



સૌરાષ્ટ્ર યુનિવર્સિટી
યુનિવર્સિટી કેમ્પસ, યુનિવર્સિટી રોડ,
રાજકોટ - ૩૬૦ ૦૦૫
Re-Accredited Grade A by NAAC



મહેકમ / અ / ૩૧૧ / ૧૯

તા. ૨૭ / ૦૭ / ૨૦૧૯

- સંદર્ભ : (૧) સરકારશ્રીના શિક્ષણ વિભાગના તા. ૦૭-૦૬-૨૦૧૧ ના ઠરાવ ક્રમાંક : એનજીસી-૨૬૧૦-૧૦૫૫-ખ.
(૨) સરકારશ્રીના શિક્ષણ વિભાગના તા. ૦૩-૧૦-૨૦૧૨ ના ઠરાવ ક્રમાંક : એનજીસી-૨૬૧૦-૧૦૫૫-ખ.
(૩) યુ.જી.સી. ન્યુ દિલ્હીના તા. ૧૮/૦૭/૨૦૧૮ ના નોટીફિકેશન ક્રમાંક : એફ.૧-૨/૨૦૧૭ (ઈસી/પીએસ).
(૪) અત્રેની યુનિવર્સિટીના તા. ૨૭-૦૬-૧૯ના પરિપત્ર ક્રમાંક મહેકમ/અ/૨૨૫/૨૦૧૯.
(૫) અત્રેની યુનિવર્સિટીના તા. ૨૭-૦૬-૧૯ના પરિપત્ર ક્રમાંક મહેકમ/અ/૨૨૯/૨૦૧૯

પરિપત્ર :

યુનિવર્સિટીના સર્વે અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓ, હુમન રિસોર્સ ડેવેલોપમેન્ટ સેન્ટરના નિયામકશ્રી, IQAC ના નિયામકશ્રી તથા વિવિધ ચેર્સ / સેન્ટર્સના વડાઓને આથી જણાવવામાં આવે છે કે, ડીઝીટલ ઇન્ડિયાના કેન્દ્ર સરકારશ્રી તથા રાજ્ય સરકારશ્રી ના કાર્યક્રમનો અમલ કરવાના ભાગરૂપે આગામી તા.૦૧/૦૮/૨૦૧૯થી યુનિવર્સિટીના શૈક્ષણિક કર્મચારીઓની હાજરી ડીઝીટલ સ્વરૂપે થાબ ઈમ્પ્રેશન દ્વારા લેવાનું નિયત કરવામાં આવેલ છે.

ભવનો દ્વારા શૈક્ષણિક કાર્ય શરૂ થવાના સમય બાબતે સંદર્ભ - ૪ તથા ૫ પરના અત્રેના વિભાગના પરિપત્ર અન્વયે ભવનના સમય અંગેની જે માહિતી ભવન દ્વારા આપવામાં આવેલ છે, તે અનુસાર સંબંધિત ભવનોએ તેમણે શૈક્ષણિક કાર્ય શરૂ થવાના સમયને ધ્યાને લઈ શૈક્ષણિક સ્ટાફે પંચ ઇન કરવાનું રહેશે અને પંચ ઇન ના જે તે ભવનના સમયથી ૫ કલાકની ગણતરી અનુસાર ઓછામાં ઓછા પાંચ કલાક બાદ પંચ આઉટ કરવાનું રહેશે. યુ.જી.સી. / રાજ્ય સરકારશ્રીના નોર્મ્સ મુજબ પ્રત્યેક શૈક્ષણિક સ્ટાફે પ્રતિ સપ્તાહ ૪૦ કલાક મુજબનો વર્કલોડ રહેશે.

જે શૈક્ષણિક સ્ટાફ જે તે ભવનના નિયત સમય પહેલા પંચ ઇન કરે કે નિયત સમય બાદ પંચ આઉટ કરે તો તે માન્ય રહેશે. ભવન / યુનિવર્સિટી ખાતે શૈક્ષણિક સ્ટાફની કામગીરી તથા હાજરીના કલાકો સંદર્ભ ૧, ૨ તથા ૩ પરના ઠરાવો / નોટીફિકેશન મુજબ રહેશે.

જે શૈક્ષણિક કર્મચારીઓએ થાબ ઈમ્પ્રેશન અંગેનું રજીસ્ટ્રેશન કરાવેલ ન હોય તો તેઓએ તા.૩૦/૦૭/૨૦૧૯ સુધીમાં મહેકમ - અ વિભાગનો સંપર્ક કરી રજીસ્ટ્રેશન કરાવવાનું રહેશે.

વિશ્વજી :-

સંદર્ભ ૧, ૨, ૩ ની નકલ

પતિ,

- (૧) યુનિવર્સિટી સ્થિત અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓ
- (૨) ગ્રાયરેક્ટરશ્રી H.R.D.C / IQAC
- (૩) વિવિધ સેન્ટર્સ / ચેર્સના વડાઓ

નકલ સાદર રવાના:-

માન. કુલપતિશ્રી / માન. ઉપકુલપતિશ્રી / કુલસચિવશ્રીના અંગત સચિવશ્રી

નકલ રવાના :-

- (૧) ઓડિટ વિભાગ (૨) હિસાબ વિભાગ (૩) મહેકમ - બ વિભાગ (૪) કોમ્પ્યુટર સેન્ટર (લેબ સાઈટ પર પ્રસિધ્ધી અર્થે)

ગુજરાત સરકાર
ગુ.શ. માંડીગઝર
14 JUN 2011

ગુજરાત શિક્ષણ સમિતીની સચીવરી
ગુ.શ. માંડીગઝર
14 JUN 2011

Government of Gujarat
Education Department

GR No : NGC-2610-1055-Kh,
Sachivalay, Gandhinagar
Dated 7th June, 2011.

Norms for teaching days and Workload in the Universities, constituent colleges and affiliated colleges including Government and Non Government Colleges of the State.

READ

1. UGC Regulations on Minimum Qualifications for appointment of Teachers and other academic staff in Universities and measures for the maintenance of standards in higher education 2010.
2. GR No. NGC-1599-4073-KH of Education Department dated 6.6.2002
3. GR No. NGC-1599-4073-KH of Education Department dated 6.7.2002
4. GR No. NGC-1103-631-KH of Education Department dated 8.4.2003
5. GR No. NGC-112009-3734-KH of Education Department dated 11.11.2009
6. GR No. NGC-112009-3734-KH (part file) of Education Department dated 4.12.2009
7. GR No. CBC-262011-918-KII of Education Department dated 11.4.2011

Preamble:-

The state government has accepted the Pay scale as per the recommendations of the UGC vide GR dated 11.11.2009 and 4.12.2009 for college/Universities teachers as read at 5. and 6 above. The question of revising the Minimum qualification for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher education as per the UGC Regulation, 2010 for teaching was also under consideration of the state government.

As a part of educational reforms, state Universities will be implementing the Choice Based Credit System (CBCS) in semesterization for undergraduate courses from the academic year 2011-12. CBCS is a flexible system of learning allowing the students to have a choice of selecting a course from a pool of courses. The programmes offered under CBCS have components namely, Core courses, Elective Courses and foundation courses. The system emphasises on continuous and comprehensive evaluation with a system of grading as the index of performance. The state government had issued GR dated 6.6.2002 read at 2 above defining the teaching days and workload for the



college/University teachers. Now, as per the UGC Regulation, 2010 which has been published in the Gazette of India on 18.9.2010 has the guidelines of the teaching days and the workload. Thus, in view of the UGC Regulation, 2010 the revision of the GR dated 6.6.2002, 6.7.2002 and 8.4.2003 was under consideration.

Resolution:

The state government is pleased to revise the guidelines for teaching days and workload as follows:

1) There shall be 90 teaching days (15 weeks) per semester in every university/constituent colleges/Affiliated colleges including Government colleges, grant in aid colleges and self-financed colleges. This is equivalent to 180 days during an academic year as per UGC norms. This does not include days for admission, examination and non-instructional days for co-curricular, sports, college days. The same is summarized as follows:

• Categorization	No. of weeks in University	No. of weeks in College
• Teaching Learning process	15	15
• Admission/Examination/Non instructional days	06	05
• Vacation	04	05
• Public Holidays *	01	01
• Total	26	26

* If number of public holidays declared by state government are more than six days in a semester, University can decide the vacation period to meet with the requirement.

2. The odd semester shall be from July to December while the even semester shall be from January to June.

3. The workload in full employment should not be less than 40 hours a week for each semester in an academic year. It should be necessary for a teacher to be available for at least six and a half (6 1/2) hours daily in the University/ College. Necessary amendments in the relevant ordinance/statute are to be made by the respective university in conformity with the provisions of this resolution with an immediate effect. The bifurcation of 40 hours for the Undergraduate colleges and Universities shall be as follows.

For Undergraduate Colleges:

- a) Associate professors/Assistant professors in Non laboratory/field work subjects.

Teaching (1 lecture = 1 hour)	16 hours
Preparation of Teaching	10 hours
Continuous/Comprehensive Evaluation	04 hours
Administrative work	02 hours
Co curricular/Extracurricular Activities	04 hours
Extension Activities	04 hours

- b) Associate professors/Assistant professors in laboratory/field work subjects.

Teaching (1 lecture = 1 hour)	16 hours
Preparation of Teaching & laboratory work	12 hours
Continuous/Comprehensive Evaluation	04 hours
Administrative work	02 hours
Co curricular/Extracurricular Activities	04 hours
Extension Activities	02 hours

Where teachers are engaged in teaching of Postgraduate work at University or University affiliated postgraduate centers, the workload of postgraduate teaching shall be taken into consideration while calculating their total workload in their respective college.

For Universities/Postgraduate Colleges:

- a) Professors/Associate Professors in Non laboratory & Laboratory subjects.

Teaching (1 lecture = 1 hour)	14 hours
Preparation of Teaching	12 hours
Research	06 hours
Continuous/Comprehensive Evaluation	02 hours
Administrative work	02 hours
Co curricular/Extracurricular Activities	02 hours
Extension Activities	02 hours

b) Assistant professors in Non laboratory & Laboratory subjects.

Teaching (1 lecture = 1 hour)	16 hours
Preparation of Teaching	12 hours
Research	06 hours
Continuous/Comprehensive Evaluation	02 hours
Co curricular/Extracurricular Activities	02 hours
Extension Activities	02 hours

4. The Credit weightage for the credit courses to be offered under CBCS shall be as follows:

a) For theory Courses

1 Credit Course 1 hour per week in a 15 week semester
2 credit course 2 hours per week in a 15 week semester

b) For Laboratory Courses

1 Credit Course 2 hours per week in a 15 week semester
2 Credit course 4 hours per week in a 15 week semester

Thus, 1(one) credit = 1 (one) hour of direct class room teaching or 2 hours of laboratory work /field work per week in a 15 week semester.

5. For the subjects having practical the number of students per batch of practical shall be as follows:

For semester I and II 30 students per batch

For semester III & IV 25 students per batch

For semester V & VI 20 students per batch

6. As all the subjects in discipline of Arts, Commerce, Science, Education and Law are to be offered as Core Courses for the first semester of the said Degree Programme there is a possibility of enrollment of less than 15 students in some of such courses. However, such subjects will be allowed till the first cycle of CBCS gets over and they will be considered eligible for grant.

7. The maximum number of students per division shall be 110 to 130.
8. Any decrease in the workload should be communicated to the Commissioner of Higher Education. Such teachers however will not be declared surplus till the first cycle of Choice Based Credit System gets over. They may be instructed to teach Allied/ Interdisciplinary subjects in their own institutes/ sister institutes as well as in the institutes of the nearby region. They may be assigned supplementary work such as Content writing, Translation, Preparation of Question bank etc. During this time, at the end of every Academic year the status of teachers vis-à-vis workload will be reviewed by the Commissioner Higher Education and recommendations and suggestions will be made to the Education department.
9. The teaching work for various courses to be offered under Elective and Foundation courses is to be carried out by the teachers of Core subjects in the discipline of Arts, Commerce, Science, Education and Law. The training and capacity building workshops for the teachers shall be arranged periodically.
10. The time spent by a teacher for activities such as NCC, NSS, Saptdhara activities and activities pertaining to KCG initiatives shall be considered as a part of his/her workload keeping in mind maximum of 2 hours per week during a 15 week semester. Besides it will be obligatory for teachers of Universities, Government Colleges, Grant-in-Aid colleges to perform functions and assignments given to them by the Commissionerate of Higher Education, Government of Gujarat from time to time
11. The state Universities will make necessary amendments in the statutes/Ordinance in conformity with the provisions of this GR with immediate effect.

By order and in the name of Governor of Gujarat,



(B. J. Brahmbhatt)

Deputy Secretary to the Government
Education Department.

To,

- PS to Hon. Chief Minister, New sachivalaya, Gandhinagar.
- PS to Hon. Minister for Education, New sachivalaya, Gandhinagar.
- PS to Hon. Minister of state (H&TE), New sachivalaya, Gandhinagar.
- ALL Vice Chancellors of All Universities.
- All Registrars of the Universities
- ✓ • Commissioner of Higher Education, Dr. Jivraj Mehta Bhavan, Gandhinagar.
- Principal, All Government colleges and Grant in Aid Colleges through the office of the Commissioner of Higher Education.
- System Manager, Computer cell. Education Department. (To upload on website.)
- Select File

ક્રમાંક:-કવટ/વ.૧/૨૦૧૧/૧૨૦૨૧-૧૨૩

ઉચ્ચ શિક્ષણ કમિશનરની કચેરી

બ્લોક નં ૧૨/૨, ડૉ. જી. મ. ભવન

ગુ.રા.ગાંધીનગર.

તા. ૧૧/૦૬/૨૦૧૧

૨/- શિ.વિ.ના તા.૭/૬/૨૦૧૧ ના ઠરાવની સુચનાઓનો ચાલુ શૈક્ષણિક વર્ષ:-૨૦૧૧-૨૦૧૨ માં તાત્કાલિક અમલ કરી/કરાવી આ અંગેની જાણ અત્રેની કચેરીને કરવા સુચના આપવામાં આવે છે.

સંયુક્ત શિક્ષણ નિયામક, કોલેજ

સંયુક્ત શિક્ષણ નિયામક, કોલેજ

ઉચ્ચ શિક્ષણ કમિશનર કચેરી

ગુ.રા.,ગાંધીનગર

પ્રતિ,

-આચાર્યશ્રી, બિનસરકારી વિનયન, વાણિજ્ય, વિજ્ઞાન, શિક્ષણ અને કાયદાની કોલેજો તમામ.

-કુલસચિવશ્રી રાજયની યુનિવર્સિટીઓ તમામ.

-હિસાબી અધિકારીશ્રી, સીધા પગાર શાખા, સદર કચેરી.

-વહીવટી અધિકારીશ્રી, સદર કચેરી.

-શ્રેયાન અધિક્ષક કોલેજ-વહીવટ/કોલેજ-ગ્રાન્ટ/કોલેજ-પેન્શન/જી.પી.એફ.

-સંયુક્ત શિક્ષણ નિયામકશ્રી(મહેકમ) સદર કચેરી.

-કોલેજ વહીવટ શાખાના તમામ દફતરે.

-હુકમ ફાઇલે

નકલ સવિનય રવાના:-

સેક્શન અધિકારી, શિક્ષણ વિભાગ-ખ શાખા, સચિવાલય, ગાંધીનગર

Norms for teaching days and workload in the universities constituent colleges and affiliated colleges including Non Government colleges of the State.

Government of Gujarat
Education Department
GR No: NGC-2610-1055-Kh
Sachivalaya, Gandhinagar
Dated 3rd October 2012

READ

1. UGC Regulation on Minimum Qualification for appointment of Teachers and other academic staff in universities and measures for the maintenance of standards in higher education 2010.
2. GR No. NGC-2610-1055-KH of dt. 7th June, 2011.

Preamble:-

The State Government has prescribed the norms for the teaching days and the workload for College/University teachers vide GR referred above (2). Some representations were received from various forms of University and Colleges teachers to amend it. Therefore it was actively under consideration of the State Government to amend the above referred resolution.

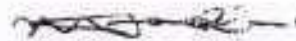
Corrigendum:-

In clause (3) of the above mentioned resolution, the words and figures:-

-The workload in full employment should not be less than 40 hours a week for each semester in an academic year. It should be necessary for a teacher to be available for at least six and a half (6 1/2) hours daily in the University/College." the following shall be substituted:-

"The workload of the teachers in full employment should not be less than 40 hours a week for 15 working weeks (90 teaching days) for each semester in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College."

By order and in the name of the Governor of Gujarat



(M.A. Gandhi)
Deputy Secretary to the Government
Education Department

To,

- PS to Hon. Chief Minister, New Sachivalaya, Gandhinagar.
- PS to Hon. Minister for Education, New Sachivalaya, Gandhinagar.

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

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

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of 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 2010" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

1.0 Coverage

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
 - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
 - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

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 reappointing him/her 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, child-care leave, etc.

14.0 Teaching Days

- 14.1 The Universities/Colleges must have at least 180 teaching, 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 a 6-day week.

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- 14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with $1/3^{\text{rd}}$ of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, $1/3^{\text{rd}}$ of the period shall be credited as Earned Leave.

15.0 Workload

- 15.1 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. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day 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 Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

- 15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

- 16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.