations.

##### **Eligibility:**

- (i) Ten years of experience as Professor; and
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

### **7.8 Career Advancement Scheme (CAS) for Librarians:**

#### **7.8.1 Eligibility for promotion from Assistant Librarian (Academic level 10) to Assistant Librarian (Senior Scale/Academic level 11):**

- (i) An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' experience, having at least an M.Phil. degree, or six years of service for those without an M.Phil. or a Ph.D. degree.
- (ii) He/she has attended at least one Orientation course of 21 days' duration; and



- (iii) Attended a Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per **Appendix-II**.
- (iv) The promotion is recommended by the Screening-cum-evaluation committee.

**7.8.2 CAS Promotion Criteria:** An Assistant Librarian may be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the period of assessment as the case may be as specified in **Appendix-II**; and
- (ii) The promotion is recommended by a Screening-cum-Evaluation Committee.

**7.8.3 Eligibility for Promotion from Assistant Librarian (Senior Scale/Academic level 11 to Assistant Librarian (Selection Grade/Academic level 12):**

- (i) He/she has completed five years of service in that grade; and
- (ii) He/she has done any two of the following in the last five years: Training/Seminar/Workshop/Course on automation and digitalisation, Maintenance and other activities as per Appendix II of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), Taken/developed one MOOCs course in the relevant subject (with e-certification), or Library up-gradation course.

**7.8.4 CAS Promotion Criteria:** A candidate shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in **Appendix-II**; and
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

**7.9 Eligibility for Promotion from Assistant Librarian (Selection Grade/Academic level 12 to Deputy Librarian Level 13A:**

- (i) He/she has done any one of the following in the last three years: Training/Seminar/Workshop/Course on automation and digitalization, Maintenance and related activities as per Appendix II of at least two weeks' (ten days) duration, completed two courses of at least one week (five days) duration in lieu of every single

course/programme of at least two weeks (ten days duration), Taken/developed one MOOCs course in the relevant subject (with e-certification), and Library up-gradation course.

**7.9.1 CAS Promotion Criteria:** A candidate shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix-II**; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**7.10 Criteria for CAS Promotions from Deputy Librarian (13A) to Deputy Librarian/ (Academic Level 14):** A Candidate shall be promoted if:

- (i) He/she has completed three years of service in that grade;
- (ii) He/she has done any one of the following in the last three years: Training/Seminar/Workshop/Course on automation and digitalization, Maintenance and related activities as per Appendix II of at least two weeks (ten days) duration, completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), Taken/developed one MOOCs course in the relevant subject (with e-certification), and Library up-gradation course;
- (iii) Evidence of innovative library services, including the integration of ICT in a library; and
- (iv) A Ph.D. Degree in Library Science/Information Science/Documentation/Archives and Manuscript-Keeping.

**7.10.1 CAS Promotion Criteria:** A candidate shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix-II**; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**7.11 Discretionary award of advance increments:** The discretionary award of advance increments for those who enter the profession as Assistant Professor/ Associate Professor or Professor or for retaining merit/talent/expertise, with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the Vice-

Chancellor of the University on the recommendation of the Academic Council and approval of the Executive Council.

**7.12 Counting of Past Services for Direct Recruitment and Promotion under CAS:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (i) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (ii) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (iii) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (iv) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University Institutions concerned, for such appointments.
- (v) The previous appointment was not as a guest lecturer for any duration.
- (vi) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (a) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
  - (b) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - (c) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
  - (d) No distinctions shall be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government) while counting the past service under this clause.

## Chapter 8

### Leave

**8.1 Duty Leave:** Duty leave up to 30 days in an academic year may be granted for the following purposes:

- (i) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminars as a delegate nominated by the University or with the permission of the University.
- (ii) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College;
- (iii) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University.
- (iv) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- (v) For performing any other duty assigned to him/her by the University.
- (vi) The duration of leave should be such as may be considered necessary by the Vice-Chancellor on each occasion.
- (vii) The leave may be granted on full pay.
- (viii) Duty Leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- (ix) Duty Leave should be given also for attending meetings in the UGC etc. where a teacher is invited to share his/her expertise with an academic body, government agency etc.

**8.2 Other Kinds of Leave Rules for Permanent Teachers of the University**

**8.2.1 Casual Leave:**

- (i) The total casual leave granted to a teacher shall not exceed fifteen days in an academic year.
- (ii) Casual Leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Not more than six days of Casual Leave shall be availed by a teacher at a time excluding Sundays and holidays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

**8.3 Special Casual Leave:** Special Casual Leave, not exceeding 10 days in an academic year, may be granted to a teacher:

- (i) To conduct the examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and
- (ii) To inspect academic institutions attached to a statutory board.
- (iii) In computing the 10 days' leave admissible, the days of the actual journey, if any, to and from the places where activities specified above, take place, will be included.
- (iv) 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 shall be restricted to six working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (v) The Special Casual Leave shall not accumulate, nor can it be combined with any other kind of leave except the Casual Leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

**8.4 Earned Leave:** Earned Leave admissible to a teacher shall be:

- (i) 1/30th of the actual service, including vacation; plus
- (ii) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation. The leave under this rule shall be applicable only if there is an office order requiring the employee to perform duties on vacation day(s).
- (iii) For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.
- (iv) Earned Leave at the credit of a teacher shall not accumulate beyond Three Hundred days. The maximum period of Earned Leave that may be sanctioned at a time shall not exceed Sixty days. Earned Leave exceeding Sixty days may, however, be sanctioned in the case of higher study, or training, or Leave with Medical Certificate (from a properly constituted Medical Board), or when the entire leave, or a portion thereof, is spent outside India.
- (v) For removal of doubt, it may be clarified that:
  - (a) 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 period of leave.

- (b) In case where only a portion of the leave is spent outside India, the grant of leave in excess of Hundred and Twenty days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed Hundred and Twenty Days.
- (c) Encashment of Earned Leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government.

#### 8.5 [Half Pay Leave:

- (i) Half Pay Leave admissible to a permanent teacher shall be the same as provided in the UGC Regulations.
- (ii) *Half Pay Leave for teaching employee shall not be commuted in any case.*
- (iii) During the entire service of a teaching staff Half Pay Leave shall be limited to a maximum of 180 days.
- (iv) The above amended rules shall be deemed to have come into effect from the date on which Himachal Pradesh National Law University, Shimla, Executive and Service Regulations, 2020 came into force.<sup>7</sup>

#### 8.6 Extraordinary Leave: A permanent teacher may be granted Extraordinary Leave when:

- (i) No other leave is admissible; or
- (ii) Other leave is admissible and the teacher applies in writing for the grant of Extraordinary Leave.
- (iii) The Extraordinary Leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - (a) Leave taken on the basis of Medical Certificates (from properly constituted Medical Board);
  - (b) Where the Vice-Chancellor 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 and 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.
- (iv) Extraordinary Leave may be combined with any other leave except the Casual Leave and Special Casual Leave provided that the total

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<sup>7</sup> Inserted, with retrospective effect, as per the decision of the Executive Council in its 14<sup>th</sup> Meeting Held on July 4, 2023.

period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed one year at a time. The total period of absence from duty shall in no case, exceed Three years in the entire service period of the individual.

- (v) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into Extraordinary Leave.

**8.7 Maternity Leave:** Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 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 from a properly constituted Medical Board.

**8.8 Paternity Leave:** Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted for only up to two children.

*Note:* Maternity/paternity leave may be combined with any Earned Leave, Half Pay Leave or Extraordinary Leave, but any leave applied for in continuation of the maternity leave shall be granted if the request is supported by a Medical Certificate from a properly constituted Medical Board.

**8.9 Adoption Leave:** Adoption leave may be provided as per the rules of the Central Government.

**8.10 Leave Admissible for contractual employees:** A contractual employee shall be entitled to apply for the following leaves only:

- (i) *Casual Leave:* All contractual employees, including teaching/research associates, shall be entitled to eight (08) Casual Leaves in an academic session.
- (ii) *Half Pay Leave:* In the case of contractual employees, including teaching/research associates, the Half Pay Leave shall be for six (06) days in an academic session (Non-cumulative). Such leave may be granted on the basis of a Medical Certificate from a properly constituted Medical Board.

*Provided that Half Pay Leave shall not be admissible for less than three days at a time.*

**8.11 Authorities Empowered to Sanction Leave:** The Authorities specified in the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the employee concerned.

S. No	Type of Leave	Sanctioning Authority	Extent of Power
1.	Casual Leave and Special Casual Leave to: (a) Group A Employees (b) Group B Employees (c) Group C & D Employees	1. The Vice Chancellor 2. The Registrar 3. The Registrar	1. Full 2. With the Approval of Vice Chancellor 3. Full
2.	Duty Leave/Earned Leave/Half Pay/Maternity/Paternity/Adoption Leave	The Vice- Chancellor (Except in a medical emergency, the applicant is required to apply in advance)	Full
3.	Extra Ordinary Leave	The Vice-Chancellor (The applicant is required to apply in advance)	With the approval the Executive Council

**8.12 Consultancy Assignments:** The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules.



## Chapter 9

### Probation and Confirmation

#### 9.1 Period of Probation and Confirmation:

- 9.1.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 9.1.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before the expiry of the first year.
- 9.1.3 Subject to this Regulations, it is obligatory on the Chapter of the University to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 9.1.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 9.1.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

## Chapter 10

### Creation and Filling-up of Teaching Posts

**10.1 Teaching Posts in the University:** As far as feasible, the teaching posts in the University may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor.

10.1.1 All the sanctioned/approved posts in the University system shall be filled-up on need basis.

## **Chapter 11**

### **Appointment on Contract Basis**

- 11.1 The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointment/extension on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave.

## Chapter 12

### Teaching Days

- 12.1 The University shall have at least 180 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 for co-curricular, sports, college day, etc.; 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with 36-days week.

The above provision is summarized in the **Table-I**, below.

<i>Categorization</i>	<i>Number of weeks: 6- days a week pattern</i>	<i>Number of weeks: 5- days a week pattern</i>
	<i>University</i>	<i>University</i>
Teaching and Learning Process	30 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	8
Vacations	8	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2
<b>Total</b>	<b>52</b>	<b>52</b>

## **Chapter 13**

### **Workload**

- 13.1 The workload of the teachers in full employment should not be less than forty hours a week for thirty working weeks (One Hundred and Eighty teaching days) in an academic year.
- 13.2 Teachers shall devote at least two hours per week for mentoring of students (minimum fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least eight hours per week for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University.
- 13.3 The direct teaching-learning workload should be as follows:
  - (i) Assistant Professor- 16 hours per week; and
  - (ii) Associate Professor/Professor- 14 hours per week.
- 13.4 Professors/Associate Professors/Assistant Professors involved in administration/extension work can devote four to six hours per week out of the teaching and learning hours depending on the nature and burden of the administrative responsibility.

## Chapter 14

### Service Agreement and Fixing of Seniority

- 14.1 At the time of recruitment in University, a service agreement shall be executed between the University and the teacher concerned and a copy thereof shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.
- 14.2 The self-appraisal methodology, as per the relevant rules below, shall form part of the service agreement/record.
- 14.3 **Inter-se seniority between the direct recruited and teachers promoted under CAS:** The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining regular/permanent post and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the Scrutiny-cum-Assessment Committee/ Selection Committee of the respective candidates. The rules and regulations of the Central Government shall apply for all other matters of seniority.

### [Chapter 14A

**14A. Appointment and service conditions etc. of Teaching and Research Associates,<sup>8</sup> and Research Associates:** The services of a Teaching and Research Associates or Research Associates may be terminated by the University, prior to the completion of the contract period, by giving one month notice or one-month stipulated salary in lieu of the notice. The Teaching and Research Associate or Research Associate may resign by giving one month notice or one-month stipulated salary in lieu of the stipulated notice period of one month.]<sup>9</sup>

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<sup>8</sup> As approved in the 13<sup>th</sup> Meeting of Executive Council held on 17<sup>th</sup> March, 2022 (change in nomenclature from Teaching Associate to 'Teaching and Research Associate).

<sup>9</sup> As approved in the 13<sup>th</sup> Meeting of Executive Council held on 17<sup>th</sup> March, 2022 ( Service condition of Teaching and Research Associates and Research Associates).

## Chapter 15

### Code of Professional Ethics

**15.1 Teachers and their Responsibilities:** Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

### **15.2 Teachers and Students:** Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **15.3 Teachers and Authorities:** Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps of the University bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes delivering latest elsewhere without permission of the University which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with the dignity of the profession;



- (vi) Adhere to the terms of the contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**15.4 Teachers and Non-Teaching Staff:** Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the University; and
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

**15.5 Teachers and Guardians:** Teachers should:

- (i) Try to see through the University that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.

**15.6 Teachers and Society:** Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided by the University.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take Chapter in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking Chapter in or subscribing to or assisting in any way activities, which tend to promote a feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**15.7 The Vice-Chancellor:** The Vice-Chancellor should:

- (i) Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

- (ii) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University;
- (iii) Act as a steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (iv) Promote the collaborative, shared and consultative work culture in the University, paving way for innovative thinking and ideas;
- (v) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (vi) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

## **Chapter 16**

# **Maintenance of Academic Standards in the University**

- 16.1 In order to maintain the academic standards in the University, the following norm is adopted by the University:
  - 16.1.1 The process of evaluation for Ph.D. Regulations of the University shall be in line with UGC guidelines.

## Chapter 17

### Other Terms and Conditions

#### 17.1 Incentives for Ph.D./M.Phil. and other Higher Qualification:

- (i) Five non-compounded advance increments shall be granted by the University at the entry-level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (ii) M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be granted by the University, two non-compounded advance increments.
- (iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.B.A. etc. recognized by the relevant statutory body/ council, shall also be granted by the University two non-compounded advance increments at the entry-level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be granted by the University three non-compounded increments if such Ph.D. is in a relevant discipline of the employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc. (as applicable).
- (v) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry-level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (vi) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry-level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be (as applicable).
- (vii) Teachers in service who have not yet enrolled for Ph.D. shall, therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry-level only on the award of Ph.D., while in

- service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- (viii) Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry-level only.
  - (ix) Five non-compounded advance increments shall be admissible to Assistant Librarian who are recruited at entry-level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
  - (x) (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry-level only. (b) However, persons in posts of Assistant Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry-level only.
  - (xi) In respect of every other case of persons in the post of Assistant Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry-level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course - work or evaluation or both as the case may be.
  - (xii) Assistant Librarian and others in higher library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three non-compounded increments fixed at increment applicable at entry-level only on the award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
  - (xiii) Two non-compounded advance increments shall be admissible for Assistant Librarian with M.Phil. degree in Library Science at the entry-level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil. degree in library science at any time during the course

of their service shall be entitled to one advance increment fixed at increment applicable at entry-level only.

- (xiv) Notwithstanding anything in the foregoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil. at the entry-level or in-service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- (xv) Teachers or library cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- (xvi) For posts at the entry-level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of the advance of increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

**17.2 Promotion:** When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position shall be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that level; and the pay shown in this Cell shall now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise, the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new level, then the pay shall be fixed at the first Cell of the new Level.

**17.3 Allowances and Benefits:** Other allowances and benefits, such as Hometown Travel Allowance, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time subject to adoption by the University. **Detailed policy of Home Travel Allowance annexed as Appendix-V.<sup>10</sup>**

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<sup>10</sup> As approved in the 19<sup>th</sup> Meeting of Executive Council held on 2<sup>nd</sup> June, 2023 (Policy for Home Travel Allowance).

#### **17.4 Pension, Retirement, Gratuity and Leave Encashment Payment of Travelling Allowance/Daily Allowance/ Medical Facilities etc.:**

All Employees of the University shall be entitled to benefits Pension, Retirement, Gratuity and Leave Encashment Payment of Travelling Allowance/Daily Allowance/Medical Facilities etc., in accordance with the applicable rules of the Himachal Pradesh National Law University Financial Regulation, 2019.<sup>11</sup>

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<sup>11</sup> As approved in the 10th Executive Council meeting held on 25th March, 2021. (Rules relating to Pension, Retirement, Gratuity and Leave Encashment Payment of Travelling Allowance/Daily Allowance/ Medical Facilities etc.).

## Chapter 18

### Discipline

- 18.1 The Vice-Chancellor is empowered to take disciplinary action against Groups A, B, and C employees, however, in the case of Group A employees, approval of the Executive Council shall be sought whenever major penalty is imposed.
- 18.2 The Registrar, with the approval of the Vice-Chancellor, is empowered to take disciplinary action against Group D employees.<sup>12</sup>
- 18.3 The Vice-Chancellor or the Registrar with the prior approval of the Vice-Chancellor, may institute any disciplinary proceedings against any employee of the University.
- 18.4 Subject to the Himachal Pradesh National Law University, Shimla Executive and Services Regulations 2020, in matters relating to Disciplinary Proceedings, suspension and imposition of penalty (minor/major), the Central Civil Services Rules (Classification, Control & Appeal) Rules, 1965, as amended from time to time, shall apply.
- 18.5 **Appellate Authorities:** An appeal shall lie from any original order made:
- (i) by the Registrar, to the Vice-Chancellor; and
  - (ii) by the Vice-Chancellor to the Executive Council.
- 18.6 **Period of limitation for appeals:** No appeal shall be entertained unless it is submitted within a period of 45 days from the date on which the order appealed against is communicated to the employee concerned. Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.
- 18.7 **Review:** An application of review shall be made, within a period of 45 days from the date on which the decision of the appellate authority is communicated to the employee concerned, to the Executive Council by the employee concerned. The decision of the Executive Council shall be final.

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<sup>12</sup> As approved in the 17<sup>th</sup> Meeting of Executive Council meeting held on 2<sup>nd</sup> November, 2022 (Rules relating to Discipline)



**18.8 Acts, Conduct, and Commissions which amount to Misconduct:** The following acts, conduct, and commissions of an employee of the University shall amount to misconduct:

- (i) If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University.
- (ii) If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his / her duty to the University.
- (iii) If the employee indulges in the acts of plagiarism or any other academic misconduct.
- (iv) If the act or conduct of an employee makes it unsafe for the University to retain her in service.
- (v) If the act or conduct of an employee is so grossly immoral that all reasonable person will say that the employee cannot be trusted.
- (vi) If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee.
- (vii) If the act or conduct of the employee is such as to open before her/ her temptations for not discharging his / her duties properly.
- (viii) If an employee is abusive or if he disturbs the peace at the place of his / her employment.
- (ix) If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee.
- (x) If the employee is habitually negligent in respect of the duties for which he/she is engaged.
- (xi) If the negligence of the employee, though isolated, tends to cause serious consequences.
- (xii) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (xiii) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property.
- (xiv) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law.
- (xv) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline.
- (xvi) Riotous and disorderly behavior during and after the office hours or in office premises.
- (xvii) Habitual late attendance or refusal to sign attendance register or electronically recorded attendance.

- (xviii) Negligence or neglect of work or duty amounting to misconduct, habitual negligence or neglect of work.
- (xix) Habitual absence without permission and overstaying leave or if the conduct of an employee is such which is unbecoming of an employee.
- (xx) Conviction by a Criminal Court.
- (xxi) In case of a male employee, held guilty by the Internal Complaint Committee under the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
- (xxii) In case of a female employee, if the complaint made by her is declared false or malicious by the Internal Complaint Committee under the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
- (xxiii) If any employee has given false evidence during the inquiry conducted by the Internal Complaint Committee under the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.



Part II

Rules for Non-Teaching  
Employees



# Chapter 1

## Rules for Non-Teaching Employees

- 1.1 Appointment to various non-teaching posts of the University and terms and conditions of services thereof shall be regulated by these Regulations:

*Provided* that the service conditions of duly appointed contractual employees, who were entitled, as per the then applicable Himachal Pradesh Government rules, to be regularized at the time of their contractual appointment, shall be governed by “**The Himachal Pradesh National Law University, Shimla, Executive and Service Regulations, 2020**” after their regularization.

## Chapter 2

# Appointment Process

**2.1 Groups of Appointment:** Appointments under this Part of these regulations shall be made under Groups A, B, C, and D employees.

**2.2 Composition of Selection Committee:** Appointments are to be made on the recommendations of following Selection Committee:

**2.2.1 Selection Committee for Group 'A' Officers shall consist of:**

- (i) The Vice-Chancellor (Chairperson);
- (ii) The Registrar;
- (iii) One Professor of the University nominated by the Vice-Chancellor;
- (iv) One External Expert;\* and
- (v) One Member of Executive Council nominated by the Executive Council or by the Vice-Chancellor with the approval of the Executive Council.

**Note:** \* In case of appointment of Finance Officer/ Assistant Registrar Accounts, he or she should have good knowledge and experience in the field of finance/accounts. In case of appointment of other Group, A officers, he/she should have good administrative experience.

**2.3 Selection Committee for Group B, C, and D Employee shall consist of:**

- (i) The Registrar;
- (ii) The Finance Officer; and
- (iii) Two nominees of the Vice-Chancellor not below the rank of the Assistant Professor/Assistant Registrar. (External or Internal)<sup>13</sup>

**2.3.1 Selection Committee for Group C post, i.e. Driver-cum-Office**

**Attendant:** The committee to conduct driving/skill test shall be headed by the Registrar of the University or an officer of the University nominated by the Vice-Chancellor and at least two technical personnel out of Assistant Engineer (HPPWD-Mechanical Wing), Works

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<sup>13</sup> As approved in the 12<sup>th</sup> Meeting of Executive Council held on 10<sup>th</sup> December, 2021 (Composition of Selection Committee for Non-Teaching).

Manager/Driving Instructor/Foreman of HRTC and Motor Vehicle Inspector.<sup>14</sup>

**2.3.2 Scrutiny of eligibility of candidates for appointment to Group A Posts:**

There shall be a Scrutiny Committee, appointed by the Vice-Chancellor, for the screening of the eligibility of candidates for appointment to Group A Posts. The candidates possessing prescribed qualifications, as found by the Scrutiny Committee, shall be allowed to appear before the Selection Committee constituted for Group A Officers.

**2.4 Scrutiny/Selection of candidates for appointment to Group B and C posts:**

**2.4.1 First Stage Screening:** The screening of applicants for the posts of Group 'B' and 'C' shall be done by way of Written examination. Candidates who have secured at least 33% of marks in written examinations shall be called for Second Stage.

**2.4.2 Second Stage Selection:** The Selection of candidates, for appointment to the posts of Group B and C shall be done by way of:

**2.4.3 Typing/shorthand tests etc.,** (to whichever post the typing/shorthand tests are applicable) of those candidates who have qualified written examination (five times of the total number of posts in the Cadre advertised, shall be called for interview).

**2.4.4 Interview by the Selection Committee:** The Selection Committee shall recommend names of suitable candidates on the basis of interview:

*Provided* that the posts in respect of which typing/short hand etc. is not required as an essential qualification and which involves specific skills, the selection shall be made through a separate skill test and/or viva voce.

*Provided* further that selection for appointment to the post in the case of direct appointment shall be on the basis of driving/skill test of 85 marks format template and guidelines notified by State Government. The score obtained by a candidate shall have 50 percent of weightage before the Selection Board.

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<sup>14</sup> As approved in the meeting of the Executive Council held on 18<sup>th</sup> March, 2022.



Further provided that before joining the post of Driver, candidate shall submit an undertaking, in the format, to the effect that he or she has not been guilty or is accused of rash and negligent driving or is a convict or an accused of any criminal offence. Further, he or she shall submit copy of Aadhar Card to match his/her details in the Aadhar Card with his/her details in the Driving License. He/ she will also submit medical fitness report/certificate to the University. All these documents shall be maintained in his or her personal file.<sup>15</sup>

## **2.5 Scrutiny/Selection of candidates for appointment to Group 'D' Posts:**

- (i) The Registrar shall constitute a Screening Committee for Group D posts with the approval of the Vice Chancellor.
- (ii) The Screening Committee shall scrutinize the eligibility of the applicants for Group D posts and forward the same to the Selection Committee.
- (iii) The Registrar shall constitute a Selection Committee for Group D posts with the approval of the Vice Chancellor.
- (iv) The Selection Committee shall recommend the suitable candidate on the basis of viva-voce for appointment.

2.5.1 The Registrar shall be empowered to conduct, with the approval of Vice Chancellor, written and/or oral examinations for the purpose of screening of candidates:

- (i) Through a committee constituted by her; or
- (ii) Any external agency on the recommendation of a Standing Committee constituted by the Vice- Chancellor.

## **2.5.2 Appointment and Nature of Appointments:**

- (i) All appointments under these regulations shall be in the nature of regular appointment from the date of appointment subject to requirements of probation as provided under these regulations.
- (ii) All personnel so appointed shall be eligible for full remuneration and emoluments as provided for under the provisions of these regulations from the date of appointment:

*Provided* that a person who has superannuated or taken VRS from a Governmental Department or a private entity may be appointed on contractual basis for a consolidated salary of Rs. 50,000/- + 10,000 Conveyance allowance.<sup>16</sup>

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<sup>15</sup> As approved in the 13 meeting of the Executive Council held on 17<sup>th</sup> March, 2022 (Selection process for direct recruitment of Driver cum Office Attendant).

<sup>16</sup> As approved in the Executive Meeting held on 27<sup>th</sup> August, 2022.

- (iii) Direct Appointment shall not be made more than 50% of the posts, in a post cadre where the cadre consists of 4 or more than 4 posts. In such cadres 50% of the posts shall be filled through promotion and rest of the 50% may be filled by way of direct recruitment.
- (iv) Roster of Reservation with reference to posts for Direct Recruitment by open competition, in respect of Groups C, and D posts/services **(Appendix-VI)**.<sup>17</sup>

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<sup>17</sup> As approved in the Executive Meeting held on 20<sup>th</sup> February, 2020.

## Chapter 3

### Posts and Qualifications

#### 3.1 Qualifications for Posts falling under Group A:

- (i) **Finance Officer:** Graduate in Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade 'B' in UGC seven-point scale or Comparable equivalent degree in a relevant area and at least 15 years' experience of working as an Assistant Professor in the AGP of Rs. 7000/- and above or with 08 years of service in the AGP of Rs. 8000/- and above including as Associate Professor 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 08 years as Deputy Registrar in Grade Pay Rs. 7600/- or above or an equivalent post with experience in Finance and Accounts.

Or

A qualified Chartered Accountant with at least 15 years of working experience in the relevant field of activities.

**Desirable:** Working experience of Budgeting & Financial Accounting etc. in autonomous bodies/Higher Educational Institutions will be preferred. Good working knowledge of Rules and Regulations of Central Universities, State Universities, R & D Institutions relating to accounts/audit, service conditions and related financial matter.

- (ii) **Medical Officer:** The candidate should have a M.B.B.S. degree with at least 2 years' experience in a recognized hospital D.G.O./M.D. shall, however, be preferred. He/She should be registered with the State/Medical Council of India.
- (iii) **Assistant Registrar:** Good Academic record with Master degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale. Five years' experience as Section Officer/ Superintendent Grade-II/Personal Assistant or an equivalent position in Central/State University/Government Department/ Educational or Research Institution.

Or

Three years of teaching experience in UGC approved University/College/Institution. Good working knowledge of computer applications. Desirable Qualifications: Knowledge of customs, manners and dialects of Himachal Pradesh. M.Tech./M.Phil./Ph.D./M.B.A. in any discipline of Technical Education will be preferred.

- (iv) **Assistant Registrar (Accounts):** Post Graduate in Commerce with specialization in accountancy/finance and at least 3 years' experience of working in the rank of Accounts Officer/Junior Accounts Officer/Section Officer in a Government Department. For those serving in Central Government/State Government/PSUs/Autonomous bodies, the requisite experience will be judged.

Or

A qualified Chartered Accountant (CA).

- (v) **Civil Engineer:** B.E. Civil Engineering, preferably a post graduate and equivalent degree. Experience of minimum of 5 (five) years' experience (regular in a government department) in planning Construction quality control and maintenance of building.<sup>18</sup>

- (vi) **System Analyst:** M.Sc. (Computer Science)/M.Sc. (I.T.)/MIT having knowledge and experience of supervising Computer Lab, its establishment and technical know-how. Candidate with experience of Computer Lab in an educational institution shall, however, be preferred.

Or

MCA from a recognized University with at least 2 (two) years' experience as Computer Lab Supervisor.

- (vii) **Section Officer (Accounts):** A Graduate from a recognized University or its equivalent. Five years' experience as Superintendent Grade-II/Personal Assistant or an equivalent position in Central/State University/Government Department/Education or Research Institution.

Or

A qualified Chartered Accountant (CA).

- (viii) **Section Officer:** A Graduate from a recognized University or its equivalent. Five years' experience as Superintendent Grade-II/Personal

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<sup>18</sup> As approved in the 15<sup>th</sup> meeting of Executive Council held on 27<sup>th</sup> August, 2022 (creation of post of Civil Engineer).

Assistant/ or an equivalent position in Central/State University/Government Department/ Education or Research Institution. Desirable: Good Working knowledge of computer applications.

- (ix) **Transport cum Liaison Officer:** A Graduate from a recognized University/Institute, experience in Management of Vehicles and liaison with various offices of the government and other organizations with respect to the University affairs. Three Years' Experience as Superintendent Grade-II. Educational Qualifications: May be relaxed in the case of a suitable person having working experience of minimum 5 years in an educational institution.
- (x) **Section Officer:** A Graduate from a recognized University or its equivalent. Five years' experience as Superintendent Grade-II/Personal Assistant or an equivalent position in Central/State University/Government Department/Educational or Research Institution. Preferable: Good working knowledge of computer applications.
- (xi) **Private Secretary:** Experience of 3 years as Personal Assistant/10 years regular service as Instructor Stenography out of which 2 years' experience as Personal Assistant. Preferable: Good working knowledge of computer applications.
- (xii) **OSD to the Vice-Chancellor:** Experience of 3 years as Personal Assistant /10 years regular service Stenography out of which 2 years' experience as Personal Assistant: preferable good working knowledge of computer application.<sup>19</sup>

### 3.2 Qualifications for Posts falling under Group B:

- (i) **Superintendent (Grade II):** A Graduate in any discipline from a recognized University, five years working experience as Senior Assistant/Superintendent in University/Educational Institution, having knowledge of Rules and Regulations of University Office Work, Computer/IT and Drafting in English.
- (ii) **Personal Assistant:** 6 years' experience as a senior scale stenographer/11 year combined as steno typist/junior scale stenographer. Good working knowledge of computer applications.

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<sup>19</sup> As approved in the 14<sup>th</sup> Meeting of Executive Council held on 29<sup>th</sup> May, 2022 (post of OSD)

- (iii) **Computer Technician:** Master Degree with minimum 55% marks in Computer Applications/ Computer Science/Computer Engineer/Information Technology or equivalent.

Or

B.E./B.Tech. with 55% marks in Electronics/Electronics and Instrumentation/Electronic Communication with 2 years' experience in Computing in a reputed organization. Applicants having experience of establishing/supervising computer lab in an educational institution shall be preferred.

Or

A candidate with a Post-Graduate degree in any discipline with 10 years' experience in an educational institution regarding supervision of computer lab work.

- (iv) **Computer Technician ERP:** Master Degree with minimum 55% marks in Computer Applications/ Computer Science/Computer Engineer/Information Technology or equivalent.

Or

B.E. / B. Tech. with 55% marks in Electronics/Electronics and Instrumentation/Electronic Communication with 2 years' experience in Computing in a reputed organization. Applicants having experience of establishing/supervising computer lab in an educational institution shall be preferred.

Or

A candidate with a Post-Graduate degree in any discipline with 10 years' experience in an educational institution regarding supervision of computer lab work. However, minimum one-year experience in handling ERP system shall be made eligibility condition.<sup>20</sup>

- (v) **Male Warden:** He shall hold Post Graduate Degree (minimum 55% marks) in any discipline and working experience in any educational institution for minimum one year. Preference will be given to Post Graduate Degree in Law.

- (vi) **Female Warden:** She shall hold Post Graduate Degree (minimum 55% marks) in any discipline and working experience in any educational

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<sup>20</sup> As approved in the 15<sup>th</sup> meeting of Executive Council held on 27<sup>th</sup> August, 2022 (creation of post of Computer Technician ERP).

institution for minimum one year. Preference will be given to Post Graduate Degree in Law.<sup>21</sup>

### 3.3 Qualifications for Posts Falling under Group C:

- (i) **Senior Scale Stenographer:** A Graduate in any discipline from a recognized University with a minimum speed of typing 100 (hundred) words per minute in English short-hand and ability to transcribe at the speed of 15 (fifteen) words per minute. At least 3 (three) years' experience of working as Junior Scale Stenographer and knowledge of computers.
- (ii) **Senior Assistant:** A Graduate in any discipline from a recognized University and having at least 5 (five) years' experience of working as Junior Assistant, Working knowledge/efficiency in computers.
- (iii) **Junior Scale Stenographer:** A Graduate in any discipline from a recognized University. Must possess the following speed in shorthand typewriting in English at the time of initial recruitment:- speed in shorthand English and Hindi- 80WPM and speed in typewriting English and/or Hindi 40 WPM 30 WPM respectively. Knowledge of word processing and computers.
- (iv) **Receptionist cum Clerk:** A Graduate in any discipline from a recognized University. Good communication skills, fluency in English and knowledge of computer applications. A minimum typing speed of 30 words per minute in English. Knowledge of MS Office including Excel and word processing. Preference- Experience of working in educational institutions and proficiency in computer typing.
- (v) **Junior Assistant:** A Graduate in any discipline from a recognized University. At least 5(five) years' experience of working as a Clerk/ in an educational institution/government department. Knowledge of computer.
- (vi) **Steno Typist:** A Graduate from a recognized University with a minimum typing speed of 80 (eighty) words per minute in English shorthand. The candidate should be able to transcribe at the speed of 15 words per minute.<sup>22</sup>

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<sup>21</sup> As approved in the 14<sup>th</sup> Meeting of Executive Council held on 29<sup>th</sup> May, 2022 (creation of post of Male Warden & Female Warden).

<sup>22</sup> Change of designation from Steno-Typist-cum-Computer Operator to 'Steno Typist', approved in the Executive Meeting held on 20<sup>th</sup> July, 2020.

- (vii) **Clerk: 10+2** from a recognized Board of School Education. A minimum typing speed of 30 words per minute in English. Knowledge of MS Office including MS Excel and word processing.
- (viii) **Clerk (Accounts):** A Graduate in Commerce, from a recognized University. Diploma with Tally Certificate, minimum typing speed of 30 words per minute in English. Preferable: Experience of accounts in an educational institution and knowledge of computer applications.
- (ix) **Clerk-cum-Data Entry Operator:**<sup>23</sup>
  - (a) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University; and
  - (b) Diploma of at least 06 months duration in Computer or its equivalent from a recognized University or from an Institution duly recognized by H.P./Central Government.
- (x) **Computer Operator:** A Graduate in Computer Application, Three years diploma course in computer science/information technology, or PGDCA from a recognized institution. Preferable: 2 years' experience or MCA/B.Tech. (Computer Science).
- (xi) **Computer Lab Attendant:** 10+2 from a recognized Board of School Education/University. 01 Year of Diploma in computer and software from a recognized Institution and, preferably 2 year's working experience in a reputed Institution.
- (xii) **Library Assistant:** A Graduate in Library/Library Information Sciences from a recognised University/Institute; Two years' of work experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and other autonomous body's library; Knowledge of Computer applications such as Koha and Dspace etc.
- (xiii) **Nurse:** 10+2 pass from a recognized Board of School Education with at least 3 (three) years' training from a recognized Institution of Nursing. Preferable: Additional training in midwifery and well versed in the job of a pharmacist.

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<sup>23</sup> Approved in the 9<sup>th</sup> Meeting of Executive Council held on 22<sup>nd</sup> December, 2020 (Post of Clerk-cum-Data Entry Operator).



- (xiv) **Pharmacist:** Diploma in Pharmacy from a recognized Institution/University, after having passed 10+2 Examination with Second Division. Preferable: Dresser Course from a recognized Institution/University.
- (xv) **Caretaker:** 10+2 from recognized Board or University. Experience of maintenance of Hostels.
- (xvi) **Store Keeper/Property In-charge:** 10+2 from a recognized Board, having knowledge and experience of working as Storekeeper/Property In-Charge or work experience in University/Educational Institution/Army or other institution dealing with store. Preferable: Knowledge of computer applications.
- (xvii) **Driver cum Office Attendant (Heavy Vehicle):** 10<sup>th</sup> pass. Heavy Vehicle Driving License issued by the Competent Authority and knowledge of Hindi. Preferable: 2 years Driving experience.
- (xviii) **Driver cum Office Attendant (Light Vehicle):** 10<sup>th</sup> pass. Light Vehicle/Heavy Vehicle Driving License issued by the Competent Authority and knowledge of Hindi. Preferable: 2 years Driving experience.
- (xix) **Conductor cum Office Attendant:** 10<sup>th</sup> pass with a Conductor's License issued by the Competent Authority and knowledge of Hindi. Preferable: Experience of having worked as a Conductor.<sup>24</sup>
- (xx) **Electrician:** 10<sup>th</sup> pass or its equivalent from a recognized Board of School Education. 2 years' Diploma in the Trade of Electricians from a recognized I.T.I.
- (xxi) **Plumber:** 10<sup>th</sup> pass or its equivalent from a recognized Board of School Education and 1 Years' Diploma in the Trade of Plumbing from a recognized I.T.I.
- (xxii) **Carpenter:** 10<sup>th</sup> pass or its equivalent from a recognized Board of School Education and 1 Years' Diploma in the trade of Carpentry from a recognized I.T.I.

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<sup>24</sup> As approved in the Executive Council Meeting held on 20<sup>th</sup> July 2020 (change in the nomenclature of Conductor as 'Conductor cum-Office Attendant'), this amendment will be applicable from the date of meeting.

**(xxiii) Gym Trainer-cum-Gym Care Taker:** 10+2 from a recognised Board of School Education. Capability of managing Gymnasium and guiding students for Gym activities independently. Preferable: Physical fitness and achievements in Sports/Games.

**(xxiv) Work Inspector:-** Work Inspector should have passed Matric from a recognized Board of School Education. Provided that Matriculation must be passed from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to *bona fide resident of Himachal Pradesh*. Full time two years ITI diploma in Surveyor or three years Diploma in Civil Engineering from an Institution duly recognized/affiliated by the State/Central Board/ AICTE.<sup>25</sup>

### 3.4 Qualifications for Posts Falling Under Group D

- (i) Peon:** 10<sup>th</sup> pass from a recognized Board of School Education.
- (ii) Sweeper:** Middle pass from a recognized Board of School Education. Preferable: Experience in carrying out cleanliness work.
- (iii) Attendant for Girls' Hostel:** 10<sup>th</sup> pass from a recognized Board of School Education.
- (iv) Mali:** Middle Pass or its equivalent from a recognized Board of School Education.
- (v) Security Guard (Male/Female):** 10<sup>th</sup> pass from a recognized Board of School Education. Preferable: Ex- Servicemen who have been released from the service most recently. The Ex-Serviceman male Security Guards should be preferably below the age of 50 years.
- (vi) Chowkidar:** 10<sup>th</sup> pass or its equivalent from a recognized Board of School Education.
- (vii) Peon-cum-Cook:** Middle pass with practical knowledge of Cooking.
- (viii) Cook:** 10<sup>th</sup> pass from a recognized Board of School Education with a Diploma from a Food Craft Institute or equivalent.

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<sup>25</sup> As approved in the 14<sup>th</sup> Executive Council meeting held on 29<sup>th</sup> May 2022 (Creation of post of Work Inspector)

- (ix) *Daftari*: 10<sup>th</sup> pass from a recognized Board of School Education.  
Preferable: Knowledge of computers and maintenance of office records.

## Chapter 4

### Probation, Promotion and Retirement

#### 4.1 Period of Probation and Confirmation:

- (i) The requirement of probation shall apply to initial recruitment as well as promotion.
- (ii) The minimum period of probation of an employee shall be two years, extendable by another period of one year.
- (iii) The services of the employee on probation shall be confirmed at the end of two years or the probation period may be extended by another one year through a specific order of the competent authority before the expiry of the initial period of two years.

#### 4.2 **Promotion:** The conditions for promotion, requisite years' experience, previous performance and related matters shall be governed by the given criteria, in **Appendix-II.**

4.2.1 All promotions shall be done through the Departmental Promotion Committee following the process as under:

- (i) Written test/skill test;
- (ii) The candidate must have got good or above remarks in his/her last five or three years ACR, as the case may be; and
- (iii) Interview of the candidate who fulfil other conditions.
  - 1. All promotions shall be done in these manners only and shall be reported to the Executive Council.<sup>26</sup>
  - 2. A candidate to be promoted to the next higher level shall be required to secure minimum of 45% marks for General Candidates and 40% marks for reserved categories in the written examinations to be eligible to be considered for next stage of test i.e., typing test/steno skill test.
  - 3. The minimum score\typing speed required in the typing/skill test shall be as follows:
  - 4. Typing Speed for promotion from Clerk to Junior Assistant Cadre: 40 Words Per Minutes
  - 5. Typing Speed for promotion from Steno Typist to Junior Scale Stenographer: 40 Words Per Minutes and Shorthand 80 Word Per Minutes.

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<sup>26</sup> As approved in the 14<sup>th</sup> Meeting of Executive Council held on 29<sup>th</sup> May, 2022 (promotion criteria).

6. Further, if a candidate is rejected at any stage of the written examinations/tests etc., he/she shall be eligible to apply for the promotion again after minimum of one-year period from the date the rejection communicated.<sup>27</sup>

Sl. No.	Group	Name of the Post	Post to which promoted	Years and the Post in which Experience (regular) required	Previous performance review	Promotion Procedure subject to the all other provisions of these Regulations and in particular Rule 2.2 of this Part
1	Group A	Superintendent Grade II)	Section Officer	Minimum of 3 years' experience as Superintendent Grade-II	Good performance record for at least previous 3 years	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor. <sup>28</sup>
2		Personal Assistant	Private Secretary/OSD	Minimum of 3 years' experience As Personal Assistant	Good performance record for at least previous 3 years	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
1	Group B	Senior Scale Stenographer	Personal Assistant	Minimum of 5 years' experience Senior Scale Stenographer.	Good performance record at least previous 4years	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
2		Senior Assistant	Superintendent Grade-II	Minimum of 5 years' experience as Senior Assistant	Good performance record for at least	On recommendations of Promotion Committee

<sup>27</sup> As approved in the 18<sup>th</sup> Meeting of Executive Council held on 24<sup>th</sup> February, 2023 (Promotion criteria)

<sup>28</sup> As approved in the 13<sup>th</sup> Meeting of Executive Council held on 17<sup>th</sup> March 2022, (change of nomenclature from Superintendent Grade-I to Section Officer), this amendment will be applicable from the date of meeting.

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Post to which promoted</i>	<i>Years and the Post in which Experience (regular) required</i>	<i>Previous performance review</i>	<i>Promotion Procedure subject to the all other provisions of these Regulations and in particular Rule 2.2 of this Part</i>
					previous 4 years	constituted by Registrar with approval of Vice-Chancellor.

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Post to which promoted</i>	<i>Years and the Post in which experience required</i>	<i>Previous performance review</i>	<i>Promotion Procedure</i>
3	<b>Group-C</b>	Junior Scale Stenographer	Senior Scale Stenographer	Minimum of 5 years' experience as Junior Scale Stenographer	Good performance record for at least previous 4 years	On recommendation of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
4		Receptionist (Receptionist/Clerk)	Junior Assistant	Minimum of 5 years' experience as Receptionist/Clerk	Good performance record for at least previous 4 years	On recommendation of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
5		Junior Assistant	Senior Assistant	Minimum of 5 years as Junior Assistant	Good performance record for at least previous 4 years	On recommendation of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
6		Steno Typist	Junior Scale Stenographer	Minimum of 5 years' experience as Steno-typist	Good performance record for at least previous 4 years	On recommendation of Promotion Committee constituted by Registrar with

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Post to which promoted</i>	<i>Years and the Post in which experience required</i>	<i>Previous performance review</i>	<i>Promotion Procedure</i>
						approval of Vice-Chancellor.
7		Clerk	Junior Assistant	Minimum of 5 years' experience as Clerk and its equivalent post	Good performance record for at least previous 4 years	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
8		Clerk-cum-Data Entry Operator	Junior Assistant	Minimum of 5 years' experience as Clerk and its equivalent post	Good performance record for at least previous 4 years	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
9		Library Assistant	Clerk <sup>29</sup>	Minimum of 5 years' experience as Library Assistant (Subject to fulfilment of minimum qualification of Clerk)	Good performance record for at least previous 4 years	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
10		Clerk Accounts	Junior Assistant Accounts	Minimum of 5 years' experience as Clerk Account	Good performance record for at least previous 4 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.

<sup>29</sup> As approved in the 7<sup>th</sup> meeting of Executive Council held on 20<sup>th</sup> February, 2020 (Abolition the post of Semi Professional Assistant (Library)).

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Post to which promoted</i>	<i>Years and the Post in which experience required</i>	<i>Previous performance review</i>	<i>Promotion Procedure</i>
1	<b>Group D</b>	Peon	Daftari/Clerk	Minimum of 10 years' experience as Peon and Requisite written/typing tests	Good performance record for at least previous 8 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
2		Sweeper	Clerk	Minimum of 10 years' experience as Sweeper And Requisite written/typing tests	Good performance record for at least previous 8 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
3		Attendant for Girls Hostel	Clerk	Minimum of 10 years' experience as attendant for girls' hostel. And Requisite written/typing tests	Good performance record for at least previous 8 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
4		Mali	Head	Minimum of 05 years' experience as Mali	Good performance record for at least previous 4 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
5		Chowkidar	Clerk	Minimum of 10 years' experience as Chowkidar And Requisite written/typing tests	Good performance record for at least the previous 4 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
6		Peon-cum-	Clerk	Minimum of 10	Good	On



<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Post to which promoted</i>	<i>Years and the Post in which experience required</i>	<i>Previous performance review</i>	<i>Promotion Procedure</i>
		cook		years' experience as Peon-cum-Cook and Requisite written/typing tests	performance record for at least previous 4 years.	recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.
7		<i>Daftari</i>	Clerk	Minimum of 5 years' experience as <i>Daftari</i> and Requisite written/typing tests	Good performance record for at least previous 4 years.	On recommendations of Promotion Committee constituted by Registrar with approval of Vice-Chancellor.

- 4.3 10% of the posts in Group C under different cadres may be reserved for providing promotion opportunity to Group D employees.
- 4.4 **Age Limit:** The minimum age of appointment to a post under this Part shall be 18 years subject to the maximum age limit of 45 years.
- 4.5 **Age of superannuation:** The age of superannuation of an employee shall be 60 years.
- 4.6 **Retirement benefits:** The retirement benefits including pension benefits shall be such as prescribed by the Government of State of Himachal Pradesh and adopted by the University.

## Chapter 5

### Salary and Other Benefits

**5.1 Salary and Pay Grades:** Salary including basic, grade pay and pay scale etc. of the employees appointed under this Part by these regulations shall be governed by **Table-III**, below as notified by the Government of Himachal Pradesh from time to time and adopted by the Executive Council:

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Pay Band or as per the applicable pay matrix of seventh pay commission</i>
1.	<b>Group-A</b>	Finance Officer	37400-67000+10,000 G.P.
2.		Medical Officer Medical Officer Assistant	15600-39100+7600 G.P.
3.		Assistant Registrar Assistant Registrar	15600-39100+5400 G.P.
4.		Assistant Registrar (Accounts)	15600-39100+5400 G.P. 15600-39100+5400 G.P.
5.		System Analyst	15600-39100+5400 G.P.
6.		Section Officer (Accounts)	15600-39100+5400 G.P. 15600-39100+5400 G.P.
7.		Section Officer	15600-39100+5400 G.P.
8.		Transport cum Liaison Officer Liaison Officer	15600-39100+5400 G.P. 15600-39100+5400 G.P.
9.		Private Secretary	15600-39100+5400 G.P.
10.		Officer on Special Duty	15600-39100+5400 G.P.
11.		Civil Engineer (Group-A)	15600-39100+5400 G.P.
12.	<b>Group -B</b>	Superintendent Grade II)	10300-34800+4800 G.P. 10300-34800+4800 G.P.
13.		Personal Assistant	10300-34800+4800 G.P.
14.		Male Warden	Consolidated Salary of Rs. 50,000/- per month and residential Accommodation
15.		Female Warden	Consolidated Salary of Rs. 50,000/- per month and residential Accommodation

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Pay Band or as per the applicable pay matrix of seventh pay commission</i>
16.	<b>Group-C</b>	Senior Scale Stenographer	10300-34800+4400 G.P. 10300-34800+4400 G.P.
17.		Senior Assistant	10300-34800+4400 G.P.
18.		Computer Technician	10300-34800+4400 G.P.
19.		Computer Technician (ERP)	10300-34800+4400 G.P.
20.		(Lab Supervisor)	10300-34800+4400 G.P.
21.		Junior Scale Stenographer	10300-34800+3600 G.P. 10300-34800+3600 G.P.
22.		Receptionist ionist/Clerk)	5910-20200+1900 G.P. 5910-20200+1900 G.P.
23.		Junior Assistant	10300-34800+3600 G.P.
24.		Steno Typist	5910-20200+2000 G.P.
25.		Clerk	5910-20200+1900 G.P.
26.		Clerk-cum-Data Entry Operator	5910-20200+1900 G.P.
27.		Computer lab Attendant	5910-20200+1900 G.P.
28.		Driver Cum Office Attendant (Heavy Vehicle)	5910-20200+2400 G.P.
29.		Conductor Cum Office Attendant	5910-20200+2400 G.P.
30.		Computer Operator	10300-34800+3200 G. P
31.		Pharmacist	5910-20200+3000 G. P
32.		Electricians	5910-20200+1900 G.P.
33.		Nurse	10300-34800+3200 G.P.
34.	<b>Group C</b>	Library Assistant	5200-20200+2000 G.P.
35.		Store Keeper/ Property In-charge	5910-20200+1900 G.P.
36.		Caretaker	5910-20200+1900 G.P.
37.		Clerk Accounts	5910-20200+1900 G.P.
38.		Plumber	5910-20200+1900 G.P.
39.		Carpenter	5910-20200+1900 G.P.
40.		Gym Trainer-cum-	5910-20200+1900 G.P.

<i>Sl. No.</i>	<i>Group</i>	<i>Name of the Post</i>	<i>Pay Band or as per the applicable pay matrix of seventh pay commission</i>
		Gym Care Taker	
41.		Driver-cum-Office Attendant (Light)	5910-20200+2000 G.P.
42.		Work Inspector	5910-20200+1900 G.P.
43.		Peon	4900-10680+1300 G.P.
44.		Sweeper	4900-10680+1300 G.P.
45.		Attendant for Girls Hostel	4900-10680+1300 G.P.
46.		Mali	4900-10680+1300 G.P.
47.		Chowkidar	4900-10680+1300 G.P.
48.		Peon Cum Cook	4900-10680+1300 G.P.
49.		Daftari	4900-10680+1400 G.P.
50.		Security Guard	4900-10680+1300 G.P.

- 5.2 Annual Increment:** A person appointed to the post under these regulations shall be entitle of annual increment at the rate of 3% of basic+ Grade pay.
- 5.3 T.A. D.A. and other Benefits:** An employee shall be entitled to Travelling Allowance, Dearness Allowance and Other Benefits including House Residence allowance etc., as prescribed by the Government of Himachal Pradesh from time to time.
- 5.4 Medical Benefits:** An employee of the University shall be entitled to such medical benefits, reimbursement, benefits of health service prescribed by the Government of Himachal Pradesh.

## **Chapter 6**

### **Powers, Functions and Duties of the Finance Officer, Assistant Registrar, and Other Officers**

#### **6.1 Powers, functions and duties of the Finance Officer, Assistant Registrar, and other Officers:**

##### **6.1.1 Powers, Functions, and Duties of the Finance Officer shall be as under:**

- (i) The Finance Officer functions under the overall control of the Vice-Chancellor.
- (ii) He/She shall look after the financial matters of the University and shall be required to exercise general supervision over the funds of the University.
- (iii) He/She shall advise the University as regards its financial policy.
- (iv) He/She shall be responsible for the proper maintenance of the accounts/preparation statement of accounts of the University, subject to the control of Executive Council.
- (v) He/She shall be responsible for the preparation of Budget Proposal for ensuing Academic Year with the approval of Finance Committee.
- (vi) He/She shall be responsible for managing investments belonging to the University, including any unapplied income, in stock, funds, shares and securities with the approval of Executive Council.
- (vii) He/She shall not incur any expenditure or make any investment without the previous approval of the Vice-Chancellor.
- (viii) He/She shall see that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable material in all offices, at regular intervals, or as may be required from time to time.
- (ix) He/She shall exercise such other powers and perform such other duties as assigned to her by the Vice-Chancellor from time to time.

##### **6.1.2 Powers, Functions, and Duties of Assistant Registrar and other Officers:**

The powers, functions and duties of Assistant Registrar and other officers shall be such as prescribed by office order from time to time.

## Chapter 7

### Leave Rules for Non-Teaching Staff

#### 7.1 **Casual Leave:**

7.1.1 The total number of Casual Leaves granted to a Group A, B, C, and D employee shall not exceed Twelve days in an Calendar Year. Casual Leave cannot be combined with any other kind of leave. However, such Casual Leave may be combined with holidays including Sundays. Not more than six days of Casual Leave shall be availed by an employee at a time excluding Sundays and holidays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave. The Registrar shall be the competent authority to sanction Casual Leave.

#### 7.2 **Duty Leave:** Duty Leave may be granted for official work for which due permission has been obtained from the Registrar.

#### 7.3 **Earned Leave for Regular Employees:**

- (i) Earned Leave/Privilege Leave to regular employees shall be 30 (thirty) days in one calendar year; and
- (ii) 1/3<sup>rd</sup> of the period, if any, during which she is required to perform duty during the vacation. The leave under this rule shall be applicable only if there is an office order requiring the employee to perform duties on vacation day(s).

**Note:** The period spent on duty shall include all kinds of leave except extraordinary leave, for the purpose of calculation of earned leave.

#### 7.4 **[Half Pay Leave:**

- (i) Half Pay Leave admissible to a permanent Non-Teaching Staff shall be the same as applicable to a permanent teaching staff.
- (ii) *Half Pay Leave for non-teaching employee shall not be commuted in any case.*
- (iii) During the entire service of an Non-Teaching employee the Half Pay Leave shall be limited to a maximum of 180 days.
- (iv) The above amended rules shall be deemed to have come into effect from the date on which Himachal Pradesh National Law University, Shimla, Executive and Service Regulations, 2020 came into force].<sup>30</sup>

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<sup>30</sup> As approved in the 20<sup>th</sup> Meeting of Executive Council held on 4<sup>th</sup> July, 2023 (Half Pay Leave).

**7.5 Extraordinary Leave (Leave without Pay):** A regular employee may be granted Extraordinary Leave when:

- (i) No other leave is available;
- (ii) The employee applies in writing for the grant of Extraordinary Leave;
- (iii) Extraordinary leave shall be without pay and allowances;
- (iv) Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical grounds only;
  - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity:

*Provided* that the employee has no other kind of leave to his credit.

- (v) 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 shall not exceed one year except in cases where leave is taken on medical ground. The total period of absence from duty shall in no case exceed three years in the full working life of the individual; and
- (vi) The authority empowered to grant leave, however, may commute retrospectively periods of absence without leave into extraordinary leave.
- (vii) If an employee is granted extra ordinary leave, in accordance with this rule, the period for which he or she was on extra ordinary leave shall not be counted as active service or for promotion of that employee.

**7.6 Maternity Leave:**

- (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 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 in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- (iii) Maternity leave may be combined with extraordinary leave but any leave applied in continuation of maternity leave may be granted if the request is supported by a medical certificate.

- (iv) A woman shall not be considered fit join duty if at the time of her first joining she is having pregnancy of Twelve (12) weeks or more.
- 7.7 **Paternity Leave:** Paternity Leave of fifteen (15) days may be granted to a male non-teaching employee during the confinement of their wife:  
*Provided* that the paternity leave can be availed only up to two children.
- 7.8 No leave shall be claimed as a matter of right.
- 7.9 The leave shall be availed after prior sanction from the appropriate authority.
- 7.10 **Leave Admissible for Contractual Employees (other than Daily Wages Employee):** A contractual employee shall be entitled to apply for the following leaves only:
  - (i) **Casual Leave:** All contractual non-teaching employees shall be entitled to twelfth (12) Casual Leaves in a Calendar Year.
  - (ii) **Half Pay Leave:** In the case of contractual non-teaching employees, the Half Pay Leave shall be for six (06) days in a Calendar Year (Non-cumulative). Such leave may be granted on the basis of a Medical Certificate from a properly constituted Medical Board:  
*Provided* that Half Pay Leave shall not be admissible for less than three days at a time.



## **Chapter 8**

### **Norms of Conduct**

8.1 Norms of Conduct for non-teaching employees are as follows:

- (i) The duties of an employee shall be such as prepared by statute and regulations of the University or fixed by the Competent Authority from time to time.
- (ii) All employees shall perform their duties with utmost commitment and responsibility.
- (iii) The employees shall adhere to the code of ethics to be prescribed by the Registrar of the University.

## Chapter 9

# Termination and Relinquishment

- 9.1 **Termination of Services of an Employee:** The service of an employee may be terminated by The Vice-Chancellor in case of Groups A, B, and C employees, however in case of Group A employees, approval of the Executive Council shall be required. The service of an employee in Group D may be terminated by the Registrar, with the approval of the Vice-Chancellor.
- 9.2 The service of a Contractual employee may be terminated:
- (i) if his/her appointment is made for a specified period, on the expiry of such period; or
  - (ii) if his/her appointment is made against a contractual post, on the abolition of the post or on the expiry of the period for which the post is created.
  - (iii) The services of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months.
  - (iv) An employee may, by notice of one month in writing addressed to the Appointing Authority/Registrar of the University, resign from the service of the University.
  - (v) The appointing Authority/Registrar may, if it deems proper in any special circumstances, permit an employee to resign from the service of the University by notice of less than one month with the permission of the Vice-Chancellor.



Part III

Rules Applicable to  
Teaching and Non-teaching  
Employees



# Chapter 1

## Compassionate Appointment

### 1.1 [Policy for Appointment on Compassionate Grounds:

- (i) The Policy may be called 'The Himachal Pradesh National Law University, Shimla Policy for Appointment on Compassionate Ground', 2020. (hereinafter called Compassionate Appointment Policy).
- (ii) The Compassionate Appointment Policy shall come into effect from 1<sup>st</sup> August, 2020.

### 1.2 Objectives: - The objectives of the policy are:

- (i) To make appointment on compassionate grounds and not as a matter of right;
- (ii) To prevent the family to go into destitution and vagrancy; and
- (iii) To help the penurious family to tide over the financial crisis due to the death of the employee of Himachal Pradesh National Law University Shimla, who was the only earning member of the family.

### 1.3 Dependent means & includes:

- (i) Wife/Husband or Son, or unmarried Daughter; or
- (ii) Father or mother or brother or unmarried sister (in case of unmarried employee).

### 1.4 Employee: Employee includes Teaching or Non-Teaching regular confirmed employee.

### 1.5 Death: Death includes natural as well as unnatural death.

### 1.6 Committee for Compassionate Appointment shall consist of:

- (i) Registrar;
- (ii) Finance Officer; and
- (iii) Assistant Registrar (Establishment).

### 1.7 The appointment on Compassionate grounds shall be subject to the fulfilments of the following:

- (i) The applicant for appointment shall be dependent on the deceased employee.
- (ii) The employee dies in harness.

- (iii) The appointment on compassionate grounds can be made only to Groups (C) & (D) posts.
- (iv) The applicant for appointment on compassionate grounds must be eligible to be appointed on Groups (C) & (D) posts as per the Himachal Pradesh National Law University, Shimla, Executive and Service Regulations, 2020.
- (v) There must exist a vacancy in Groups (C) & (D) posts at the time, only up to 5% of total Posts in the cadre (Groups C & D) be filled in Case of Appointment in (Compassionate Ground) when application is made.
- (vi) The Himachal Pradesh National Law University, Shimla, Executive and Service Regulations, 2020 shall apply to Compassionate Appointment also.
- (vii) The dependent must apply within a period of two years from the date of death of the employee.

**1.8 No Compassionate Appointment shall be made if the deceased employee:**

- (a) Had less than two years to retire; and
- (b) Was imposed any minor or major penalty after holding disciplinary proceedings].<sup>31</sup>

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<sup>31</sup> Approved in the 8<sup>th</sup> Meeting of Executive Council held on 20<sup>th</sup> July, 2020 (Policy for Appointment on Compassionate Grounds).

## Chapter 2

# [Policy, Rules and Proforma relating to Maintenance of Service Book, Character Roll (ACR) and Annual Performance Appraisal Report (APAR) for Teaching and Non-Teaching Employees]

### 2.1 APAR and ACR:

- (i) **Annual Performance Appraisal Reports:** Annual Performance Appraisal Reports for non-teaching employees, shall be called Annual confidential Report (ACR), and for teaching employees, it shall be called Annual Self Appraisal Report (APAR).
- (ii) **Appraisal Period:** Appraisal Period for non-teaching staff Appraisal Period means the financial year/academic year i.e. 1<sup>st</sup> April to 31<sup>st</sup> March. For teaching staff, the Appraisal Period shall be the Academic year i.e., 1<sup>st</sup> July to 30<sup>th</sup> June.
- (iii) **Accepting Authority:** The Vice-Chancellor of the University shall be the Accepting Authority for teaching and non-teaching staff.
- (iv) **Reporting and Reviewing Authority:** The Dean Academic Affairs, of the University shall be the Reporting and Reviewing Authority for the Teaching Staff.<sup>32</sup>
- (v) **Reviewing Officer:** The Registrar of the University shall be the Reviewing Officer for non-teaching staff.

### 2.2 Reporting Authority: The Head/In-Charge of the branch or immediate In-Charge of the concerned office shall be the Reporting Authority for non-teaching staff.

- (i) The University shall maintain a Service Book, a Character Roll and Annual Performance Appraisal Reports (APAR) for each employee in such form as prescribed in the **Appendix-VII**.
- (ii) The entries in the Service Book of an employee shall be authenticated by an Officer authorized in this behalf by the Registrar/the Vice-Chancellor, as the case may be.



### **2.3 Annual Performance Appraisal Reports (APAR):**

- (i) The Reporting Officer shall report for each financial year/ academic year, in the prescribed format on the performance of the employees who had served under her for a period not less than three months in the financial year/academic year, immediately preceding and forward their reports to the Reviewing Officer as per the schedule prescribed in this regard.
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority, where the employee has only one supervisory level above her as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APAR after its receipt shall disclose the same to the officer reported upon.
- (iv) The Concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.
- (v) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before her within a period of thirty days from the date of receipt of the representation.
- (vi) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
- (vii) APARs are to be written by the Reporting Officer immediately superior to the employee concerned and reviewed by the next higher authority. In both the cases, they should have supervised the work of the employee for not less than three months. For computing the period of three

months, any leave for a period of more than 15 days should be deducted. If the Reporting/Reviewing Officer are under suspension, they should write/review the reports within two months of the date of suspension or one month of due date of completion of APARs, whichever is later. Writing/reviewing of APARs is not permissible after this time limit. However, they are under suspension during major part of writing/reviewing period, they should NOT write the APARs. If the employee concerned happens to be a relative, reporting or reviewing, as the case may be, is to be done by the next higher authority.

- (viii) Entry of Punishments in APARs A record of punishment imposed on an employee as a result of disciplinary proceedings should be recorded in his/her APAR.

## 2.4 Annual Self-Appraisal:

- (i) For the teaching staff, the APARs shall be self-appraisal report relating to the academic year on the Proforma prescribed by the University.
- (ii) Group A, B and C employees (Other than teaching employee) will be required to submit a brief resume as self-appraisal, relating to the period of report.

## 2.5 APAR Forms:

- (i) APAR forms for different levels of posts shall be prescribed by the University and issued from time to time and adopted by the Executive Council for teaching staff (**Appendix-II**).
- (ii) **Part Reports:** Part Reports shall be written in the following cases;
  - (a) If the employee is transferred to the control of other reporting officer, during the period under review, the reports are to be written by the respective officers for the relevant periods;
  - (b) However, part report shall be written by officer in charge, only if he or she has worked under him or her atleast for a period of 90 days.
  - (c) If the reporting officer is transferred from one branch to another branch during the year, he should write APARs for all the staff under his control up to the date of his transfer, within three to five weeks of his transfer;
  - (d) If the reviewing officer is transferred and if new reviewing officer is not likely to have at least three months to supervise the work of the employee concerned, the outgoing reviewing officer shall review the APAR for the period he had supervised the work of the employee; or
  - (e) When Part Reports are written and any periods in a year are not covered by the reports for the reasons above, a certificate or a note about non initiation to be placed on file, duly signed by the reporting/reviewing officer.

- (f) If an employee has joined the University and has worked for less than six months in the period for which report is being written, no report shall be written for such employee for that year.

## **2.6 Power to Relax:**

Notwithstanding anything contained in these rules, the Executive Council may, in the case of any employee, relax any of the provisions of these rules to relieve her of any undue hardship arising from the operation of such provisions, or in the interests of the University.

## **2.7 Removal of Doubts:**

Where a doubt arises as to the interpretation or application of any of the provisions of the APAR and ACR, the matter will be referred to the Executive Council for decision, which shall be final].<sup>33</sup>

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<sup>33</sup> As approved in the 15<sup>th</sup> Meeting of Executive Council held on 27<sup>th</sup> August, 2022.

## Chapter 3

### Miscellaneous

- 3.1 Service Books and Annual Performance Appraisal Report:** The University shall maintain a Service Book for all employees. Further, the University shall maintain the Annual Performance Appraisal Report, in accordance with these Regulations.
- 3.2 Residuary Conditions of Service:** Any matter relating to the conditions of service of an employee for which no provision is made in these Regulations shall be determined by the Executive Council.
- 3.3 Number of Working Hours:** There shall not be limitation of maximum hours during which a teaching and non-teaching employee is required to be in the campus.
- 3.4 [Childcare Leave, Sabbatical Leave, and Study Leave:** Childcare Leave, Sabbatical Leave, and Study Leave cannot be availed by any employee of the University within 10 Years from the date of Establishment of the University. After the completion of 10 years of establishment of the University, the Executive Council may review the matter and the possibility of grant of any of these leaves in future and terms and conditions subject to which the leave can be granted.]<sup>34</sup>

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<sup>34</sup> As per the decision of the Executive Council in its 11<sup>th</sup> Meeting held on March 2020.



# Part IV

## SAVING



1. **Overriding Effect of these Regulations:** All matters including eligibility, appointment, service conditions, leaves, and other terms and conditions thereof of teaching and non-teaching employees shall be governed as expressly provided in these Regulations only. Any matter on which these Regulations do not contain rule, a decision of the Executive Council shall be final.
2. **Removal of difficulty:** The Vice-Chancellor is authorized to make necessary changes in these Regulations, during the period of three years from the date of commencement of these Regulations, to remove the difficulty for smooth implementation of these Regulations.





# Appendices



# Appendix I

## Fitment Tables for fixation of Pay for Teaching Staff

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016 in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
University-2 Section

Shastri Bhavan, New Delhi  
Dated 3<sup>rd</sup> November, 2017

### Corrigendum

**Subject:** Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in:

- (a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"
- (b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 8 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy  
(Dr. K.K. Tripathy) 3/11/17  
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 003.
2. Vice-Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67		2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	12A	14	15
Rationalised Entry Pay (Rs.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
3	58,400	72,000	82,200	1,35,300	1,48,500	1,87,700
4	61,200	75,100	84,700	1,39,400	1,53,600	1,93,800
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,800	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,900	
12	79,800	95,400	1,10,400	1,81,800	1,99,800	
13	82,200	98,500	1,13,700	1,87,500	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,800	2,11,800	
15	87,200	1,04,200	1,20,800	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,600	1,10,600	1,27,600	2,10,800		

K. K. T. 11/10

Pay Band (Rs.)	15,600-39,100			37,400-67,000	67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100	
19	98,200	1,17,200	1,35,700		
20	1,01,100	1,20,700	1,39,800		
21	1,04,100	1,24,300	1,44,000		
22	1,07,200	1,28,000	1,48,300		
23	1,10,400	1,31,800	1,52,700		
24	1,13,700	1,35,800	1,57,500		
25	1,17,100	1,39,900	1,62,000		
26	1,20,800	1,44,100	1,66,900		
27	1,24,200	1,48,400	1,71,900		
28	1,27,600	1,52,800	1,77,100		
29	1,31,700	1,57,500	1,82,400		
30	1,35,700	1,62,200	1,87,900		
31	1,39,800	1,67,100	1,93,500		
32	1,44,000	1,72,100	1,99,300		
33	1,48,300	1,77,300	2,05,300		
34	1,52,700	1,82,600	2,11,500		
35	1,57,300	1,88,100			
36	1,62,000	1,93,700			
37	1,66,900	1,99,500			
38	1,71,900	2,05,500			
39	1,77,100				
40	1,82,400				

K. K. T. 11/11

## **Appendix-II**

### **Screening and Selection Procedure for Direct Recruitment to Teaching/Library Staff Posts and Promotions Under Career Advancement Scheme (CAS)**

#### **Part-A**

#### **1. Screening and Selection Procedure for Direct Recruitment to Teaching/Library Staff Posts**

##### **1.1. STANDARD OPERATING PROCEDURE**

**The following standard operating procedure shall be followed for selection process for the posts of Assistant Professor, Associate Professor and Professor:**

- (i) Applications shall be invited from the eligible candidates in the prescribed form through an advertisement in a national newspaper as well as through the website of the University.
- (ii) The candidate shall be required to fill up the Score Card Proforma annexed with the application form and shall submit the copies of the certificates, publications and other research works, and other testimonials.
- (iii) The scrutiny of the received applications shall be done by a committee constituted by the Vice-Chancellor.
- (iv) The committee shall check the eligibility and the documents submitted by the candidate.
- (v) The shortlisting of the eligible candidates shall be done by the screening committee constituted by the Vice Chancellor which may include experts from outside the University.
- (vi) The Screening Committee may recommend minimum six candidates for each first vacancy and minimum three candidates for every additional vacancy for the interview.
- (vii) The scores awarded by the Screening Committee shall be used by the Selection Committee for selection process subject to further verification if required.

##### **1.2. COUNTING OF TEACHING EXPERIENCE**

**The Screening Committee shall count Past Services for Direct Recruitment in accordance with the following rules:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University,

College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment to the posts of Assistant Professor, Associate Professor, Professor **provided that:**

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade (with equivalent gross salary as mentioned in 2 (f) (iii) below) or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, **provided that:**
  - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
  - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

### 1.3. SCRUTINY FOR ACADEMIC AND RESEARCH PERFORMANCE

**OF CANDIDATES FOR INTERVIEW FOR THE POST OF ASSISTANT PROFESSOR:**

The academic and research performance score of candidates applied for the post of assistant Professor shall be determined as per the following criteria given in table-I:

*Table-I*

Sr.No.	Academic Record	Score			
1.	Graduation appointment to	80% & above = 15	60% to less than 80% =13	5% to less than 60%=10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less Than 80% =23	55% (50% in case of SC/ST/OBC (non- creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07		55% to less than 60% = 05	
4.	Ph.D.	30			
	NET with JRF	07			
	NET	05			
	SIET/SET	03			
	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
	Teaching / Post-Doctoral Experience (2 marks for one year each)	10			
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

**NOTES:**

1. The minimum qualifications for eligibility for the post of Assistant Professor shall be same as prescribed by the UGC regulations.
2. If the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.



### 1.1. SELECTION CRITERIA FOR THE ASSISTANT PROFESSOR:

A candidate for the post of Assistant Professor shall appear for interview before the duly constituted Selection Committee. Assessment of the candidate at the interview shall be made as per following criteria (Table-II):

- (a) Academic Record and Research Performance (50%) (As per Scrutiny Score Table-I)
- (b) Assessment of Domain Knowledge and Teaching Skills (30%)
- (c) Interview Performance (20%)

**Total Weightage = 100 points**

Merit shall be drawn on consolidated score out of total 100 points as mentioned above.

*Table-II*

Table II					
1.	Academic Record	Parameters		Maximum Score	Weightage
		M.Phil + Ph.D		Maximum-30	50% Weightage as decided by the Scrutiny Committee, to be considered by the Selection Committee)
		JRF/NET/SET		Maximum-07	
		International/National awards category		Maximum - 03	
2.	Research Performance & Teaching Experience	Maximum Academic Score		80	
		Research Publications		10	
		Teaching Experience		10	
		Total 100			
	Assessment of Domain Knowledge and Teaching Skills			30	30% Weightage by Selection Committee
	Interview Performance			20	

**Note:** selection procedure and criteria for appointments to Teaching Associates (TA) and Research Associates (RA) shall be the same as prescribed above for the direct recruitment to the post of Assistant Professor. The minimum qualifications for TA & RA shall be same as prescribed by the UGC regulations for the post of Assistant Professor.

### 4. CRITERIA FOR DETERMINING RESEARCH PERFORMANCE BASED ON API SCORE AND QUALITY OF PUBLICATION AND RESEARCH SCORE FOR THE POSTS OF PROFESSOR AND ASSOCIATE PROFESSOR:

#### 4.1. Methodology for Counting Weightage of Research Achievements of Candidates for the posts of Associate Professor and Professor, HPNLU, Shimla

The research performance of every applicant shall be counted based on the following API Score criteria for publications, research projects, etc. specified below. The entire research performance score is to be counted on the maximum of '100' point-scale divided into seven (7) categories that is Categories A-G. Each category shall have the maximum weightage specified in the table.

Table-III

Category	Academic/Research Activity	Score points for the Posts of Associate Professor and Professor	Maximum Weightage
A.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	5 per paper	<b>Maximum Score = 20</b> (Publication: <i>The first seven papers shall not be counted that is papers claimed from the eighth paper onwards shall be counted for the API score calculation in Category – A.</i> (Teaching Experience: to be counted beyond 8 years for Associate Professor; and to be counted beyond 10 years for Professor, and shall be counted as per the Clause 2, above)
	<b>Teaching Experience</b>	2 for every one year	
B.	<b>Publications (other than Research papers)</b>		<b>Maximum Score = 30</b>
	<b>Books authored which are published by;</b>		
	International publishers	6	
	National Publishers	5	
	Chapter in Edited Book	3	
	Editor of Book/ Journal by International Publisher	5	
	Editor of Book/ Journal by National Publisher	4	
	Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	2	
	Book	4	

Category	Academic/Research Activity	Score points for the Posts of Associate Professor and Professor	Maximum Weightage
C.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	Development of Innovative pedagogy	2	<b>Maximum Score = 10</b>
	Design of new curricula and courses	2 per curricula/course	
	<b>MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	5	
	MOOCs (developed in 4 quadrant) per module/lecture	2	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	1	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	4	
	<b>E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	4	
	e-Content (developed in 4 quadrants) per module	1	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	1	
	Editor of e-content for complete course/ paper /e-book	4	

Category	Academic/Research Activity	Score points for the Posts of Associate Professor and Professor	Maximum Weightage
D.	Research guidance		
	Ph.D.	5 per degree awarded	Maximum Score = 10
	M.Phil./P. G dissertation	02 per degree awarded	
E.	Research Projects Completed		
	More than 10 lakhs	5	Maximum Score = 10
	Less than 10 lakhs	3	
	Consultancy	2	
F.	Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	5	Maximum Score = 10
	National	3	
	State	2	
	Awards/Fellowship		
	International	5	
	National	3	
G.	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	4	Maximum Score = 10
	International (within country)	3	
	National	2	
	State/University	1	

**Note – 1.** The minimum qualifications for eligibility for the posts of Associate Professor and Professor shall be same as prescribed by the UGC regulations.

**Note – 1.** – Candidates are advised to mention their best of publications or other works in each category.

**Note – 2.** – All candidates shall be required to submit attested and complete copies of each publication such as articles, conference papers, chapters in book, and e-contents/ e-books. In case of books, edited books, journals, national/ international project reports, the candidate shall, along with the application form, submit attested copies of the cover-page,

*authorial and ISSN information page, and all contents pages. In case of projects, resource persons, and similar works, the candidate shall submit attested copies of the certificate and equivalent document.*

**Note – 3.** – No publication claimed by the candidate in the application form shall be considered unless the attested copies as prescribed in Note – 2 are submitted.

**Note – 4.** – The Research score for research papers would be augmented as follows:  
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- |   |             |
|---|-------------|
| i) Paper in refereed journals without impact factor | -5 Points   |
| ii) Paper with impact factor less than 1            | - 6 Points  |
| iii) Paper with impact factor between 1 and 2       | - 7 Points  |
| iv) Paper with impact factor between 2 and 5        | - 8 Points  |
| v) Paper with impact factor between 5 and 10        | -9 Points   |
| vi) Paper with impact factor >10                    | - 10 Points |
- Two authors: 70% of total value of publication for each author.
  - More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

*Note – 5 –*

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

## 5. SELECTION CRITERIA FOR THE POSTS OF ASSOCIATE PROFESSOR & PROFESSOR:

A candidate for the posts of Associate Professor and Professor shall appear for interview before the duly constituted Selection Committee. Assessment of the candidate at the interview shall be made as per following criteria (Table-IV):

- Academic Record and Research Performance (50%) (Table-III)
- Assessment of Domain Knowledge and Teaching Skills (30%)

(c) Interview Performance (20%)

**Total Weightage = 100 points** (Merit shall be drawn on consolidated score out of total 100 points as mentioned above.

*Table-IV*

Sl. No.	Parameters	Weightage	
1.	Research Performance Based on API Score and Quality of Publication and Research Score	50% Weightage (as determined from Table 2)	As decided by the Scrutiny Committee, to be considered by the Selection Committee
2.	Domain Knowledge, Teaching Skills,	30% Weightage	Selection Committee
3.(B)	Interview Performance	20% Weightage	
Total Score 100			

## Part-B

### **1. SCREENING AND PROMOTION PROCEDURE FOR TEACHING/LIBRARY STAFF POSTS UNDER CAREER ADVANCEMENT SCHEME (CAS):**

#### **1.1 COUNTING OF TEACHING EXPERIENCE**

##### **1.1.1. The Screening Committee shall count Past Services for Promotion under CAS in accordance with the following rules:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment to the posts of Assistant Professor, Associate Professor, Professor, **provided that:**

- (a)** The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b)** The post is/was in an equivalent grade (with equivalent gross salary as mentioned in 2 (f) (iii) below) or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c)** The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d)** The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e)** The previous appointment was not as guest lecturer for any duration.
- (f)** The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, **provided that:**

- (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
- (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
- (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

**Table-V**  
**Assessment Criteria and Methodology For Teachers/Librarians of the University**

S.No.	Activity	Grading Criteria
1.	<b>Teaching:</b> (Number of classes taught/ Total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2.	<b>Involvement in the University/ College students related activities/research activities:</b> (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/ undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities



S.No.	Activity	Grading Criteria
	(f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	
<b>Overall Grading:</b> <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl. No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading  <b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

Table-VI

**Stages of Promotions under CAS and APIs:**  
**(Minimum API Requirement for the Promotion of Teachers/Library staff under CAS in University) (AGP to be understood as per the respective pay matrix as modified by the 7<sup>th</sup> Pay Commission applicable)**

**A**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs.8000/- to Associate Professor (Stage 4/AGP Rs.9000/- )	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/- )
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period

2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee
---	--------------------------	---------------------	---------------------	---------------------	---------------------

### B

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

**Explanation:** For the academic performance indicators (APIs) in recruitments and career advancement scheme (CAS) promotions, the reference to the term “Category” means the following, as explained in *UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and as modified by UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018* :

*Category I:* Teaching, Learning and Evaluation Related Activities;

*Category II:* Co-Curricular, Extension and Professional Development Related Activities;

*Category-III:* Research and Academic Contributions.

### Table-VII

#### **Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students’ Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	API Score
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	10 per paper
2.	<b>Publications (other than Research papers)</b>	
	<b>(a) Books authored which are published by ;</b>	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	Editor of journal	
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>	
	Chapter or Research paper	03
	Book	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>	
	<b>(a) Development of Innovative pedagogy</b>	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course
	<b>(c) MOOCs</b>	
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
	<b>(d) E-Content</b>	
	Development of e-Content complete course/e-book in 4 quadrants for a	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02

S.N.	Academic/Research Activity	API Score
	Editor of e-content for complete course/ paper /e-book	10
4	<b>(a) Research guidance</b>	
	Ph.D.	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded
	<b>(b) Research Projects Completed</b>	
	More than 10 lakhs	10
	Less than 10 lakhs	05
	<b>(c) Research Projects Ongoing :</b>	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	<b>(d) Consultancy</b>	03
5	<b>(a) Patents</b>	
	International	10
	National	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>	
	International	10
	National	07
	State	04
	<b>(c) Awards/Fellowship</b>	
	International	07
	National	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- |      |  |   |           |
|------|--|---|-----------|
| i)   | Paper in refereed journals without impact factor | - | 5 Points  |
| ii)  | Paper with impact factor less than 1             | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2         | - | 15 Points |
| iv)  | Paper with impact factor between 2 and 5         | - | 20 Points |
| v)   | Paper with impact factor between 5 and 10        | - | 25 Points |
| vi)  | Paper with impact factor >10                     | - | 30 Points |
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- (c) Paper presented if part of edited book or proceeding then it can be claimed only once.
- (d) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- (e) \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- (f) The research score shall be from the minimum of three categories out of six categories.

**Part C**  
**PROFORMA FOR SELF-APPRAISAL REPORT FOR TEACHING EMPLOYEES**



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**16 MILE SHIMLA-MANDI NATIONAL HIGHWAY**  
**GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014**  
Ph. 0177-2779802, 0177-2779803, Fax-0177-2779802  
Website: <http://hpnlu.ac.in>

**ANNUAL SELF APPRAISAL REPORT**

**For the Period from ..... to .....**

**Part I**

**(To be filled by the Faculty Member)**

1. Name of the Faculty Member (in Capital Letters)
  
2. Designation
  
3. Period of absence from duty (or leave, training etc during the year. If he/she has undergone training, please specify.)

**Part –II**

**SELF ASSESSMENT REPORT**

**FOR PERIOD -----TO-----**

**(To be filled by the Teacher)**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_

2. Academic Qualifications  
(Mention if any additional qualification  
has been acquired during the year  
under review)

3. Name of the Courses taught during the year:

<b>Sr. No.</b>	<b>Courses</b>

4. Maximum no. of periods per  
course available in the  
Semester  
as per Time – Table (Lectures & Practical)

5. Teaching load mentioned in  
Time Table (Lectures & Practical)

6.

<b>No. of the Total Lectures Allotted</b>	<b>No. of the Total Lectures Delivered</b>

7. Reasons for Lectures allotted and delivered.

8. Any specific problem of any student solved, or taken initiative to solve

9. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. **(Attach separates sheets, if needed and the relevant document).**

10. Any project completed other than students' projects.

11. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary and complete paper.

12. Number of Students supervised during the year:

<b>Supervising</b>		<b>Dissertation/Thesis</b>	
<b>LL.M.</b>	<b>Ph.D.</b>	<b>LL.M.</b>	<b>Ph.D.</b>



13.

Sr. No.	Curriculum Development
Extra Curriculum Activities	

14. No. of Refresher or Orientation course attended, during the year, give details..

15. Membership or Fellowship of Professional / Academic bodies, societies etc.give details.

16. Any contribution for Resource generation for the University. Give a brief description. **(Attachseparate sheet, if needed).**

17. Any other achievement:

**Signature**

**Name in Block letters**

**Place**

**Designation**

**Name & Designation  
of the Reporting Officer: -----**

### **PART III**

#### **ASSESSMENT OF THE REPORTING OFFICER**

Length of service under the reporting officer:

Kindly provide your assessment on the five-point scale in respect of the following parameters.

<b><i>Outstanding</i></b>	<b><i>Very Good</i></b>	<b><i>Good</i></b>	<b><i>Satisfactory</i></b>	<b><i>Unsatisfactory</i></b>
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

#### **A. Assessment of Part II filled up by the Faculty Member**

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters:  
**(Weightage – 50)**

#### **ASSESSMENT ON FIVE POINT SCALE**

<b>(i)</b>	Teaching load and regularity in taking class	
<b>(ii)</b>	Research guidance to students	
<b>(iii)</b>	Any Projects completed other than the student's projects.	
<b>(iv)</b>	Punctuality	
<b>(v)</b>	Contribution in Curriculum Development	
<b>(vi)</b>	Intellectual capital (Books / Articles/ Patents/ Talks)	
<b>(vii)</b>	Publication in Journals	

(viii)	Organizing and participation in Seminars/ workshops, special lectures, FDP's, Summer institutes	
(ix)	Contribution to resource generation for the University	
(x)	Membership or Fellowship of Professional /Academic bodies	

**Total (A) :** \_\_\_\_\_

**B. Performance and General Attributes (Weightage – 50)**

**ASSESSMENT ON FIVE POINT SCALE**

(i)	Knowledge in the sphere of work	
(ii)	Quality of output	
(iii)	Communication skills (Oral and written)	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v)	Aptitude to work	
(vi)	Ability to inspire and motivate	
(vii)	Supervisory ability	
(viii)	Interpersonal relations and team work	
(ix)	Integrity and Trustworthiness	
(x)	General conduct	

**Total (B) :** \_\_\_\_\_

**C. General assessment taking all the above parameters**

**Total (A) + (B) :** \_\_\_\_\_

(Outstanding	-	91 to 100
Very Good	-	71 to 90
Good	-	51 to 70
Satisfactory	-	40 to
50 Unsatisfactory	-	upto
40)		

**Signature of the Reporting Officer:**

**Seal :**

**Date :**

## **PART -IV**

### **(TO BE FILLED IN BY THE REVIEWING OFFICER)**

1. Length of service under the Reviewing officer
2. Are you satisfied that the Reporting officer has made his / her report with due care and after considering all the relevant material?
3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?
4. Remarks about any meritorious work or otherwise of the Faculty Member.
5. Remark about grading of the Faculty Members by the Reporting Officer.
6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

**Signature of the Reviewing Officer**

**Place:**

**Name in Block Letters**

**Date:**

**Designation  
(During the period of Report)**

**Part D**  
**SCRUTINY PROFORMA AND SELECTION CRITERIA FOR ASSISTANT**  
**PFOFESSOR**

A					B								C			Grand Total
Personal Information					(To be decided by the Scrutiny Committee)								(To be decided by the Selection Committee)			
Sr. No.	Applicant Name	Father's Name	Address	Contact No./ Email Address	Academic Record Score & Research Performance Score								Domain Knowledge & Teaching Skills	Interview Performance	Total	B+ C
					Graduation	Post-Graduation	M.Phil.	Net with JRF	NET, SLET/SET	Research Publication (2 marks for each research publication published in Peer-Reviewed or IJCC Listed Journals)	Teaching /Post-Doctoral Experience (2 marks for one year each)	International/ National/State Level Award				

[illegible]

**PART-E**  
**LIST OF CREATED TEACHING POSTS TO BE INSERTED**

<b>Sr. No.</b>	<b>Teaching Posts for University</b>
1	Professor of Law
2	Associate Professor of Law
3	Associate Professor of Management
4	Associate Professor of Economics
5	Associate Professor of Sociology
6	Associate Professor of Pol. Science
7	Associate Professor of History
8	Associate Professor of Psychology
9	Assistant Professor of Law
10	Assistant Professor of Management
11	Assistant Professor of Economics
12	Assistant Professor of Sociology
13	Assistant Professor of Pol. Science
14	Assistant Professor of English
15	Assistant Professor of History
16	Assistant Professor of Psychology
19	Research Associate
20	Teaching and Research Associate
<b>Posts for Research Centers of the University</b>	
21	Professor
22	Associate Professor
23	Assistant Professor
24	Research Assistant



	<b>Bifurcation of the Centres</b>
	<b>Centre Name</b>
1	<b>Center for Comparative International Law</b>
2	<b>Centre for Advocacy, Court Management &amp; Judgement Writing</b>
3	<b>Centre fro Environemnt and Disasters Management</b>
4	<b>Centre for Comparative Law</b>
5	<b>Centre for Law, Business and Economics</b>
6	<b>Centre for Crimonology &amp; Forensic Science</b>
7	<b>Centre for Human Rights</b>
8	<b>Centre for Child and Women Studies</b>
	<b>Total</b>
1	<b>Center for Human Resource Development</b>
2	<b>Center for Parliamentary Studies</b>
3	<b>Center for Alternate Dispute Resolution and Professional Skills.</b>
	<b>Total</b>
1	<b>Centre for Studies Ralating to Differently Abled</b>
	<b>Total</b>
1	<b>Centre for Alternative Dispute Resolutions (ADR)</b>
2	<b>Centre for Human Resource Development</b>
3	<b>Centre for Intellectual Property Rights</b>
4	<b>Centre for Cyber Laws and Security</b>
	<b>Total</b>
	<b>Grand Total</b>

## **Appendix III**

### **Policy Guidelines for Appointment and Remuneration of Professor of Practice**

In order to meet higher quality bench marks in teaching and research, association of acclaimed academicians and professionals in relevant fields with the university is necessary. Such eminent and competent resource persons are required to be invited by the university as the Professor of Practice. Such senior academicians and persons having rich practical experiences with respect to Bar and Bench are expected to supplement teaching and collaborate with the faculty of Himachal Pradesh National Law University, Shimla to stimulate activities for quality research in various disciplines at the University. Being senior professionals, these distinguished persons shall also play mentoring and inspirational roles.

Himachal Pradesh National Law University, Shimla will engage persons with reputation and standing on the following designation subject to the approval of Vice Chancellor after following a selection procedure laid down in the following Guidelines:

#### **1. PROFESSOR OF PRACTICE**

The National Education Policy 2020 seeks to transform higher education by focusing on skill- based education to meet needs of the industry and the economy. Further, the NEP also recommends integrating vocational education with general education and strengthening industry-academia collaboration in HEIs. For skilling of youth at the optimum level, learners are required to think like employers and employers are to think like learners. Towards this, the UGC has taken a new initiative to bring the industry and other professional expertise into the academic institutions through a new category of positions called “Professor of Practice”. This will help to take real world practices and experiences into the class rooms and also augment the faculty resources in higher education institutions. In turn, the industry and society will benefit from trained graduates equipped with the relevant skills.

##### **1.1 Objectives:**

- i. To develop courses and curriculum to meet the industry, legal profession, and societal needs and enable HPNLU, Shimla to work with experts on joint research projects and consultancy services which will be mutually beneficial;
- ii. To bring in distinguished experts from various fields such as

- engineering, science, technology, entrepreneurship, management, chartered accountancy (CA), commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, and public administration into the academic institutions;
- iii. To enable the higher education institutions to formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring role.

### **1.2 Eligibility:**

- i. Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession, community development, Panchayati raj, rural development, watershed development, water-harvesting, organic farming, small green energy systems, municipal planning, community participation, gender budgeting/planning, inclusive development of tribals and public administration among others. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.
- ii. A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section.
- iii. The number of Professors of Practice in HPNLU Shimla, at any point in time, should not exceed 10% of the sanctioned posts in the University.

### **1.3 Duties and Responsibilities:**

- i. To carry out the development and designing of courses and curriculum.
- ii. To introduce new courses and deliver lectures as per institutional policies.
- iii. To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- iv. To focus on enhanced legal profession-academia collaborations.
- v. To conduct jointly in collaboration with regular faculty member of the institution, workshops, seminars, deliver special lectures and training programmes.
- vi. To carry out joint research project or consultancy services in

collaboration with the regular faculty member of HPNLU, Shimla.

**1.4 General Conditions:**

- i. The engagement of Professor of Practice will be for a fixed term.
- ii. The engagement of Professor of Practice will be exclusive of the sanctioned posts of a university/college. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.

**1.5 Categories of Engagement:**

- i. Professor of Practice funded by External Agencies
- ii. Professor of Practice funded by HPNLU, Shimla from its own resources
- iii. Professor of Practice on Honorary basis
  - a) Professor of Practice funded by External Agencies: Today's industries and legal profession look for graduates with specific skill sets. But the higher education system is churning out graduates who fall short of the required skills. As a result, many industries now hire graduates and provide adequate training before employing them. Involving experts from industry in teaching will benefit both the industry and the higher educational institutions. For engaging industry experts and professionals in this category, HPNLU, Shimla may collaborate with the industries and legal profession to support the Professor of Practice positions.
  - b) Professor of Practice funded by HPNLU, Shimla from its own resources: As per the policy directives of NEP 2020, graduate programmes are revised with the holistic and multidisciplinary approach. The University may assess the required gap areas in different fields and engage experts working in leadership positions in various fields. In this category, the remuneration for the Professor of Practice is made by the University from their own resources as indicated below:

**Remuneration:** Honorarium for the Professor of Practice would be same as approved by the Finance Committee of the University in its 8<sup>th</sup> Meeting dated 18.09.2021 and subsequently the Executive Council of the University in its 12<sup>th</sup> Meeting held on 18.09.2021 for the Visiting Professor, Distinguished Professor, and Adjunct Professor.

### **Rate of Honorarium**

- For one day Rs. 5000/- per Lecture or maximum Rs. 10,000/- per day plus TA/DA as per Rules
- For One Week (Five Working days)- Rs. 50,000/- plus TA/DA as per rules.
- For Two Weeks (10 Working Days)- Rs. 75,000/- plus TA/DA as per Rules.
- For One Month (At least Twenty Working Days)- Rs. 1,00,000/- plus TA/DA as per Rules
- In all the above cases, University will provide free boarding, lodging and local transport.

Professor of Practice on Honorary basis: Experts fulfilling the eligibility criteria for the Professor of Practice may like to share their expertise with students and come forward to teach on honorary basis. Such experts may be engaged on honorary basis as Professor of Practice and their services may be utilized for the benefit of the students. The University may pay an honorarium to the Professor of Practice on Honorary basis similar to that of Distinguished Visiting Faculty.

#### **1.6 Procedure for selecting Professor of Practice**

The Vice-Chancellor may appoint Professor of Practice after recommendation and approval of Executive Council of the University.

**Tenure** – The engagement may be initially for up to three years. At the end of the initial engagement or subsequent extensions, the University will make an assessment and take the decision about extension on the basis of performance appraisal of the Professor of Practice.

## Appendix IV

### Roster for Direct Recruitment in the University

HIMACHAL PRADESH NATIONAL LAW UNIVERSITY GHANDAL, SHIMLA  
16 Mile, Shimla- Mandi National Highway, District Shimla, Himachal Pradesh-  
171014

**Roster of Reservation with reference to posts for Direct Recruitment on all India Basis by open competition, in respect of Group A and B posts/services.**

Vertical Reservation: -

**(I) Scheduled Castes= 15%**

**(II) Scheduled Tribes=7.5%**

**(III) Other Backward Classes =12%**

**(IV) Economically Backward Classes (EWSs)=10%**

Sr. No. of Post	SC @15%	ST @7.5%	OBC @12%	EWS @ 10%	Category for which the post is earmarked
1	0.15	0.075	0.12	0.10	UR
2	0.30	0.150	0.24	0.20	UR
3	0.45	0.225	0.36	0.30	UR
4	0.60	0.300	0.48	0.40	UR
5	0.75	0.375	0.60	0.50	UR
6	0.90	0.450	0.72	0.60	UR
7	1.05	0.525	0.84	0.70	SC-1
8	1.20	0.600	0.96	0.80	UR
9	1.35	0.675	1.08	0.90	OBC-1
10	1.50	0.750	1.20	1.00	EWS-1
11	1.65	0.825	1.32	1.10	UR
12	1.80	0.900	1.44	1.20	UR
13	1.95	0.975	1.56	1.30	UR
14	2.10	1.050	1.68	1.40	ST-1
15	2.25	1.125	1.80	1.50	SC-2
16	2.40	1.200	1.92	1.60	UR
17	2.55	1.275	2.04	1.70	OBC-2
18	2.70	1.350	2.16	1.80	UR
19	2.85	1.425	2.28	1.90	EWS-2

<b>Sr. No. of Post</b>	<b>SC @15%</b>	<b>ST @7.5%</b>	<b>OBC @12%</b>	<b>EWS @ 10%</b>	<b>Category for which the post is earmarked</b>
20	3.00	1.500	2.40	2.00	SC-3
21	3.15	1.575	2.52	2.10	UR
22	3.30	1.650	2.64	2.20	UR
23	3.45	1.725	2.76	2.30	UR
24	3.60	1.800	2.88	2.40	UR
25	3.75	1.875	3.00	2.50	OBC-3
26	3.90	1.950	3.12	2.60	ST-2
27	4.05	2.025	3.24	2.70	SC-4
28	4.20	2.100	3.36	2.80	UR
29	4.35	2.175	3.48	2.90	UR
30	4.50	2.250	3.60	3.00	EWS-3
31	4.65	2.325	3.72	3.10	UR
32	4.80	2.400	3.84	3.20	UR
33	4.95	2.475	3.96	3.30	OBC-4
34	5.10	2.550	4.08	3.40	SC-5
35	5.25	2.625	4.20	3.50	UR
36	5.40	2.700	4.32	3.60	UR
37	5.55	2.775	4.44	3.70	UR
38	5.70	2.850	4.56	3.80	EWS-4
39	5.85	2.925	4.68	3.90	ST-3
40	6.00	3.000	4.80	4.00	SC-6
41	6.15	3.075	4.92	4.10	UR
42	6.30	3.150	5.04	4.20	OBC-5
43	6.45	3.225	5.16	4.30	UR
44	6.60	3.300	5.28	4.40	UR
45	6.75	3.375	5.40	4.50	UR
46	6.90	3.450	5.52	4.60	UR
47	7.05	3.525	5.64	4.70	SC-7
48	7.20	3.600	5.76	4.80	UR
49	7.35	3.675	5.88	4.90	EWS-5
50	7.50	3.750	6.00	5.00	OBC-6

## Appendix V

### Policy for granting Home Travel Allowance (HTA) for Regular Teaching Employees of Himachal Pradesh National Law University

Categorization of employees as according to the University Financial Regulation, 2020 and Pay level matrix as per the Department of Higher education notification No EDN-A-KHA(15)-3/2021 Dated 01.08.2022 adopted by the university:-

<u>Category</u>	<u>Grade Pay Pay level in pay matrix</u>
I	Rs. 10,000 and above Level 14
II	Rs. 7600 to Rs. 9,999. Level 12 and 13A
III.	Rs. 5000 to Rs. 7599. Level 10 and 11

#### A. Travel by air:-

Category class	Pay level in Pay Matrix	Entitlement
I & II	(Level 14/12/13A)	Economy class
III	(Level 10 and 11)	Economy class

(with the condition that one-way distance is more than 500 Kms.)

#### B. Travel by Rail

Category	Pay level in pay matrix	Entitlement
I	Level 14	First Class AC/Executive Class
II	Level 12 and 13A	AC Chair Car/AC Two Tier Sleeper
III	Level 10 and 11	AC Chair Car/AC Three Tier Sleeper

#### C. Travel by Road

Category	Level as per Pay Matrix	Entitlement
I & II	Level 14/13A/12	Actual fare by the any type of public transport bus including air-conditioned bus Or AC/Non-AC taxi up to the nearest airport



		/Railway station/Bus stand from office place or residence near office place
		Or
		At the rates prescribed for journeys by own car as per Note-1 mentioned below.
III	Level 10 and 11	Actual Fare by any type of public bus including air-conditioned bus.
		Or
		AC/Non-AC taxi up to the nearest airport /Railway station/Bus stand from office place or residence near office place
		Or
		At rates prescribed for journeys by own car as per the Note-1 mentioned below.

**Note: Travel by Road:**

1. Rates prescribed for own car as per the entitlement:
  - a. *The rate of reimbursement for use of own car outside the State shall be Rs. 18/- for all categories/grade pay employees in the policy.***
  - b. *The rate for reimbursement for use of own car inside the State shall be Rs. 14/- per KMs for all categories/grade pay employees in the policy.***
2. The Taxi (AC/Non-AC) fare from the residence near of posting place to nearest airport/Railway station/ Bus stand and rest of the journey to the declared place of visit through authorized mode of transport as per the entitlement shall be considered for the reimbursement of Home HTA claim. Employee shall also submit the bill along with all supporting documents also.
3. The Own Car shall be from the place of posting shall be reimbursed for a maximum limit of 150 kms one side of journey from the posting place i.e., 150 kms for onwards and 150 kms for return journey, based on the self-declaration by employee in claim form.
  - a. In case of use of own car the following detail/documents should also be furnished:
  - b. Car Regn No:
  - c. Place of registration:
  - d. Name and address of owner:
4. Other changes in rules/existing rules etc. if any will be the same as in the Himachal Govt/ Govt of India from time to time.

## **General Guidelines regarding the availing the facilities of Home Travel Allowance (HTA)**

1. Family members eligible for HTA: In any case wife or husband of a government employee their two unmarried or adopted children, who are fully dependent on government employee; will be considered the part of family should stay together with the employee at the posting place.
2. The Home travel allowance will be admissible to all the regular Teaching employees who have completed a minimum of the one year's continuous service within the university.
3. In all cases of air /rail travel in respect of the HTA, the Tickets shall be purchased from directly from airlines (at booking counter /Office/ Website of Airlines) or from the three authorized travel agents duly namely
  - a) M/S Balmer Lawrie and company limited
  - b) M/S Ashok Travels and Tours
  - c) Indian railway catering and tourism corporation ltd
4. Grant one-time relaxation to employees of university who availed the home HTA by air / rail and booked the tickets from agencies other than mentioned at point 3 above prior to the detailed guidelines prescribed by the university regarding the booking of the air/rail tickets.
5. If husband and wife both are working in different department, companies, establishment etc. and where HTA facilities or other type of travelling concession/privilege by bus/train are given, they can avail of this concession at one place only where it is beneficial to them.
6. Reimbursement under the home HTA scheme shall strictly restricted to the travelling expenses (not any other incidental expenses) incurred for the Home HTA. Reimbursement for expenses of journey shall be allowed only on the basis of point to point journey on a through ticket over the shortest direct route.
7. Journey for home HTA can commence from the place of headquarters at posting place and also terminate at that places where the home of the employees as per the service records maintained by the concerned department of the university.
8. For claiming the reimbursement of Home HTA expenses incurred by the eligible employee, he/she shall submit claim form in the prescribed format as per along with all supporting document duly verified by the applicant with the competent authority. In the absence of Original Rail Ticket/ Bus Ticket/ Taxi bill /Air ticket along with Boarding Pass, no claim shall be entertained.
9. The time limit for the submission of HTA claim is within three months of completion of the return journey.
10. The competent authority of the university reserves the right to amend, add or delete any of the above rules or withdraw the above concession at any time.

## Appendix VI

### Roster of Reservation with reference to posts for Direct Recruitment in respect of Group C and D /services

HIMACHAL PRADESH NATIONAL LAW UNIVERSITY GHANDAL, SHIMLA  
16 Mile, Shimla- Mandi National Highway, District Shimla, Himachal Pradesh-  
171014

**Roster of Reservation with reference to posts for Direct Recruitment in respect of Group C and D /services. The Recruitment is based on local or regional basis.**

Vertical Reservation:

**(I) Scheduled Castes= 22%**

**(Ii) Scheduled Tribes= 5%**

**(Iii) Other Backward Classes =18%**

**(Iv) Economically Backward Classes (EWSs)=10%**

#### Roster for Direct Recruitment in the University

Sr. No. of Post	SC @22%	ST @ 5%	OBC @18%	EWS @ 10%	Category for which the post is earmarked
1	0.22	0.05	0.18	0.10	UR
2	0.44	0.10	0.36	0.20	UR
3	0.66	0.15	0.54	0.30	UR
4	0.88	0.20	0.72	0.40	UR
5	1.10	0.25	0.90	0.50	SC-1
6	1.32	0.30	1.08	0.60	OBC-1
7	1.54	0.35	1.26	0.70	UR
8	1.76	0.40	1.44	0.80	UR
9	1.98	0.45	1.62	0.90	EWS-1
10	2.20	0.50	1.80	1.00	SC-2
11	2.42	0.55	1.98	1.10	UR
12	2.64	0.60	2.16	1.20	OBC-2
13	2.86	0.65	2.34	1.30	UR
14	3.08	0.70	2.52	1.40	SC-3
15	3.30	0.75	2.70	1.50	UR
16	3.52	0.80	2.88	1.60	UR

<b>Sr. No. of Post</b>	<b>SC @22%</b>	<b>ST @ 5%</b>	<b>OBC @18%</b>	<b>EWS @ 10%</b>	<b>Category for which the post is earmarked</b>
17	3.74	0.85	3.06	1.70	OBC-3
18	3.96	0.90	3.24	1.80	EWS-2
19	4.18	0.95	3.42	1.90	SC-4
20	4.40	1.00	3.60	2.00	ST-1
21	4.62	1.05	3.78	2.10	UR
22	4.84	1.10	3.96	2.20	OBC-4
23	5.06	1.15	4.14	2.30	SC-5
24	5.28	1.20	4.32	2.40	UR
25	5.50	1.25	4.50	2.50	UR
26	5.72	1.30	4.68	2.60	UR
27	5.94	1.35	4.86	2.70	OBC-5
28	6.16	1.40	5.04	2.80	SC-6
29	6.38	1.45	5.22	2.90	UR
30	6.60	1.50	5.40	3.00	EWS-3
31	6.82	1.55	5.58	3.10	UR
32	7.04	1.60	5.76	3.20	SC-7
33	7.26	1.65	5.94	3.30	UR
34	7.48	1.70	6.12	3.40	OBC-6
35	7.70	1.75	6.30	3.50	UR
36	7.92	1.80	6.48	3.60	UR
37	8.14	1.85	6.66	3.70	SC-8
38	8.36	1.90	6.84	3.80	EWS-4
39	8.58	1.95	7.02	3.90	OBC-7
40	8.80	2.00	7.20	4.00	ST-2
41	9.02	2.05	7.38	4.10	SC-9
42	9.24	2.10	7.56	4.20	UR
43	9.46	2.15	7.74	4.30	UR
44	9.68	2.20	7.92	4.40	UR
45	9.90	2.25	8.10	4.50	OBC-8
46	10.12	2.30	8.28	4.60	SC-10
47	10.34	2.35	8.46	4.70	UR
48	10.56	2.40	8.64	4.80	UR
49	10.78	2.45	8.82	4.90	OBC-9
50	11.00	2.50	9.00	5.00	SC-11

# Appendix VII

## Form for the Annual Performance Appraisal Report on the Work of Class "A" Officer

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**FORM FOR THE ANNUAL PERFORMANCE APPRAISAL REPORT ON THE WORK**  
**OF**  
**CLASS "A" OFFICER**

Period covered by the report: \_\_\_\_\_

Report on the work:

(a) Name : \_\_\_\_\_

(b) Designation: \_\_\_\_\_ Branch/Deptt. \_\_\_\_\_

**GENERAL REMARKS:**

The Reporting Officer should give his opinion with regard to the administrative ability and integrity of the officer with particular reference to initiative, eye for details and capacity to take objective decisions.

Defects, if any:

GRADING: (Whether Outstanding, Very Good, Good,  
Average and Below Average)

Dated: \_\_\_\_\_

REPORTING OFFICER

Full Name \_\_\_\_\_

Official Seal

REVIEWING OFFICER

ACCEPTING OFFICER

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**ANNUAL PERFORMANCE APPRAISAL REPORT ON CLASS "B" OFFICERS**  
**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_)**

GENERAL INSTRUCTIONS:- (i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if, during the year under report, that he had on any occasion counseled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

**PART I- Personal Data** (to be completed by the employee to be reported upon)

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
Branch/Department \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ 3. Father's Name \_\_\_\_\_
4. Educational Qualifications \_\_\_\_\_
5. Date of appointment: (a) In HPNLU \_\_\_\_\_  
(b) in the recent grade \_\_\_\_\_ (c) nature of work on  
which employed during the period of report \_\_\_\_\_ (branch)
6. Scale of pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the employee \_\_\_\_\_

**PART II- ASSESSMENT BY THE REPORTING OFFICER** (Please mention the Grade applicable)

	TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
		A	B	C	D	
1.	Attendance & Punctuality	Very regular and punctual	Regular	Reasonably Regular	Not Punctual and poor leave record	

2.	Discipline	Exceptionally well discipline	Very good	Adequate	Prone to disregard office discipline & etiquette	
3.	Intelligence and understanding	Exceptional and has clear grasp	Intelligent & grasps points correctly and quickly	Shows adequate grasp	Slow and often misses the point	
4.	Initiative	Excellent	In good measure	Adequate	Lacking	
5.	Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and Cooperative	Just Adequate	Lacking	
6.	Power of expression and drafting	Forceful & effective	Reasonably good in communication	Just Adequate	Often confused and off the point	
7.	Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant supervision	Tends to delay and somewhat indifferent	
8.	Knowledge of procedures & regulations of the University in general	Has exceptional grasp of rules, regulations, manuals & precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	
9.	Trustworthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satisfactory. In the habit of loose talk	
10.	Proficiency in typing & Stenography (Applicable in case of typist, steno typist and stenographer)	Exceptionally good speed of 40/100, Neat in execution (2% mistake, very clean presentation)	Reasonably good speed of 40/100 (3% mistake, quite clean presentation)	Just adequate, speed of 40/100 (5% Mistakes, fairly clean presentation)	Has scope for improvement (less speed, more mistakes, shabby execution)	

11. over all appraisal; Outstanding/Very Good/Good/Average/Below Average

12. Other OBSERVATIONS; In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)- General Instructions.

Signature of Reporting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

PART III – REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

PART IV – REMARKS OF REVIEWING OFFICER

Signature of Accepting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

PART V- FOLLOW UP ACTION (By the Establishment Branch)

1. Reference and date of memorandum under which adverse remarks (If any) communicated to the employee being reported upon.
2. Date of receipt of representation, if any.
3. Brief particulars of final decision taken on the representation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assistant Registrar (Establishment)



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**ANNUAL PERFORMANCE APPRAISAL REPORT ON CLASS "C" OFFICERS**  
**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_ )**

GENERAL INSTRUCTIONS:- (i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if, during the year under report that he had on any occasion counseled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

**PART I- Personal Data (to be completed by the employee to be reported upon)**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Branch/Department \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ 3. Father's Name \_\_\_\_\_
4. Educational Qualifications \_\_\_\_\_
5. Date of appointment: (a) In HPNLU \_\_\_\_\_  
 (b) in the recent grade \_\_\_\_\_ (c) nature of work on  
 which employed during the period of report \_\_\_\_\_ (branch) \_\_\_\_\_
6. Scale of pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the employee \_\_\_\_\_

**PART II- ASSESSMENT BY THE REPORTING OFFICER (Please mention the Grade applicable)**

	TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
		A	B	C	D	
1.	Attendance & Punctuality	Very regular and punctual	Regular	Reasonably Regular	Not Punctual and poor leave record	
2.	Discipline	Exceptionally well discipline	Very good	Adequate	Prone to disregard office	

					discipline & etiquette	
3.	Intelligence and understanding	Exceptional and has clear grasp	Intelligent & grasps points correctly and quickly	Shows adequate grasp	Slow and often misses the point	
4.	Initiative	Excellent	In good measure	Adequate	Lacking	
5.	Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and Cooperative	Just Adequate	Lacking	
6.	Reading & writing Hindi & English	Very Accurate	Reasonably Accurate	Average	Below Average	
7.	Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant supervision	Tends to delay and somewhat indifferent	
8.	Trustworthiness in handing secret papers	Of a high order	In good measure	Adequate	Not very satisfactory. In the habit of loose talk	
9.	Proficiency in typing & Stenography (Applicable in case of typist, steno typist and stenographer)	Exceptionally good speed of 40/100, Neat in execution (2% mistake, very clean presentation)	Reasonably good speed of 40/100 (3% mistake, quite clean presentation)	Just adequate, speed of 40/100 (5% Mistakes, fairly clean presentation)	Has scope for improvement (less speed, more mistakes, shabby execution)	

10. over all appraisal; Outstanding/Very Good/Good/Average/Below Average

11. Is he/she fit for promotion to the next grade.

12. Are you ready to retain him in the branch.

13. Other OBSERVATIONS; In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)- General Instructions.

Signature of Reporting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

PART III – REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer \_\_\_\_\_  
Name in Capitals \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

PART IV – REMARKS OF REVIEWING OFFICER

Signature of Accepting Officer \_\_\_\_\_  
Name in Capitals \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

PART V- FOLLOW UP ACTION (By the Establishment Branch)

1. Reference and date of memorandum under which adverse remarks (If any) communicated to the employee being reported upon. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date of receipt of representation, if any. \_\_\_\_\_
3. Brief particulars of final decision taken on the representation. \_\_\_\_\_  
\_\_\_\_\_

Assistant Registrar (Establishment)

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**ANNUAL PERFORMANCE APPRAISAL REPORT ON CLASS "D"**  
**OFFICERS FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_)**

GENERAL INSTRUCTIONS:- (i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if, during the year under report, that he had on any occasion counseled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

**PART I- Personal Data (to be completed by the employee to be reported upon)**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
Branch/Department \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ 3. Father's Name \_\_\_\_\_
4. Educational Qualifications \_\_\_\_\_
5. Date of appointment: (a) In HPNLU \_\_\_\_\_  
(b) in the recent grade \_\_\_\_\_ (c) nature of work on  
which employed during the period of report \_\_\_\_\_ (branch)
6. Scale of pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the employee \_\_\_\_\_

**PART II- ASSESSMENT BY THE REPORTING OFFICER (Please mention the Grade applicable)**

	TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
		A	B	C	D	
1.	Attendance & Punctuality	Very regular and punctual	Regular	Reasonably Regular	Not Punctual and poor leave record	
2.	Discipline	Exceptionally well discipline	Very good	Adequate	Prone to disregard office	

					discipline & etiquette	
3.	Initiative	Excellent	In good measure	Adequate	Lacking	
4.	Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and Cooperative	Just Adequate	Lacking	
5.	Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant supervision	Tends to delay and somewhat indifferent	
6.	Honesty and Integrity	Of a high order	In good measure	Adequate	Not very satisfactory. In the habit of loose talk	
7.	Devotion to Duty	Of a high order	In good measure	Adequate	Not very satisfactory. In the habit of loose talk	

10. Over all appraisal; Outstanding/Very Good/Good/Average/Below Average

11. Is he/she fit for promotion to the next grade.

12. Are you ready to retain him in the branch.

13. Other OBSERVATIONS; In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)- General Instructions.

Signature of Reporting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

### PART III – REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

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