

Approved by the Hon'ble Raksha Mantri, Chancellor,  
DIAT (DU), vide DRDO HQ letter no. DHRD/70500/  
DIAT/NC/C/M/01 dated 2<sup>nd</sup> July 2010.

Defence Institute of Advanced Technology,  
(Deemed University)

**RULES AND REGULATIONS  
GOVERNING SERVICE CONDITIONS  
2009**



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**1. Introduction**

The Rules and Regulations document covers the following categories of employees whose pay and allowances are debitable to the budget head of DIAT

- a. Vice Chancellor
- b. Teaching Faculty
- c. Non-teaching Staff
- d. Visiting Professors
- e. Staff and Faculty on contract.

These Rules & Regulations shall come into effect from the date of its adoption i.e. the date on which assent of the Chancellor is obtained.

**2. The basis of Rules**

These rules are based on the norms and guidelines promulgated by the University Grants Commission (UGC) / All India Council for Technical Education (AICTE) / Govt of India from time to time.

**3. Vice Chancellor**

**3.1** The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall be responsible for the proper management and administration of the Institute. The term of Office of the Vice Chancellor shall be five years and there shall be no second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.

**3.2** Selection of Vice Chancellor shall be made by a Search-cum-Selection Committee. The Search-cum-Selection Committee shall have the following composition:

- |    |   |                             |
|----|---|-----------------------------|
| a. | Scientific Advisor to Raksha Mantri<br>and Secretary, Department of Defence R&D | Chairperson<br>(Ex-Officio) |
| b. | Chief of Integrated Defence Staff   | Member                      |
| c. | Vice Chief of Army Staff  | Member                      |
| d. | Vice Chief of Air Staff   | Member                      |
| e. | Vice Chief of Naval Staff   | Member                      |

- f. Three External Members Nominated by the Members  
Chairperson

**Note:** *Absence of any member of the Search Committee other than the Chairperson shall not invalidate the proceedings of the Board.*

**3.3** The service terms and conditions of the vice-chancellor are as given in Appendix A to these Rules.

#### **4. Teaching Faculty**

There shall be a fixed authorized strength of Teaching Faculty comprising the levels of Assistant professor; Associate professor and Professor, on the date of adoption of these Rules. Authorized strength of Teaching Faculty shall be subject to periodical review with the approval of Competent Authority. The posts at various levels shall be in the scale of pay as may be notified by the UGC from time to time for Teachers in Deemed Universities.

**4.1 Core Teaching Faculty:** Out of the authorized strength of Teaching Faculty, 50% of the posts shall be filled by the Institute on regular basis. This shall be called the core teaching faculty of the Institute. Recruitment Rules for the core Teaching Faculty shall be as given in Appendix B to these Rules.

#### **4.2 Teaching Faculty on Deputation:**

**4.2 (a)** 25% of the authorized Teaching Faculty shall be filled up on deputation basis from amongst scientists of DRDO, failing which from amongst scientists of other Scientific Organizations. Recruitment Rules for this purpose shall be the same as for Recruitment Rules for Core Teaching Faculty given in Appendix B.

**4.2 (b)** 25% of the authorized Teaching Faculty shall be filled up on deputation basis from amongst officers belonging to three branches of the Armed Forces. Recruitment Rules for this purpose shall be the same as for Recruitment Rules for Core Teaching Faculty given in Appendix B.

**4.2 (c)** The period of appointment to a position in the Teaching Faculty on deputation basis in terms of sub rule 4.2(a) and 4.2(b) above shall be 3 years, which could be extended with mutual consent of all concerned for a further period of not more than 2 years.

**4.3** Selection of candidates for appointment to the Core Teaching Faculty as well as faculty on deputation shall be made by a Selection Committee. The Selection Committee shall have the following composition:

- a. Vice Chancellor to be the Chairperson of the Selection Committee.
- b. A nominee of the Chancellor.
- c. Three experts in the concerned subject/field out of the panel of names recommended by the Vice Chancellor or drawn from the panel of subject experts developed by UGC and hosted in its web-site and approved by the Governing Council.
- d. Dean, wherever applicable.
- e. Head/Chairperson of the concerned Department
- f. An Academician representing SC/ST/Minority/Women for candidates from these categories; to be nominated by the VC.

At least four members, including two outside subject experts, shall constitute the quorum.

**4.4** As a onetime measure at the initial stage of constitution of these Rules, efforts shall be made to fill up all the vacant positions in the teaching faculty available at various levels on the date of adoption of these Rules through the respective methods as shown in sub para 4.1 and 4.2 from amongst the existing incumbents working in DIAT on the aforesaid date of adoption of these Rules, subject to their fulfillment of the eligibility conditions prescribed in the relevant Recruitment Rules and found suitable by the selection committee.

**4.5** Positions remaining vacant after the exercise as at 4.4 and all future appointments shall be made in accordance with Recruitment Rules as given in Appendix B.

## **5. Non Teaching Staff**

**5.1** There shall be a fixed authorized strength of non teaching staff at various levels on the date of adoption of these Rules, which shall be subject to periodical review with the approval of Competent Authority. The posts at various levels shall be in the scale of pay as may be notified by University Grants Commission (UGC) / All India Council for Technical Education (AICTE) / Govt of India from time to time.

**5.2** The authorized strength of posts at various levels shall be filled up following the Recruitment Rules for the respective posts as given in Appendix C.

**5.3** As a onetime measure at the initial stage of constitution of these Rules, efforts shall be made to fill up all the vacant positions in the non teaching officers & staff available at various levels on the date of adoption of these Rules through the respective methods as shown in sub para 5.2 from amongst the existing incumbents working in DIAT on the aforesaid date of adoption of these Rules, subject to their fulfillment of the eligibility conditions prescribed in the relevant Recruitment Rules and found suitable by the selection committee.

**5.4** Positions remaining vacant after the exercise as at 5.3 and all future appointments shall be made in accordance with Recruitment Rules as given in Appendix C.

## **6. Visiting Professors**

**6.1** Scholars of eminence in their fields, not exceeding the age of 70 years, can be appointed as Visiting Professor for a period not exceeding two years.

**6.2** A person from outside the country may also be considered for appointment as a Visiting Professor, subject to obtaining necessary clearance from the Government of India.

**6.3** The selection of a Visiting Professor shall be done by the following Committee:

- |  |                  |
|--|------------------|
| a. Vice Chancellor   | Chairperson      |
| b. Dean  | Member           |
| c. A nominee of the Chancellor                             | Member           |
| d. Two outside experts nominated by<br>the Vice Chancellor | Members          |
| e. Head of the concerned Dept                              | Member           |
| f. Registrar   | Member Secretary |

**6.4** Number of Visiting Professors in the Institute at any given point of time shall not exceed 10% of the total teaching faculty.

**6.5** Visiting Professors shall be paid a fixed monthly remuneration as decided by the Governing Council, the expenditure for which shall be met from the Grants-in-aid budget. The remuneration payable to the Visiting Professors shall be over and above all other pensionary benefits, if any, to which they may be entitled to.

**6.6** Visiting Professors shall be given duties as per their expertise and as may be considered appropriate by the Vice Chancellor.

**6.7** The engagement can be terminated by either side by giving one month notice.

**6.8** Visiting Professors shall be entitled to:

- a. Institute accommodation (married / single) subject to availability on payment of license fee;
- b. Appropriate office space & laboratory facilities;
- c. Medical facility available in the Institute; and
- d. TD/DA for movement within the country at a scale as applicable to a professor of the core teaching faculty, for attending National / International seminar, Technical Discussion, Project activity.

## **7. Staff and Faculty on Contract**

**7.1** The Institute shall have the power to appoint employees on contract basis under emergent condition against a sanctioned vacant post, pending finalization of the process of recruitment on regular basis in terms of the relevant Recruitment Rules. Such contract appointment shall be for a period not exceeding one year.

**7.2** The qualification and experience of a person to be engaged on contract basis shall be in conformity with the qualifications and experience prescribed in Recruitment Rules for the relevant post.

**7.3** Person appointed on contract basis under this Rule shall be paid consolidated lump sum monthly remuneration, which shall not exceed the quantum of emoluments at the minimum of the basic pay of the post plus applicable dearness allowance. The consolidated emolument payable shall not, in any case, be less than the amount payable under the provisions of Minimum Wages Act.

## **8. Appointment Rules**

**8.1** No person shall be eligible for appointment to any post, unless

- a. He/ She has attained the age of eighteen years; and
- b. He/ She is citizen of India or belongs to such category of persons as may be eligible for appointment as a Government of India employee.

**8.2** No person shall be appointed to a post by direct recruitment for a period exceeding three months, unless he/ she produces a medical certificate of fitness. The standard of physical fitness and the competent medical authorities to issue such certificates of fitness of the candidates for such appointment shall be as applicable for appointments to a post of comparable status under the Govt of India.

**8.3** The appointing authority shall satisfy itself that the character and antecedents of a candidate selected for first appointment in the DIAT DU are such as not to render him/ her unsuitable for appointment. Procedure to be followed in this regard shall be as applicable for appointment to a post of comparable status under the Govt of India.

**8.4** No person who has entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post.

**8.5** Appointments to various categories of posts shall be subject to such reservations and other concessions including relaxation of age limit, for the Scheduled Castes, the Scheduled Tribes, OBCs, Ex-servicemen, physically handicapped persons or any other category of persons as may be specified by the Government of India from time to time in this regard.

**8.6** The methods of recruitment to various posts shall be as prescribed in the relevant recruitment rules attached as Appendices B & C to these Rules. Any deviation to these rules, applicable for a group or class of persons can be made with prior approval of the Chancellor provided there are good and sufficient reasons recorded in writing.

**8.7** No appointment shall be made by the Appointing Authority without the existence of a vacancy against the sanctioned strength and Recruitment Rules. All appointments made in the institute shall be reported to the Governing Council in its next meeting.



**8.8** The appointing authority for various posts at DIAT shall be as under:-

The Vice Chancellor	Chancellor
Teaching Faculty	Vice Chancellor
Registrar, Finance officer and Librarian	Vice Chancellor
All other Levels/ Grades	Registrar

## **9. Classification of Employees and Probation on their Appointments**

**9.1 Classification:** Employees shall be classified as Teaching and Non-Teaching staff as per UGC Regulations.

**9.2** Employees shall be deemed to be “Public servants” for the purpose of and as defined in Civil Procedure Code, Prevention of Corruption Act and such other acts, rules and codes as specified or as will be specified by the Government of India in this regard from time to time.

### **9.3 Period of Probation and Confirmation**

For teaching faculty the minimum period of probation shall be one year which can be extended by at most one more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic unless extended for another year by a specific order, before expiry of first year. The incumbent need not wait for an order of confirmation. Probation and confirmation rules are applicable only at the initial stage of recruitment.

For non teaching staff Central Government rules on probation and conformation shall be applicable.

## **10. Fixation of Pay**

**10.1** On Direct Recruitment after selection, Pay shall be fixed at the minimum of the basic pay scale of the post.

**10.2** The Selection Committee may recommend the grant of additional increments to a selected candidate. On such a recommendation, up to five increments may be approved by the Chairperson, Governing Council.

**10.3** Provisions for Pay Fixation on promotion shall be as per the procedures given in FR22 applicable to Central Govt. Employees.

**11. Annual Increment**

Employees will be entitled to Annual Increment as per the procedure followed in case of Central Govt. Employees.

**12. Admissibility of other Allowances**

Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to Teaching, Non-Teaching officers and staff, shall be as per UGC norms notified from time to time.

**13. Termination of Service**

**13.1** The Institute will have the right to terminate the services of an employee with one months notice or pay in lieu of notice during the probation period of the employee.

**13.2** The Institute will have the right to terminate the services of an employee with three months notice or pay in lieu of notice after the probation period.

**13.3** Any employee will have the right to resign from the Institutes' service with one month's notice or pay in lieu of notice during probation period or three months notice or pay in lieu of notice after the probation period subject to conditions governing such resignation.

**14. Superannuation**

**14.1** The Age of superannuation for the Vice Chancellor shall be 70 years or as may be prescribed by the UGC for time to time.

**14.2** The Age of superannuation for members of the Teaching Faculty shall be 65 years and for all other employees it shall be 60 years or as may be prescribed by UGC from time to time.

**14.3** The Terminal Benefits on superannuation or on retirement before attaining the age of superannuation shall be in terms of a provisional scheme in line with the New Pension Scheme (NPS).

**14.4** Every Employee of the Institute shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 70

years, 65 years or 60 years, as the case may be. In case the date of birth of an employee is the first day of the month, he/she shall retire from service on the last day of the preceding month on attaining the age of 70 years, 65 years or 60 years as the case may be.

**15. Conduct Rules**

The Central Civil Services (Conduct) Rules, 1964 as amended from time to time shall apply mutatis mutandis to both Teaching and Non-Teaching Officers & staff of the Institute.

**16. Discipline Rules**

The Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time shall apply mutatis mutandis to both Teaching and Non-Teaching staff of the Institute. The Disciplinary Authority, Appellate Authority and Reviewing Authority shall be as given below:

Sl No.	Definitions/ Authorities	As applicable to DIAT
1	Government Servant	Teaching, Non-Teaching Officers and staff of the Institute
2	Government or Union	Defence Institute of Advanced Technology
3	Disciplinary Authority	1. Chairperson Governing Council - For major penalties in respect of Teaching and Non-Teaching Officers 2. Vice-Chancellor - For minor penalties in respect of Teaching and Non-Teaching Officers 3. Vice-Chancellor- For major penalties in respect of Non-Teaching staff (non Officers) appointed by the Vice-Chancellor 4. Registrar- For minor penalties in respect of Non-Teaching staff (Non Officers)

4	Appellate Authority	1. Chairperson Governing Council- In respect of all cases where the Disciplinary Authority is Governing Council/ Vice-Chancellor 2. Vice-Chancellor- In respect of all cases where the Disciplinary Authority is the Registrar
5	Reviewing Authority	Chairperson Governing Council

### 17. Leave

The leave rules of equivalent cadres/grades in the central Government shall be applicable to the Non Teaching Officers and staff of the institute. The teaching faculty on deputation shall be governed by the leave rules for them in their respective parent organisation.

The Leave of core teaching faculty of the institute shall be governed by the rules placed at Appendix D. However, the provisions regarding vacation leave shall come into effect from 01 April 2011.

### 18. Medical Facilities

The employees of the Institute shall be entitled to medical facilities for them and for dependant members of their families at the scale and on terms and conditions as prescribed in the detailed guidelines contained in Appendix E.

### 19. Allotment of Accommodation

The employees both teaching faculty and non teaching staff shall be entitled to institute prescribed accommodation, subject to availability, against payment of license fee.

### 20. Teaching Days

**20.1** The institute shall observe at least 180 working days of actual teaching in a year with a 5-day week pattern. The remaining period shall be devoted to admission and examination activities, non-instructional days (e.g. for sports, college day, etc), vacations and various public holidays.

**20.2** In lieu of curtailment of vacation by 2 weeks, the teachers may be credited with 1/3rd of the period of Earned Leave.

**21. Workload**

**21.1** The workload of the teachers in full employment shall not be less than 40 hours a week for 180 teaching days in an academic year. It shall be necessary for the teacher to be available for at least 5 hours daily in the institute for which necessary space and infrastructure shall be provided by the Institute. Direct teaching hours shall be as follows:

Assistant Professor 16 hours per week

Associate Professor & Professor 14 hours per week

**21.2** A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in research, extension and administration. A minimum of 6 hours per week may have to be allocated for research activities of the teacher.

**22. Performance Appraisal Scoring System (PASS)**

**22.1** At the time of recruitment, a service agreement shall be signed between the institute and the teacher concerned and copy of the same shall be deposited with the Registrar.

**22.2** The institute shall formulate and implement the Performance Appraisal Scoring System as a part of performance assessment process of core teaching faculty and non teaching staff. The same shall form a part of service record.

**22.3** The institute shall implement the performance reporting system of the deputing organisation for teaching staff on deputation from DRDO, other scientific organizations and Armed Forces.

**23. Organisation Structure**

The Organization Structure of the Institute shall be as shown in Appendix F.

**Appendix A****The Terms and Conditions of the Service of the Vice-Chancellor**

1. The term of office of the Vice Chancellor shall be five years and there shall be no provision for a second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.
2. The Vice-Chancellor shall receive a salary as fixed by the Govt. of India/UGC from time to time plus other admissible allowances. If he/she assumes charge after attaining the normal age of superannuation and is receiving pension due to his/her past services, then either his/her pay and allowances shall be reduced by the gross amount of his/her pension amount prior to commutation or the payment of the pension shall be held in abeyance while he/ she holds the post of Vice-Chancellor. On the other hand, if he assumes charge after attaining the normal age of superannuation and he was on a non-pensionable post, his/her gross pension equivalent of retirement benefits shall be reduced from the pay and allowances admissible for the post of Vice-Chancellor.
3. During the tenure of Office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the Institute.
4. The Vice-Chancellor shall be entitled to use Institute vehicles for official purposes.
5. The Vice-Chancellor shall be eligible to opt for the General Provident Fund-Pension- Gratuity Scheme of the Institute if he has not attained the normal age of superannuation prior to commencement of his/her tenure and provided he has been eligible for pension scheme as an employee of the Central/State Government or a Central/State autonomous body or a Central/State Institute before joining as Vice- Chancellor.
6. **Leaves**
  - 6.1 The Vice-Chancellor shall be entitled to leave on full pay @30 days in a calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year, provided that if the Vice-Chancellor assumes /relinquishes charge of the Office of Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of  $2\frac{1}{2}$  days for each completed month of service.
  - 6.2 The leave to the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the next half year, subject to the

condition that the leave so carried forward shall not exceed the maximum limit as prescribed by the Government of India.

**6.3** The Vice-Chancellor on relinquishing the charge of his/her Office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his/her relinquishment of charge, subject to a maximum of the number of days as prescribed by the Government of India from time to time.

**6.4** The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.

**6.5** The Vice-Chancellor shall also be entitled to avail extra ordinary leave without pay for a maximum period of three months during the full term of five years on medical ground or otherwise.

- 7.** The Vice-Chancellor shall be entitled to all other benefits such as medical attendance and leave travel concession as admissible to other Institute employees.
- 8.** The Vice-Chancellor & his/ her family shall be entitled to travelling allowance on transfer on his/her appointment as Vice-Chancellor and after relinquishment of his/her charge.

**Appendix B****Recruitment Rules for the Teaching Faculty****1. Introduction**

Recruitment Rules discussed hereunder shall be applicable to Teaching Faculty appointed to the posts, borne on the establishment of the Defence Institute of Advanced Technology (Deemed University), hereinafter referred to as DIAT (DU), Pune either on regular basis or on deputation from DRDO/ other scientific organizations and Armed Forces.

**2. Future Maintenance**

For filling up the posts through direct recruitment, the choice of specializations, in addition to the minimum qualifications and eligibility service, will be governed by Central University norms and at the discretion of the appointing authority, on recommendation of Academic Council.

The numbers in each case as indicated are based on the present total number of sanctioned posts and are subject to change as and when the total numbers change, for which Government of India approval shall be obtained.

**3. Effective date of promotion and inter-se seniority on promotion for Core Faculty**

Effective date of promotion, reckoning of seniority and counting of qualifying service in a grade shall be regulated in accordance with the relevant guidelines on the subjects as may be issued by the UGC/ Government of India from time to time.

**4. Power to relax**

Where the Chancellor is of the opinion that it is necessary or expedient so to do, he/ she may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class of persons.

**5. Interpretation**

If any question arises relating to the interpretation of these rules, the decision of the Chancellor shall be final.

**6. Number of Posts**

Out of the authorized strength of Teaching Faculty, 50% of the posts shall be filled by the Institute on regular basis. 25% of the authorized Teaching Faculty shall be filled up on deputation basis from amongst scientists of DRDO, failing which from amongst scientists of other Scientific Organizations. 25% of the



authorized Teaching Faculty shall be filled up on deputation basis from amongst officers belonging to three branches of the Armed Forces.

### 7.1 Core Faculty

Post	No of Posts	Scale of Pay	Age for Recruitment	Method of Recruitment
Assistant Professor	32	Rs 15600 – 39100 (AGP - Rs 6000/ 7000/ 8000)	Preferably not more than 40 yrs	Direct Recruitment/ CAS Promotion
Associate Professor	16	Rs 37400-67000 (AGP – Rs 9000)	Preferably not more than 45 yrs	Direct Recruitment/ Re-employment
Professor	08	Rs 37400-67000 (AGP – Rs 10000)	Preferably not more than 50 yrs	Direct Recruitment/ Re-employment

### 7.2 Deputation from DRDO and other Scientific Organizations

Post	No of Posts	Scale of Pay	Age for Recruitment	Method of Recruitment
Assistant Professor	16	Rs 15600 – 39100 (AGP - Rs 6000/7000/8000)	Preferably not more than 40 yrs	Deputation
Associate Professor	08	Rs 37400-67000 (AGP – Rs 9000)	Preferably not more than 45 yrs	Deputation
Professor	04	Rs 37400-67000 (AGP – Rs 10000)	Preferably not more than 50 yrs	Deputation

**7.3 Deputation from Armed Forces**

<b>Post</b>	<b>No of Posts</b>	<b>Scale of Pay</b>	<b>Age for Recruitment</b>	<b>Method of Recruitment</b>
Assistant Professor	16	Rs 15600 – 39100 (AGP - Rs 6000/7000/8000)	Preferably not more than 40 yrs	Deputation
Associate Professor	08	Rs 37400-67000 (AGP – Rs 9000)	Preferably not more than 45 yrs	Deputation
Professor	04	Rs 37400-67000 (AGP – Rs 10000)	Preferably not more than 50 yrs	Deputation

*NOTE:* The numbers in each of the Tables 7.1-7.3 as indicated, are based on the present total number of sanctioned posts and are subject to change as and when the total numbers change, for which Government of India approval shall be obtained.

**8. Minimum Qualifications for Appointment of Teaching Faculty**

**8.1 Engineering /Technology Discipline**

Sr No	Post	Prescribed Qualifications and Experience
1	Assistant Professor	<p><b>Essential:</b></p> <p>a) Ph.D Degree with a First Class at Bachelor’s or Master’s Degree in the appropriate branch of Engg., &amp; Tech.*, <u>and</u> experience of 2 years in teaching, research and/or industry at the level of Lecturer or equivalent grade;</p> <p>(* <i>Applicable to all branches of Engg., &amp; Tech., except Computer Science Engg., or Tech., wherein Bachelor’s Degree in any branch of Engg., &amp; Tech., is acceptable.</i>)</p> <p style="text-align: center;"><b>OR</b></p> <p>i) First Class Master’s Degree in the appropriate branch of Engg., &amp; Tech., <u>and</u> experience of 5 years in teaching, research, industry and/or profession at the level of Lecturer or equivalent grade; and</p> <p>ii) Offer of admission for Ph. D degree in the appropriate branch of Engg., &amp; Tech., with a requirement to obtain the Ph.D Degree within 7 years* from the date of appointment to the post;</p> <p>(* <i>Failure to fulfil this requirement, shall entail the stoppage of annual increments to the appointee, until such time that the Ph D Degree is earned. It is expected that the appointing institute shall provide adequate opportunity to the appointee to fulfil this requirement.</i>)</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(Applicable only to candidates from industry and the profession)</b></p> <p>i) First class Master’s Degree in the appropriate branch of Engg., &amp; Tech.; and</p> <p>ii) Significant professional work which can be recognized<sup>#</sup> as equivalent to a Ph.D Degree in the appropriate branch of Engg., &amp; Tech., <u>and</u> industrial/professional experience of 2 years in a position equivalent to the level of Lecturer;</p> <p>(# This recognition shall be valid, only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice Chancellor of the University.)</p>

		<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Teaching, research, industrial and/or professional experience in a reputed organization;</li> <li>ii) Published work, such as research papers, patents filed/ obtained, books, and/or technical reports;</li> <li>iii) Experience of guiding the project work/dissertation of UG/PG/Research students or supervising R&amp;D projects in industry.</li> </ul>
2	Associate Professor	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) Ph.D. Degree with First Class at Bachelor’s or Master’s level in the appropriate branch of Engg., / Tech., and experience of 5 years in teaching, research and / or industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>(Applicable only to candidates from industry and the profession)</b></p> <ul style="list-style-type: none"> <li>i) First Class Master’s Degree in the appropriate branch of Engg., &amp; Tech.</li> <li>ii) Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., / Tech., and industrial /professional experience of 5 years in a position equivalent to the level of Lecturer/ Assistant Professor.</li> </ul> <p>(* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Competent Authority).</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Teaching, research, industrial and/or professional experience in a reputed organization;</li> <li>ii) Published work, such as research papers, patents filed/ obtained, books, and/or technical reports;</li> <li>iii) Experience of guiding the project work/dissertation of UG/PG/Research students or supervising R&amp;D projects in industry.</li> </ul>

3	Professor	<p>i) Ph.D. Degree with First Class at Bachelor's or Master's level in the appropriate branch of Engg., / Tech., and experience of 10 years in teaching, research and / or industry, out of which at least 5 years shall be at the level of Reader/Associate Professor or equivalent grade.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(Applicable only to candidates from industry and the profession)</b></p> <p>i) First Class Master's Degree in the appropriate branch of Engg., &amp; Tech.</p> <p>ii) Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., / Tech., and industrial /professional experience of 10 years, out of which at least 5 years at a senior level of Assistant Professor / Reader.</p> <p>(* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Competent Authority).</p> <p><b>Desirable:</b></p> <p>i) Teaching, research industrial and / or professional experience in a reputed organization.</p> <p>ii) Published work, such as research papers, books, and / or technical reports, patents filed / obtained.</p> <p>iii) Experience of guiding project work / dissertation of PG / Research students.</p> <p>iv) Supervising R&amp;D projects in industry.</p> <p>v) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities.</p> <p>vi) Capacity to undertake / lead sponsored R&amp;D, consultancy and related activities.</p>
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## 8.2 Computer Applications Discipline

Sr No	Post	Prescribed Qualifications and Experience
1	Assistant Professor	First Class Master's Degree in Computer Science.
2	Associate Professor	<p>i) Ph.D. Degree with First Class at Master's level in Computer Science/ Computer Applications, and experience of 5 years in teaching, research and / or industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(Applicable only to candidates from industry and the profession)</b></p> <p>i) First Class Master's Degree in Computer Science/ Computer Applications.</p> <p>ii) Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in Computer Science/ Computer Applications, and industrial /professional experience of 5 years in a position equivalent to the level of Lecturer/ Assistant Professor.</p> <p>(* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Competent Authority).</p> <p><b>Desirable:</b></p> <p>i) Teaching, research, industrial and/or professional experience in a reputed organization;</p> <p>ii) Published work, such as research papers, patents filed/ obtained, books, and/or technical reports;</p> <p>iii) Experience of guiding project work/dissertation of UG/PG/Research students or supervising R&amp;D projects in industry.</p>
3	Professor	i) Ph.D. Degree with First Class at Master's level Computer Science/ Computer Applications, and experience of 10 years in teaching, research and / or industry, out of which at least 5 years at the level of Reader/ Associate Professor or equivalent grade.

**OR****(Applicable only to candidates from industry and the profession)**

- i) First Class Master's Degree in Computer Science/ Computer Applications.
- ii) Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in Computer Science/ Computer Applications, and industrial /professional experience of 10 years, out of which at least 5 years at a senior level of Assistant Professor / Reader.

(\* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Competent Authority).

**Desirable:**

- i) Teaching, research industrial and / or professional experience in a reputed organization.
- ii) Published work, such as research papers, books, and / or technical reports, patents filed / obtained.
- iii) Experience of guiding the project work / dissertation of PG / Research Students.
- iv) Supervising R&D projects in industry.
- v) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities.
- vi) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

### 8.3 Science & Humanities Discipline

Sr No	Post	Prescribed Qualifications and Experience
1	Assistant Professor	<p>i) Good academic record with at least 55% of the marks or equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university. Preference will be given for Ist Class Degree holders at Master's and / or Graduate level.</p> <p>ii) Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>iii) Ph.Ds in appropriate field of Science &amp; Humanities will be given priority.</p> <p>iv) NET/SLET/SET shall also not be required for such Master Programmers in disciplines for which NET/SLET/SET is not conducted.</p>
2	Associate Professor	<p>i) Good academic record with a Ph.D. degree in the concerned / allied/relevant disciplines.</p> <p>ii) At least 55% marks, or equivalent grade wherever grading system is followed at the Master's degree level. Preference will be given for Ist Class Degree holders at Master's and / or Graduate level.</p> <p>iii) A minimum of five years of 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 excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/published papers in indexed/ISBN/ISSN numbered books/journals.</p> <p>iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.</p>



3	Professor	<p>i) An eminent scholar with Ph.D. qualification in the concerned / relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research / published papers in indexed / ISBN/ISSN numbered impact journals and/or ISBN/ISSN numbered books. Preference will be given for Ist Class Degree holders at Master’s or Bachelor degree.</p> <p>ii) A minimum of 10 years of teaching experience in university/college, and/or experience in research at the University/National Level institutions/industries, including experience of guiding candidates for research at doctoral level.</p> <p>iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p>
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**Notes:**

1. For teaching faculty deputed from Armed Forces to the institute relevant field experience shall be evaluated as professional experience.
2. If Class or Division is not declared at the Bachelor’s or Master’s Degree levels, an aggregate of not less than 60 % or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class;
3. In respect of CGPA awarded to the candidates on a 10-Point Scale , the following Table of equivalence shall be followed for determining the Class obtained by them:
- 4.

<b>CGPA</b>	<b>Percentage of Marks</b>
8.25	75
7.75	70
7.25	65
6.75	60
6.25	55

**9. Promotion of Core Teaching Faculty**

**9.1** The overall selection procedure shall incorporate transparent and credible methodology of analysis of the merits and credentials of the applicants on a scoring system proforma, based on PASS. The credit points accrued shall be collated with

- (i) performance of the candidate in giving a seminar or lecture in a class room situation or group discussion
- (ii) aptitude and ability for teaching & research and to plan, analyse and discuss a research problem and
- (iii) capacity to technology orientation as applicable to teaching and research.

**9.2** The Internal Quality Assurance Cell (IQAC) shall be established following UGC/ NAAC guidelines which shall act as the documentation and record-keeping Cell for the institution including assistance in the development of PASS methodology.

**9.3** The Selection Committee as delineated in Sections 4.3 is applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor with AGP of Rs 8000 to Associate Professor and to that of Associate Professor to Professor.

**9.4** However, CAS promotions of Assistant Professors from one AGP to the higher AGP shall be conducted by a “Screening cum Evaluation Committee. The “Screening cum Evaluation Committee” shall consist of -

- a) The Vice Chancellor as the Chairperson of the Selection Committee
- b) The Dean
- c) The Head of the Department
- d) Two subject experts in the concerned subject from outside the Institute.

The quorum for the committee shall be four of which at least one subject expert need to be present.

**9.5** The norms of Selection Committees and Selection procedures for the core teaching faculty through direct recruitment or through Career Advancement Scheme shall be the same. The minimum service requirements for direct recruitment and CAS promotion shall be as follow:

S.No	Promotion of Teachers through CAS	Minimum Service requirements
1	Assistant Professor from AGP Rs.6000 to AGP Rs.7,000/ equivalent cadres	Assistant Professor completed 4 years of service with Ph.D, 5 years of service who are with M.Phil/ M.Tech, and 6 years of service who are without Ph.D/ M.Phil/ M. Tech.

2	Assistant Professor from AGP Rs.7000 to AGP Rs.8000/equivalent cadres	Assistant Professor with completed service of 5 years at AGP of Rs.7000
3	Associate professor with AGP of Rs.9,000 /equivalent cadres	Assistant Professors with 3 years of completed service in the AGP of Rs.8000/- and having been awarded Ph.D. on the date of completion of 3 years service.
4	Professor with AGP of Rs.10,000/ Equivalent cadres.	Associate Professor with 3 years of completed service in the AGP of Rs. 9,000/-
5	Professor with AGP of Rs. 12,000/-	Professor with 10 years of completed service

**9.6** Ten percent of the posts of Professors in the institute shall be in the higher AGP of Rs.12000; however, teachers appointed to the posts shall continue to be designated as Professor. The eligibility conditions shall include publications in peer reviewed / referred Research Journals, awards/ honours/ recognitions and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard.

**Appendix C****Recruitment Rules for Non – Teaching Staff****1. Introduction**

Recruitment Rules discussed hereunder shall be applicable to Non – Teaching Staff appointed to posts borne on the establishment of the Defence Institute of Advanced Technology (Deemed University), hereinafter referred to as DIAT (DU), Pune.

**2. Future Maintenance**

For filling up the posts through direct recruitment, the choice of specializations, in addition to the minimum qualifications and eligibility service, will be governed by UGC and Government of India norms issued from time to time.

The numbers in each case as indicated are based on the present total number of sanctioned posts and are subject to change as and when the total numbers change, for which Government of India approval shall be obtained.

**3. Hiring of Services for Unskilled Work**

There shall no recruitment for the services such as housekeeping, cleaning, sanitation & hygiene, messenger services, security, canteen and similar unskilled work is involved. These services shall be hired by the institute by executing service contracts with eligible firms.

**4. Power to relax**

Where the Chancellor is of the opinion that it is necessary or expedient so to do, he/ she may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class of persons.

**5. Interpretation**

If any question arises relating to the interpretation of these rules, the decision of the Chancellor shall be final.

**5. Minimum Qualifications for Appointment of Non-Teaching Staff**

<b><u>Administrative Officers</u></b>			
<b>S. No.</b>	<b>Post</b>	<b>Number of Posts (Method of Recruitment)</b>	<b>Scale of Pay</b>
5.1	Registrar	01 (Direct Recruitment)	Rs 37400 – 67000 (GP - Rs 10000/-)
5.2	Finance Officer	01 (Direct Recruitment/ Deputation)	Rs 37400-67000 (GP – Rs 10000)
5.3	Controller of Examination	01 (Direct Recruitment)	Rs 37400-67000 (GP – Rs 10000)
5.4	Librarian	01 (Direct Recruitment)	Rs 37400-67000 (GP – Rs 10000)
5.5	Deputy Registrar	02 (Promotion , failing which by deputation)	Rs 15600-39100 (GP – Rs 7600)
5.6	Deputy Librarian	01 (Promotion , failing which by deputation)	Rs 15600-39100 (GP – Rs 7600)
5.7	Assistant Librarian	01 (Direct recruitment , failing which by deputation)	Rs 15600-39100 (GP – Rs 5400)
<b><u>Technical Staff</u></b>			
5.8	Scientific Officer	03 (Promotion) + 02 (Direct recruitment , failing which by deputation)	Rs 9300 - 34800 (GP – Rs 5400)
5.9	Laboratory Officer	05 (Promotion) + 05 (Direct recruitment , failing which by deputation)	Rs 9300 - 34800 (GP – Rs 4600)
5.10	Laboratory Superintendent	10 (Promotion) + 10 (Direct recruitment , failing which by deputation)	Rs 9300 - 34800 (GP – Rs 4200)
5.11	Senior Laboratory Assistant	15 (Promotion) + 15 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2800)
5.12	Laboratory Assistant	06 (Promotion) + 47 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2400)
5.13	Tradesman	12 (Direct recruitment)	Rs 5200 - 20200 (GP – Rs 2400)

<b><u>Administrative / Allied Staff</u></b>			
5.14	Assistant Registrar	03 (Promotion , failing which by deputation)	Rs 15600-39100 (GP – Rs 5400)
5.15	Superintendent	03 (Promotion) + 03 (Direct recruitment , failing which by deputation)	Rs 9300 - 34800 (GP – Rs 4600)
5.16	Executive Assistant	04 (Promotion) + 04 (Direct recruitment , failing which by deputation)	Rs 9300 - 34800 (GP – Rs 4200)
5.17	Senior Assistant	10 (Promotion) + 10 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2800)
5.18	Assistant	35 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2400)
5.19	Senior Stenographer	02 (Promotion) + 01 (Direct recruitment , failing which by deputation)	Rs 9300 - 34800 (GP – Rs 4200)
5.20	Stenographer	02 (Promotion)	Rs 5200 - 20200 (GP – Rs 2800)
5.21	Steno typist	12 (Direct recruitment)	Rs 5200 - 20200 (GP – Rs 2400)
5.22	Senior Driver	01 (Promotion , failing which deputation)	Rs 5200 - 20200 (GP – Rs 2800)
5.23	Driver Grade 'B'	04 (Promotion , failing which deputation)	Rs 5200 - 20200 (GP – Rs 2400)
5.24	Driver Grade 'A'	11 (Direct recruitment , failing which deputation)	Rs 5200 - 20200 (GP – Rs 1900)
5.25	Fire Superintendent	01 (Promotion , failing which deputation)	Rs 5200 - 20200 (GP – Rs 2400)
5.26	Fireman 'B'	03 (Promotion) + 01 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2000)
5.27	Fireman 'A'	10 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 1800)
<b><u>Library Staff</u></b>			
5.28	Senior Library Assistant	03 (Promotion , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2800)
5.29	Library Assistant	09 (Direct recruitment , failing which by deputation)	Rs 5200 - 20200 (GP – Rs 2400)

### 5.1. Registrar

- (a) Number of Posts – 1
- (b) Scale of Pay – Rs 37400 – 67000 (GP - Rs 10000/-)
- (c) Maximum Age for Direct Recruitment – 55 Years
- (d) Period of Probation – 1 year
- (e) Method of Recruitment – Direct Recruitment, failing which by Deputation
- (f) Eligibility Service -
  - (i) Essential Qualification: Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale. At least 15 years of experience as Assistant Professor (Sr. Scale) / Assistant Professor with 8 years in Associate Professor's grade along with experience in Higher Education Administration **OR** Comparable experience in research establishment and / or other institutions of higher education **OR** 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
  - (ii) Preferential Qualifications: Ph. D. / M.Phil / Degree in Law obtained after graduation / MBA in HR or Systems / MCM, MCS, MCA / M.ED. / MPM or equivalent (Awarded by University recognized by UGC or AICTE)
- (g) Composition of Selection Committee – As per Schedule I

### 5.2. Finance Officer

- (a) Number of Posts – 1
- (b) Scale of Pay – Rs 37400 – 67000 (GP Rs 10000/-)
- (c) Maximum Age for Direct Recruitment – 55 years
- (d) Period of Probation – 1 year
- (e) Method of Recruitment – Direct Recruitment/ Deputation
- (f) Eligibility Service –
  - (i) Essential Qualification: A Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale. 15 years of appropriate experience of financial management of which 8 years as Deputy Registrar/Deputy Finance Officer on an equivalent post of a University/Government **OR** Comparable experience in research establishment and/or other institutions of higher education **OR** With an overall service of 15

years including 12 years in post of Assistant Registrar/Assistant Finance Officer.

- (ii) Preferential Qualifications: MBA (finance) / Chartered Accountant/ ICWA/ Chartered Financial Analyst (CFA) / SAS
- (g) Composition of Selection Committee – As per Schedule I.

### **5.3. Controller of Examinations**

- (a) Number of Posts – 1
- (b) Scale of Pay – Rs 37400 – 67000 (GP Rs 10000/-)
- (c) Maximum Age for Direct Recruitment –55 years
- (d) Period of Probation – 1 year
- (e) Method of Recruitment – Direct Recruitment, failing which by Deputation
- (f) Eligibility Service –
  - (i) Essential Qualification: Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale. At least 15 years of experience as Assistant Professor (Sr. Scale) / Assistant Professor with 8 years in Associate Professor's grade along with experience in Higher Education Administration. **OR** Comparable experience in research establishment and / or other institutions of higher education **OR** 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
  - (ii) Preferential Qualification: Ph. D. / M.Phil / Degree in Law obtained after graduation / MBA in HR or Systems / MCM, MCS, MCA / M.ED. / MPM or equivalent (Awarded by University recognized by UGC or AICTE). Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations
- (g) Composition of Selection Committee – As per Schedule I.

### **5.4. Librarian**

- (a) Number of Posts – 1
- (b) Scale of Pay – 37400-67000 with (AGP of 10000/-)
- (c) Maximum Age for Direct Recruitment –55 years
- (d) Period of Probation – 1 year



- (e) Method of Recruitment – Direct Recruitment, failing which by Deputation
- (f) Eligibility Service –
  - (i) Essential Qualification: Master’s Degree in Library Science / Information Science Documentation with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale and consistently good academic record. At least thirteen years as Deputy Librarian in University Library or eighteen years’ experience as a College Librarian. Evidence of innovative Library service and organization of published work.
  - (ii) Preferential Qualification: M. Phil / Ph. D Degree in Library Science / Information Science / Documentation / Archives and manuscript keeping.
- (g) Composition of Selection Committee – As per Schedule I

### 5.5. Deputy Registrar

- (a) Number of Posts – 2
- (b) Scale of Pay – Rs 15600-39100 (GP - Rs 7600/-)
- (c) Method of Recruitment – Promotion, failing which by Deputation
- (d) Eligibility Service–
  - (d.1) For Promotion – 5 years experience as Assistant Registrar
  - (d.2) For Direct Recruitment / Deputation
    - (i) Essential Qualification: Master’s Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale. Five years of experience as Assistant Professor in a College or a University with experience in educational administration. **OR** Comparable experience in research establishment and / or other institutions of higher education **OR** 5 years of administrative experience as Assistant Registrar or on an equivalent post.
    - (ii) Preferential Qualifications: M.Phil / Degree in Law obtained after graduation / MBA in HR or Systems / MCM, MCS, MCA / M.ED. / MPM or equivalent (Awarded by University recognized by UGC or AICTE) or SAS.
- (e) Composition of Selection Committee – As per Schedule I.

## 5.6 Deputy Librarian

- (a) Number of Posts – 1
- (b) Scale of Pay – Rs 15600-39100 (GP – Rs 7600/-)
- (c) Method of Recruitment – Promotion, failing which by Deputation
- (d) Eligibility Service –
  - (d.1) For Promotion- 5 Years experience as assistant librarian with a GP not less than Rs 5400
  - (d.2) For Deputation
- (i) Essential Qualification: Master's Degree in Library Science / Information Science Documentation with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale. Five years experience as an Assistant University Librarian / College Librarian. OR Evidence of innovative Library services, published work and professional commitment, computerization of Library.
- (ii) Preferential Qualification: M. Phil / Ph. D Degree in Library Science / Information Science / Documentation / Archives and Manuscript-keeping, Computerization of Library.
- (g) Composition of Selection Committee – As per Schedule I.

## 5.7. Assistant Librarian

- (a) Number of Posts – 1
- (b) Scale of Pay – Rs 15600 -39100 (GP - Rs 5400/-)
- (c) Maximum Age for Selection – 40 Years
- (d) Period of Probation – 1 year
- (e) Method of Recruitment – Direct Recruitment, failing which by Deputation
- (f) Eligibility Service –
  - (i) Essential Qualification: Master's Degree in Library Science / Information Science / Documentation with or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of library with five years experience.

- (ii) Preferential Qualification – Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (g) Composition of Selection Committee – As per Schedule I.

### **5.8. Scientific Officer**

- (a) Number of Posts – 03 (Promotion) + 02 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.9300 – 34800 (Grade Pay - Rs 5400/-)
- (d) Maximum Age for Direct Recruitment – 40 Years
- (e) Period of Probation – 1 year for Direct Recruitment
- (f) Method of Recruitment – Promotion, failing which by direct recruitment failing both by deputation
- (g) Eligibility Service –
  - (g.1) For Promotion – Minimum of 5 years service as Laboratory Officer
  - (g.2) For Direct Requirement /Deputation -
    - (i) Essential Qualifications: Bachelor degree in science with at least first class or its equivalent grade OR Three years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;\*and Minimum of 5 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.4600 in concerned field
    - (ii) Preferential Qualifications – Post graduate degree in science / Bachelors' Degree in Engineering or Technology
- (h) Composition of committee – As per Schedule II A.
- (j) Store Officer - One of the scientific officers will be appointed to perform duties of store officer

### 5.9. Laboratory Officer

- (a) Number of Posts – 05 (Promotion) + 05 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.9300 – 34800 (Grade Pay - Rs 4600/-)
- (d) Maximum Age for Direct Recruitment – 35
- (e) Period of Probation – 1 years for Direct Recruitment (out of which 6 months as Trainee with stipend @Rs 13900/ month consolidated )
- (f) Method of Recruitment – Promotion, failing which by direct recruitment failing both by deputation
- (g) Eligibility Service –
  - (g.1) For Promotion – Minimum of 5 years service as Laboratory Superintendent.
  - (g.2) For Direct Requirement -
    - (i) Essential Qualifications: Bachelor degree in science with at least first class or its equivalent grade. **OR** Three years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;\* and Minimum of 4 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.4200 in concerned field
    - (ii) Preferential Qualifications – Post graduate degree in science in required discipline / Bachelors' Degree in Engineering or Technology in required discipline.
- (h) Composition of committee – As per Schedule II A.

### 5.10. Laboratory Superintendent

- (a) Number of Posts – 10 (Promotion) + 10 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs 9300 – 34800 (Grade Pay - Rs 4200/-)
- (d) Age for Direct Recruitment – 32

- (e) Period of Probation – 1 year for Direct Recruitment (out of which 6 months as Trainee with stipend @Rs 13500/ month consolidated )
- (f) Method of Recruitment – Promotion, failing which by direct recruitment failing both by deputation
- (g) Eligibility Service –
  - (g.1) For Promotion – Minimum of 5 years service as Senior Laboratory Assistant.
  - (g.2) For Direct Requirement/Deputation: Bachelor degree in science with at least first class or its equivalent grade **OR** Three years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;\* and Minimum of 4 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.2800 in concerned field
- (h) Composition of committee – As per Schedule II A.

### **5.11. Senior Laboratory Assistant**

- (a) Number of Posts – 15 (Promotion) + 15 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.5200 - 20200 (Grade Pay - Rs 2800/-)
- (d) Maximum Age for Direct Recruitment – 30 Years
- (e) Period of Probation – 1 year for Direct Recruitment (out of which 6 months as Trainee with stipend @Rs 8000/ month consolidated )
- (f) Method of Recruitment – Promotion, failing which by Direct recruitment failing both by deputation
- (g) Eligibility Service –
  - (g.1) For Promotion/Deputation – Minimum of 5 years service as Laboratory Assistant.
  - (g.2) For Direct Requirement / Deputation: Bachelor degree in science with at least second class or its equivalent grade **OR** Three years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge

of computer applications and operations;\* and Minimum of 2 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.2400 in concerned field.

- (h) Composition of committee – As per Schedule II A.

### **5.12. Laboratory Assistant**

- (a) Number of Posts – 06 (Promotion) + 47 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.5200 - 20200 (Grade Pay - Rs 2400/-)
- (d) Maximum Age for Direct Recruitment – 28 years
- (e) Period of Probation – 1 year for Direct Recruitment (out of which 6 months as Trainee with stipend @Rs 7600/ month consolidated )
- (f) Method of Recruitment – Promotion, failing which by direct recruitment failing both by deputation
- (g) Eligibility Service –
- (g.1) For Promotion – Minimum of 5 years service as Tradesman.
- (g.2) For Direct Requirement / Deputation: Bachelor degree in science with at least second class or its equivalent grade OR Three years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;\*.
- (h) Composition of Selection Committee – As per Schedule II A.

### **5.13. Tradesman**

- (a) Number of Posts – 12
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.5200 - 20200 (Grade Pay - Rs 1900/-)
- (d) Maximum Age for Direct Recruitment – 28 years
- (e) Period of Probation – 1 years for Direct Recruitment (out of which 6 months as Trainee with stipend @Rs 7100/ month consolidated )
- (f) Method of Recruitment – Direct Recruitment

- (g) Eligibility Service – Matriculation or equivalent and full time ITI in required discipline or its equivalent grade duly awarded by Vocational Education & Examination Board
- (h) Composition of Selection Committee – As per Schedule II A.

#### **5.14. Assistant Registrar**

- (a) Number of Posts – 03 (Promotion, failing which by deputation)
- (b) Classification of Posts – General Duties
- (c) Scale of Pay – Rs.15600 – 39100 (Grade Pay - Rs 5400/-)
- (d) Method of Recruitment – Promotion, failing which by Deputation
- (e) Eligibility Service –
  - (e.1) For Promotion – Minimum of 5 years service as Superintendent.
  - (e.2) For Deputation -
    - (i) Essential Qualification: A good academic record plus Master’s degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale; and 5 Years experience of administration /Accounts as Superintendent as in an equivalent post in Government Department / University / Education or Research Institution.<sup>#</sup>
    - (ii) Preferential Qualifications: M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems / MCM, MCS, MCA / M.ED. / MPM or equivalent (Awarded by University recognized by UGC or AICTE)
- (h) Composition of Committee – Selection shall be made by a Committee defined in Schedule II B.

<sup>#</sup> Assistant Registrar for internal audit shall have passed SAS or equivalent examination of central or state Government in addition to the essential qualification mentioned above.

#### **5.15. Superintendent**

- (a) Number of Posts – 03 (Promotion) + 03 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – General Duties
- (c) Scale of Pay – Rs.9300 – 34800 (Grade Pay - Rs 4600/-)

- (d) Maximum Age for Direct Recruitment – 35
- (e) Period of Probation – 2 Years for Direct Recruitment
- (f) Method of Recruitment – Promotion, failing which by direct recruitment failing both by deputation
- (g) Eligibility Service
  - (g.1) For Promotion – Minimum of 5 years service as Senior Assistant.
  - (g.2) For Direct Recruitment / Deputation
- (i) Essential Qualification: Bachelor degree with at least second division or its equivalent grade 4 Years experience of administration /Accounts/Secretarial work. Preferably in a Junior Supervisory post in Government Department / University / Education or Research Institution.
  - (ii) Preferential Qualifications: Post graduate degree in Social Science or Commerce / M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems /MCM, MCS, MCA / MPM or equivalent (Awarded by University recognized by UGC or AICTE) or SAS
- (h) Composition of Committee – Selection shall be made by a Committee defined in Schedule II B.

#### **5.16. Executive Assistant**

- (a) Number of Posts – 04 (Promotion) + 04 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – General Duties
- (c) Scale of Pay – Rs.9300 – 34800 (Grade Pay - Rs 4200/-)
- (d) Maximum Age for Direct Recruitment – 30 Years
- (e) Period of Probation – 2 Years for Direct Recruitment
- (f) Method of Recruitment – Promotion, failing which by direct recruitment failing both by deputation
- (g) Eligibility Service –
  - (g.1) For Promotion– Minimum of 5 years service as Senior Assistant
  - (g.2) For Direct Recruitment/ Deputation
- (i) Essential Qualification: Bachelor degree with at least second division or its equivalent grade, Accurate speed of 8000 key depressions per hour for Data



Entry in the computer, Minimum of 3 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.2800 in concerned field; and Proficiency and knowledge of computer applications and operations \*.

(ii) Preferential Qualifications: Post graduate degree in Social Science or Commerce / M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems /MCM, MCS, MCA / MPM or equivalent (Awarded by University recognized by UGC or AICTE) or SAS

(h) Composition of Committee – Selection shall be made by a Committee defined in Schedule II B.

### 5.17. Senior Assistant

(a) Number of Posts – 10 (Promotion) + 10 (Direct recruitment, failing which by deputation)

(b) Classification of Posts – General Duties

(c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2800/-)

(d) Maximum Age for Direct Recruitment – 30 Years

(e) Period of Probation – 1 year for direct recruitment (out of which 6 months as Trainee with stipend @Rs 8000/ month consolidated )

(f) Method of Recruitment – Promotion, failing which by Direct recruitment failing both by deputation

(g) Eligibility Service –

(g.1) For Promotion – Minimum of 5 years service as Assistant

(g.2) For Direct Recruitment / Deputation

(i) Essential Qualification: Bachelor degree with at least second division or its equivalent grade, Accurate speed of 8000 key depressions per hour for Data Entry in the computer, Minimum of 2 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.2400 in concerned field; and Proficiency and knowledge of computer applications and operations \*

(ii) Preferential Qualifications: Degree in Law / Post graduation Social Science or Commerce / P.G. Diploma in Business Management, Tax Law/Labour Laws (Awarded by University recognized by UGC) / P.G.D.C.A recognized by Board of Technical Exam or equivalent

- (h) Composition of Committee – Selection shall be made by a Committee defined in Schedule II B.

### **5.18. Assistant**

- (a) Number of Posts – 35
- (b) Classification of Posts – General Duties
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2400/-)
- (d) Maximum Age for Direct Recruitment – 28 years
- (e) Period of Probation – 1 year
- (f) Method of Recruitment – Direct Recruitment (6 months as Trainee with stipend @Rs 7600/-)
- (g) Eligibility Service –
- (i) Essential Qualification: Bachelor degree with at least second division or its equivalent grade, accurate speed of 8000 key depressions per hour for Data Entry in the computer. Proficiency and knowledge of computer applications and operations \*.
- (ii) Preferential Qualifications: Degree in Law / Post graduation Social Science or Commerce / P.G. Diploma in Business Management, Tax Law/Labour Laws (Awarded by University recognized by UGC) / P.G.D.C.A recognized by Board of Technical Exam or equivalent
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

### **5.19. Senior Stenographer**

- (a) Number of Posts – 02 (Promotion) + 01 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – General Duties
- (c) Scale of Pay – Rs.9300 – 34800 (Grade Pay - Rs 4200/-)
- (d) Maximum Age for Direct Recruitment – 33
- (e) Period of Probation – 1 year

- (f) Method of Recruitment – Promotion, failing which by direct recruitment (6 months as Trainee with stipend @Rs 13500/- month consolidated) failing both by deputation
- (g) Eligibility Service –
- (g.1) For Promotion – Minimum of 5 years service as stenographer
- (g.2) For Direct Recruitment / Deputation: Graduate in any discipline. Qualified in the Stenographers examination held by a State / Central Board or its equivalent examination. Typing speed, 40 wpm. Stenography speed 120 wpm. Proficiency and knowledge of computer applications and operations \*. Experience in equivalent grade of not less than 5 years in State/Central Universities or equivalent organization.
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

### **5.20. Stenographer**

- (a) Number of Posts – 03 (Promotion)
- (b) Classification of Posts – General Duties
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2800/-)
- (d) Method of Recruitment –Promotion, failing which by Deputation
- (g) Eligibility Service –
- (g.1) For Promotion – Minimum of 5 years service as stenotypist and subject to acquiring stenography speed 100 wpm
- (g.2) For Deputation: A Graduate or its equivalent with at least 5 years experience as Lower Division Clerk or equivalent in the State / Central / Universities or equivalent organization. Proficiency and knowledge of computer applications and operations \*.
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

### **5.21. Steno typist**

- (a) Number of Posts – 12 (Direct recruitment)
- (b) Classification of Posts – General Duties

- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2400/-)
- (d) Maximum Age for Direct Recruitment – 28
- (e) Period of Probation – 1 year
- (f) Method of Recruitment – Direct Recruitment (6 months as Trainee with stipend @Rs 7600/- month consolidated)
- (g) Eligibility Service: Graduate in any discipline. Qualified in the Stenographers examination held by a State / Central Board or its equivalent examination. Typing speed, 40 wpm. Stenography speed 100 wpm.
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

### **5.22. Senior Driver**

- (a) Number of Posts – 01 (Promotion, failing which deputation)
- (b) Classification of Posts – Allied
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2800/-)
- (d) Method of Recruitment – Promotion, failing which by deputation
- (e) Eligibility Service – Minimum of 5 years of experience as Driver Grade ‘B’.
- (f) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

### **5.23. Driver Grade ‘B’**

- (a) Number of Posts – 04 (Promotion, failing which deputation)
- (b) Classification of Posts – Allied
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2400/-)
- (d) Maximum Age for Direct Recruitment – 30 years
- (e) Period of Probation – 1 year for direct recruitment (out of which 6 months as Trainee with stipend @Rs 7600/ month consolidated )
- (f) Method of Recruitment – Promotion, failing which by Deputation
- (g) Eligibility Service –
  - (g.1) For Promotion – Minimum of 5 years of experience as Driver Grade ‘A’.

(g.2) For Deputation: Matriculation or equivalent, A valid driving license for two/three wheelers and light and heavy vehicles; and should have with 2 years of experience

- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

#### **5.24. Driver Grade ‘A’**

- (a) Number of Posts – 11 (Direct recruitment, failing which deputation)
- (b) Classification of Posts – Allied
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 1900/-)
- (d) Maximum Age for Direct Recruitment – 28 years
- (e) Period of Probation – 1 year for direct recruitment (out of which 6 months as Trainee with stipend @Rs 7100/ month consolidated )
- (f) Method of Recruitment – Direct Recruitment, failing which by Deputation
- (g) Eligibility Service: Matriculation or equivalent, a valid driving license for two/three wheelers and light and heavy vehicles; and should have experience of driving all light and heavy vehicles and also knowledge of their maintenance and repair.
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

#### **5.25. Fire Superintendent**

- (a) Number of Posts – 01 (Promotion, failing which deputation)
- (b) Classification of Posts – Allied
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2400/-)
- (d) Eligibility Service for promotion – Minimum of 5 years of experience as Fireman ‘B’
- (e) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

**5.26. Fireman 'B'**

- (a) Number of Posts – 03 (Promotion) + 01 (Direct recruitment, failing which by deputation)
- (b) Classification of Posts – Allied
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2000/-)
- (d) Maximum Age for Direct Recruitment – 31 Years
- (e) Period of Probation – 1 year for direct recruitment (out of which 6 months as Trainee with stipend @Rs 7200/ month consolidated )
- (f) Method of Recruitment - Promotion, failing which by direct recruitment, failing both by deputation
- (g) Eligibility Service
  - (g.1) For Promotion– Minimum of 5 years of experience as Fireman 'A'
  - (g.2) For Direct Recruitment / Deputation: Post HSC diploma in any branch of fire engineering recognized by government, a valid driving license for light and heavy vehicles; and should have with 3 years of experience
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

**5.27. Fireman 'A'**

- (a) Number of Posts – 10
- (b) Classification of Posts – Allied
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 1800/-)
- (d) Maximum Age for Direct Recruitment – 28 years
- (e) Period of Probation – 1 year for direct recruitment (out of which 6 months as Trainee with stipend @Rs 7000/ month consolidated )
- (f) Method of Recruitment – Direct Recruitment, failing which by Deputation
- (g) Eligibility Service Direct recruitment: Matriculation or equivalent, a valid driving license for light and heavy vehicles; and physical fitness and capability to perform strenuous duties.
- (h) Composition of Selection Committee – Selection shall be made by a Committee defined in Schedule II B.

**5.28. Senior Library Assistant**

- (a) Number of Posts – 03 (Promotion, failing which by deputation)
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2800/-)
- (f) Method of Recruitment – Promotion, failing which by deputation
- (g) Eligibility Service – Minimum of 5 years service as Library Assistant.
- (h) Composition of Selection Committee – As per Schedule II B.

**5.29. Library Assistant**

- (a) Number of Posts – 9
- (b) Classification of Posts – Technical
- (c) Scale of Pay – Rs.5200 – 20200 (Grade Pay - Rs 2400/-)
- (d) Maximum Age for Direct Recruitment – 28 years
- (e) Period of Probation – 1 years for Direct Recruitment (out of which 6 months as Trainee with stipend @Rs 7600/ month consolidated )
- (f) Method of Recruitment – Direct Recruitment
- (g) Eligibility Service: Bachelor degree in Library Science or equivalent with at least second division or its equivalent grade; and Proficiency and knowledge of computer applications and operations \*.
- (h) Composition of Selection Committee – As per Schedule II B.

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- \* (i) 'O' Level examination of DOEACC
- (ii) Certificate or Diploma course of Computer Operation or DPA console operator awarded by Vocational Education & Examination Board
- (iii) PG Diploma in Computer Application awarded by BTE
- (iv) Diploma in Computer Application/Computer Management/ Information Technology/ Computer Engineering awarded by any University recognized by UGC or AICTE or BTE
- (v) Diploma in Computerized Financial Accounting awarded by any University recognized by UGC or AICTE or BTE
- (vi) BCA/BCS/B. Sc.(IT) or higher qualifications in computers are exempted from above Computer Qualifications

**Schedule I**

Composition of the Board for the selection of post Assistant Registrar & above shall be as follows:

Chairperson	Vice Chancellor
Member	Two Members from Executive Council to be nominated by the Vice Chancellor
Member	One external Expert nominated by Vice Chancellor
Member	Professor / Associate Professor
Member Secretary	Registrar

- Note:**
- (i) The absence of any member of the Selection Committee other than the Chairperson shall not invalidate the proceedings of the Board.
  - (ii) Chairperson can nominate more than one internal member wherever it is considered necessary for proper evaluation of the candidate.
  - (iii) An Academician representing SC/ST/Minority/Women to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant.



## Schedule II

(A) Composition of the Selection committee for technical posts below Assistant Registrar shall be as follows:

Chairperson	Dean (to be nominated by Vice Chancellor)
Member	One Member from Executive Council to nominated by the Executive Council
Member	One external Expert nominated by Vice Chancellor
Member	Head of the Department / Centre / Institution concerned
Member Secretary	Registrar / Dy Registrar* (* - In the absence of Registrar, to be nominated by the Vice Chancellor)

(B) Composition of the Selection committee for non technical posts below Assistant Registrar shall be as follows:

Chairperson	Registrar
Member	One Member from Executive Council to nominated by the Executive Council
Member	One external Expert nominated by Vice Chancellor
Member	Head of the Department / Centre / Institution concerned
Member Secretary	Registrar / Dy Registrar* (*In the absence of Registrar, to be nominated by the Vice Chancellor)

- Note:**
- (i) The absence of any member of the Selection Committee other than the Chairperson shall not invalidate the proceedings of the Board.
  - (ii) Chairperson can nominate more than one internal member wherever it is considered necessary for proper evaluation of the candidate.
  - (iii) An Academician representing SC/ST/Minority/Women to be nominated by the Vice Chancellor, if any of the candidate representing these categories is the applicant.

**Appendix D**

**DIAT LEAVE RULES**

1. **Applicability:** These rules shall apply to all the employees of DIAT, Deemed University.
2. **Definitions:** Unless the context otherwise requires: ‘LSA’ means Leave Sanctioning Authority of the Institute.
3. No employee shall be entitled to leave as a matter of right, even if he has leave to his credit in his leave account. LSA shall have the powers to refuse or curtail the leave applied for by an employee or revoke sanctioned leave or call back any employee who has already proceeded on sanctioned leave, depending on the exigencies of service.
4. LSAs for different categories of employees shall be as under-

<b>Employee</b>	<b>Leave Type</b>	<b>LSA</b>
Vice Chancellor	For all kind of Leaves	Chairperson, GC
Deans/HODs	For all kind of Leaves	Vice Chancellor
Professors /Associate / Assistant Professor	Casual Leave	HODs
	All other Leave	Vice Chancellor
Other Academic or Technical Officers	All Leaves not exceeding 30 days continuously	HODs
	Leave exceeding 30 days	Vice Chancellor
Academic/ Technical staff	All kind of leave	HODs
Registrar/Controller of Examinations/Finance Officer	For all kind of Leaves	Vice Chancellor
Group ‘A’ Administrative officers	All Leaves not exceeding 30 days continuously	Registrar
	Leave exceeding 30 days	Vice Chancellor
Administrative Staff & Group B Admin/Accounts/ Stores Officers	All Leaves not exceeding 30 days continuously	Registrar
	Leave exceeding 30 days	Registrar

**5. Responsibility of LSA**

It shall be the responsibility of LSA to -

- a. Verify the correctness of the facts given by the employee in his leave application in support of his leave claim.
  - b. Ensure that the leave is admissible and available to the employee.
  - c. Ensure that the leave application reaches the administrative officer keeping the record of the leave of the employees for entry in the leave record document.
6. LSA may ask the Administrative Officer dealing with the leave record of the employee to comment on the admissibility of leave or such other assistance and information as may be required by him to enable him to exercise his powers to sanction the leave.
  7. Leave shall commence from the date of actually availing the leave and shall end on the preceding date of rejoining the duty.
  8. Sundays, Saturdays and holidays shall be allowed to be prefixed and suffixed with the leave subject to the ceiling of the limit on the leave regarding absence period, if any.
  9. Except for Casual Leave, other kinds of leave shall be allowed to be combined with each other.
  10. No employee shall rejoin the duty before expiry of leave, unless the same is permitted by LSA.
  11. No employee shall proceed on leave unless it is sanctioned by the LSA. However, LSA may waive this condition if he/ she is satisfied that there was an emergency or there were sufficient reasons that employee could not do the same before proceeding on leave.
  12. Willful absence from duty after expiry of leave shall entail disciplinary action.
  13. No employee shall proceed abroad while on leave unless permission from the competent authority is obtained for the same.

## 14. Leave Rules

**14.1** The following kinds of leave would be admissible to permanent teachers

- (i) Leave treated as duty, viz, Casual leave; Special casual leave; and Duty leave
- (ii) Leave earned by duty, viz, Earned leave; Half Pay leave; and Commuted leave
- (iii) Leave not earned by duty, viz.; extraordinary leave; and Leave not due
- (iv) Leave not debited to leave account
  - (a) Leave for academic pursuits, viz.; Study leave; and Sabbatical leave/Academic leave
  - (b) Leave on grounds of health, viz.; Maternity leave
  - (c) Quarantine leave

The Executive committee may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it deem fit to impose.

### 14.2 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### 14.3 Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a board, etc.

**NOTE:**

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
  - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six days; and
  - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

**14.4 Duty Leave**

- (i) Duty leave may be granted for:
  - (a) attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute;
  - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the institution, and accepted by the Vice Chancellor;
  - (c) working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the institute;
  - (d) participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister university or any other academic body, and
  - (e) for performing any other duty for the institute.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance

beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

#### **14.5 Earned Leave**

(i) Earned Leave admissible to a teacher shall be:

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

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

#### **NOTE:**

(i) For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not 60 days. Earned leave exceeding 60 days may, however be sanctioned in the case of higher study, or training or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

#### **NOTE 1**

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the period of leave.

#### **NOTE 2**

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that portion of the leave spent in India shall not in the aggregate exceed 120 days.

#### **NOTE 3**

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

#### **14.6 Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each

completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

**NOTE:**

A “completed year of service” means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

**14.7 Commuted Leave**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

**14.8 Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) No other leave is admissible and the teacher applies in writing for the period of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates:
  - (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control the teacher, such as

inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### **14.9 Leave Not Due**

(i) Leave not due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher further service, refund of leave salary



for the period of leave still to be earned may be waived by the Executive committee.

Provided further that the Executive committee may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

#### **14.10 Study Leave**

(i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the institute or to make a special study of the various aspects of institute organisation and methods of education. The paid period of study leave be for 3 years, but 2 years may be given in the first instance, extendable by one more years, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. Provided that the Executive committee may, in the special circumstances of a case, waive the condition of three years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on date of the application; and
- (b) there is no break in service.

(ii) Study leave shall be granted by the Executive committee on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive committee is satisfied that such extension unavoidable on academic grounds and necessary in the interest of the institute.

(iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted not more than twice during one's career.

However, the maximum of study leave admissible during the entire service should not exceed five years.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive committee. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive committee to treat the period of shortfall as ordinary leave has been obtained.

(vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the institute.

(vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale after joining the post.

(ix) A teacher granted study leave shall on his/her return and re-joining the service of the institution may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself of study leave shall undertake that he/she shall serve the institute for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the institute, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xiv) The teacher shall submit to the Registrar six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### **14.11 Sabbatical Leave/Academic Leave**

- (i) Permanent, whole/time teachers the institute who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the institute and to higher education system.
- (ii) The duration of leave shall not exceed one year at a time, and two

years in the entire career of a teacher.

(iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive committee may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note - I: The programme to be followed during sabbatical leave shall be submitted to the institute for approval along with the application for grant of leave.

Note - II: On return from leave, the teacher shall report to the institute the nature of studies, research or other work undertaken during the period of leave.

#### **14.12 Maternity Leave**

(i) Maternity leave on full pay may be granted to a woman a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject

to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

#### **14.13 Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives provided the limit is up to two children.

#### **14.15 Adoption leave**

Adoption leave may be provided as per the rules of the Central Government.

#### **14.16 Duty leave**

Duty leave should be given also for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise at academic bodies, government or NGO.

**Appendix E****MEDICAL ATTENDANCE AND TREATMENT RULES**

Medical attendance and treatment rules shall apply for reimbursement of medical expenses Incurred by the Institute employees and members of their families.

Central Services (Medical Attendance) Rules shall apply to all Institute employees in full except as specified otherwise.

**1. Definitions**

1.1 "Hospital" means a hospital/ diagnostic centres for different specialties as approved by the Institute for the purpose of these rules.

1.2 "Family" means wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the member. Definition of family as defined in Central Services (Medical Attendance) Rules shall be applicable.

1.3 "Leave" includes vacations.

1.4 "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the hospital in which the patient is treated.

**2. Applicability**

2.1 These rules shall apply to all employees of the Institute who are residing at DIAT campus and outside DIAT campus.

2.2 Validity of Rates: The rates shall remain in force till such time the same are not revised by the Govt. of India, MH&FW. Further, any changes made in the rates shall be adopted by the Institute w.e.f. the date these are implemented by the Government.

**3. Authorized Medical Attendant (AMA)**

3.1 For the employees residing at DIAT campus the Medical Officer of the Institute or in his/her absence the Officer-in-Charge shall act as the AMA. For employees not residing at DIAT campus the medical officer as defined in central services (Medical Attendance) Rules.

3.2 The AMA of an employee shall be determined with reference to the place at which he/she falls ill, irrespective of whether it is the permanent/ temporary residence or a place of casual stay.

3.3 AMA shall certify that the staff member concerned needs hospitalization. This certificate should ordinarily be obtained before actual hospitalization and shall have to be submitted along with the medical reimbursement claim.

#### **4. Reimbursement of Expenses**

4.1 All claims for reimbursement of medical expenses incurred by the employee on medical attendance and/or treatment for themselves and their families shall be submitted in the standard forms.

4.2 Medical, Surgical and other facilities under the medical treatment available to employees at the hospital shall include:

- (a) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorized medical attendant or the medical authorities in the hospital during hospitalization;
- (b) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
- (c) The supply of such medicines, vaccines, sera or other therapeutic substances which are considered to be essential by the medical authorities in the hospital, but are not available in the hospital;
- (d) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the employee;
- e) Such nursing as is ordinarily provided to in-patients by the hospital; and
- (f) Specialist consultation on the advice of the authorized medical attendant or medical authorities in the hospital during hospitalization.

4.3 Reimbursement of charges for special nursing facility shall be admissible provided it is certified by the Medical Superintendent of the hospital that such a facility was absolutely essential.

NOTE: Cases of special nursing shall be decided on merits of each case having regard to the nature of the disease and where hardship is involved. The amount to be reimbursed to the employee in respect of such special nursing shall be limited

to the amount which is in excess of 25% of the grade pay (Grade pay in VI<sup>th</sup> Pay Commission Pay Scale) of the employee for the period for which special nursing was necessary. The ceiling rate of special nurse and ayah/attendant for reimbursement are: Special Nurse: Rs. 300 per shift of 12 hours and Ayah/Attendant: Rs. 150 per shift of 12 hours.

## **5. Non-Reimbursement of Expenses**

Reimbursement of expenses in respect of the following items shall not be permissible:

- (a) Medicines and preparations excluded from the Central Government Compilation of Medical Attendance Rules and Orders, as amended from time to time.
- (b) 'Diet' or provision therefore or accommodation superior to the status of the employee.

NOTE: In the case of hospitals the tariffs of which indicate a flat charge inclusive of diet, the diet charges should be regulated as : (i) where the flat charges made by the hospital include diet, accommodation, ordinary nursing and medical and surgical services, 20% (twenty per cent) of the flat charge shall be reckoned as diet charges; and (ii) Where the flat charges made by the hospital include diet, accommodation and ordinary nursing only, 50% (fifty per cent) of the flat charge shall be reckoned as diet charges.

- (c) Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.
- (d) Expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value are available.

## **6. Medical Advance**

- 6.1 All employees of the Institute shall be admissible for a medical advance irrespective of pay limit.
- 6.2 An advance shall be paid for in-patient treatment in a recognized hospital.
- 6.3 The advance shall be paid in one or more installment for the same illness or injury subject to the prescribed limit



6.4 Advance paid to the official shall be adjusted against the relevant claim and balance, if any, recovered from in four installments.

6.5 The amount of advance shall be 90% of the package deal whenever it exists, or the amount demanded by the hospital concerned in other cases.

## **7. Submission of Bills**

7.1. It shall be ensured that hospital bills for treatment as in-patient show the allocation of charges under medical attendance, bedding, nursing, Special nursing, medicines and diet. It shall be ensured that that only cost of admissible items are claimed.

7.2 The bills should be duly supported by receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed by the Institute from time to time in respect of claims for reimbursement of charges for tests conducted or treatment received in hospitals, e.g., X-Ray, Blood Tests, etc. All these supporting documents should be countersigned (with official stamp) by the Medical Officer in charge of the case in the hospital.

7.3 Claims should be preferred within 3 months period from the date of discharge from the hospitals. Condonation of delay in submission of medical bills shall be considered by the V.C. on the merit of each case.

## **8. Controlling Officer**

The Finance Officer shall be the Controlling Officer to pass claims for reimbursement of medical expenses in respect of all employees except Vice-Chancellor, Deans, Registrar and Finance Officer for whom the Vice-Chancellor shall be the Controlling Officer.

## **9. Relaxation of Rules**

In cases of serious accidents or illness, an employee or a member of his/her family shall be admitted for emergent treatment in the nearest private hospital in absence of a Government or recognized hospital nearer than the private hospital. Reimbursement of expenditure shall be allowed in such cases by the Vice Chancellor.

**10. Interpretation of Rules**

If any question arises regarding the interpretation of these rules, it shall be referred to the Vice-Chancellor whose decision shall be final.

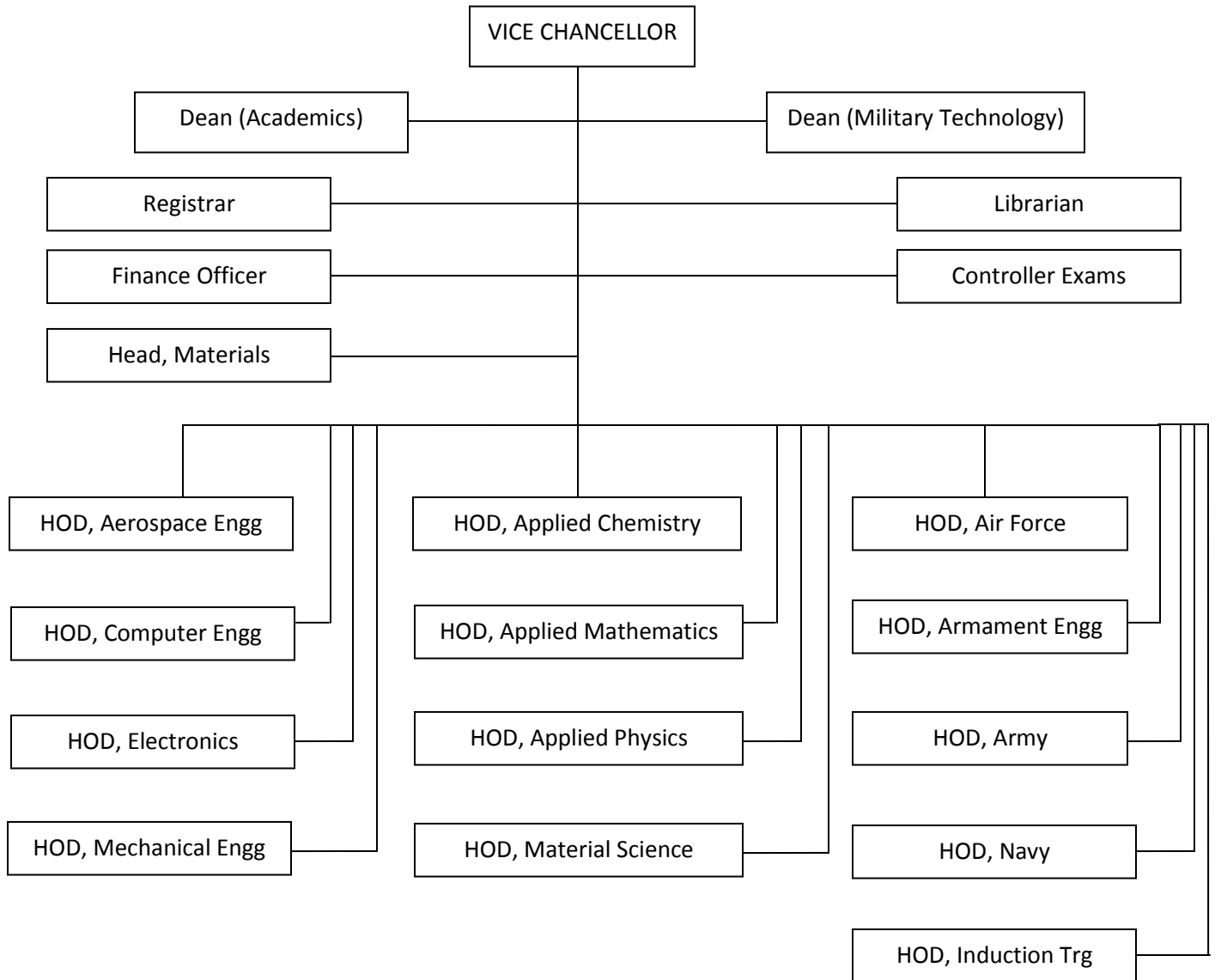
**11. Rate of Subscription**

A compulsory monthly contribution shall be levied on all entitled classes of employees as indicated below till the revised slabs/ rates as per sixth pay commission's pay scale are available.

<b>Grade Pay</b>	<b>Contribution per month</b>
Upto Rs.1650/	Rs.50/-
Rs.1800, Rs 1900, Rs 2000, Rs 2400, Rs 2600	Rs.125/-
Rs.4200/-	Rs.225/-
Rs.4600, Rs 4800, Rs 5400, Rs 6600	Rs.325/-
Rs.7600/- and above	Rs.550/-

**Appendix F**

**Organisation Chart**



**APPENDIX ‘G’**

**Amendment to MOA of the Society to be adopted on grant of the Deemed to be University status, as required by the UGC**

(Suggested amendments underlined ;)

EXISTING MOA	MOA AMENDMENT AS PER UGC REQUIREMENTS
<p><b>1. Name of the Society:</b> The name of the Society shall be the “Institute of Armament Technology”</p>	<p><b>1. Name of the Society:</b> The name of the Society shall be the “<u>Defence</u> Institute of <u>Advanced</u> Technology”.</p>
<p><b>2. Office Address of the Institute:</b> The registered office of the Institute shall be situated at Pune at the following address: Institute of Armament Technology, Girinagar, Simhagad Road, Pune 411 025</p>	<p><b>2. Office Address of the Institute:</b> The registered office of the Institute shall be situated at Pune at the following address: <u>Defence</u> Institute of <u>Advanced</u> Technology, Girinagar, Simhagad Road, Pune 411 025</p>
<p><b>3. (1) Aims and objectives of the Institute:</b> (Given in detail, (a)-(f))</p>	<p><b>3. (1) Aims and objectives of the Institute:</b> No change (Clauses quite comprehensive)</p>
<p><b>(2) Powers and Functions of the Institute:</b> (Given in detail, (a)-(v(i)-(xix)))</p>	<p><b>(2) Powers and functions of the Institute:</b> No change in (a)-(v(i)-(xviii)); But, (v (xix)) to be deleted, being not a power or function of the Society; (However this is included under Clause 10)</p>
	<p><b>4. <u>Interpretation of the objectives:</u></b> <u>The Institute is established for public benefit and accordingly the objectives of the Institute as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded</u></p>

	<p><u>in law to be public, charitable in nature.</u></p>
	<p>5. <u>Institute open to all:</u>                      (i) <u>The Institute shall be open to all persons of whatever race, religion. Creed, caste, class and geographical area of the country. No test or condition shall be imposed as to religious belief or or occupation in admitting or appointing members, students, teachers, workers or in any other connection what so ever.</u>                      (ii) <u>No capitation fee shall be charged in any form in consideration for admission.</u>                      (iii) <u>No benefaction that involves conditions and obligations opposed to the spirit and objects of the Institution shall be accepted by the Institute.</u></p>
	<p><b>6. Admissions:</b>  <u>Admissions shall be made on all India basis through a common entrance test conducted by the University Grants Commission or by an Institution/ Agency identified and approved by it.</u>  <u>This shall also apply to those institutions which have already been given the Deemed to be University status.</u></p>
	<p><b>7. Income and property of the Institute to be applied for the objectives Only:</b>  <u>The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this MOA.</u></p>
	<p><b>8. Income and property of the Institute not to be paid or transferred by way of profit:</b>  <u>No portion of the income and property</u></p>

	<p><u>of the Institute shall be paid or transferred directly or indirectly by way of profit to the persons, who at any time, or have been members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting or similar charges.</u></p>
<p><b>4. Members of the first Managing Committee:</b></p>	<p><b>9. Members of the first Managing Committee</b> No change</p>
<p><b>3 (2) (v) (xix) Review and Inspection:</b> The Government of India, Ministry of Defence, Department of Defence Research and Development, shall have the right to cause an inspection to be made of the Institute, its buildings, laboratories, its examinations, teaching and other work conducted or done by the Institute and cause an enquiry to be made, if considered necessary, in respect of any matter connected with the Institute.</p>	<p><b>10. Review and Inspection:</b> The <u>Central Government/University Grants Commission</u> shall have the right to cause an inspection to be made of the Institute, its buildings, laboratories, its examinations, teaching and other work conducted or done by the Institute and cause an enquiry to be made, if considered necessary <u>by Central Government/ UGC</u>, in respect of any matter connected with the Institute. <u>Following the inspection, the Central Government/UGC may issue directions to the Institute, which shall be binding on the Deemed to be University.</u> <u>In case the Deemed to be University fails to comply with the direction(s) of the Central government/UGC and/or fail to perform as per expectations of the Central government/UGC, the Deemed</u></p>

	<p><u>to be university status conferred on the Institute can be withdrawn by Central government on the recommendation of the UGC.</u></p>
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**List of Suggested Corrections to DIAT (DU) Statutes and Rules & Regulations**  
**(Approved by Special Governing Council Meeting held on 19 May 10**  
**(Refer Appendix 'A' and Para 12 of Minutes)**

Sr. No.	Page number	Before correction	After correction
1.	Page 1, additional Item after Item 1 - Preamble, of Statutes	Item 1 will remain as it is. Additional Item 2 to be added after Preamble	Statutes Amendments: These Statutes are and will be based on the norms and guidelines promulgated by the University Grants Commission (UGC)/All India Council for Technical Education (AICTE)/Govt of India from time to time. These Statutes will be amended from time to time as per the UGC/AICTE/Govt of India amendments issued by them.
2.	Page 17, Item 2 of Statutes 2009	The term of Office of the Vice Chancellor shall be for a period of five years and there shall be no provision for second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.	The term of the Vice Chancellor and upper age limit will be governed by the UGC rules as applicable to centrally-funded Universities, from time to time.
3.	Page 1, Item No. 3.1 of Rules and Regulations Governing Service Conditions	The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall be responsible for the proper management and administration of the Institute. The term of Office of the Vice Chancellor shall be five years and there shall be no second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.	The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall be responsible for the proper management and administration of the Institute. The term of the Vice Chancellor and upper age limit will be governed by the UGC rules as applicable to centrally-funded Universities, from time to time.
4.*	Page 22 : Appendix B	Ph.D. in appropriate field of science and humanities will be given priority	Ph.D. in appropriate field of science and humanities will be given priority and shall be exempted from NET/SLET/SET qualification.
5.*	Page 24 : Appendix B	Assistant Professor completed 4 years of service with Ph.D., 5 years of service who are with M.Phil. / M.Tech., and 6 years of service who are without Ph.D./M.Phil./M.Tech.	Assistant Professor who has completed 4 years of service with Ph.D., 5 years of service with M.Phil. / M.Tech., and 6 years of service without Ph.D./M.Phil./M.Tech. The service should be in the UGC/AICTE recognized institute.
6.*	Page 25 : Appendix B	Assistant Professor completed 5 years of service with AGP of Rs. 7000	Assistant Professor completed 5 years of service with AGP of Rs. 7000. The service should be in the UGC/AICTE recognized institute.
7.*	Page 25 : Appendix B	Assistant Professor with 3 years of completed service in the AGP of Rs. 8000 and having been awarded Ph.D. on the date of completion of 3 years of service.	Assistant Professor with 3 years of completed service in the AGP of Rs. 8000 and having been awarded Ph.D. on the date of completion of 3 years of service.



			*The service should be in the UGC/AICTE recognized institute.
8.*	Page 25 : Appendix B	Associate Professor with 3 years of completed service in the AGP of Rs. 9000.	Associate Professor with 3 years of completed service in the AGP of Rs. 9000. The service should be in the UGC/AICTE recognized institute.
9.*	Page 25 : Appendix B	Professor with 10 years of completed service	Professor with 10 years of completed service. The service should be in the UGC/AICTE recognized institute.
10.*	Page 52: Appendix D	The maximum earned leave that may be sanctioned at a time shall not 60 days.	The maximum earned leave that may be sanctioned at a time shall not exceed 60 days.
11.*	Page 57: Appendix D	Permanent, whole time teachers the institute who have completed 7 years of service as lecturer selection grade / Reader or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the institute and to higher education system.	Permanent, whole time teachers of the University who have completed 7 years of service in a UGC/AICTE recognized institute as Assistant Professor / Associate Professor / Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the institute and to higher education system relevant to defence technologies.
12.*	Page 58: Appendix D	A teacher who has availed himself / herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teachers return from previous study leave or any other kind of training programme.	Sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teacher's return from previous study leave or any other kind of training programme.
13.*	Page 59 : Appendix D	Medical leave details appear missing	This should be added on page 59:  14.17 Medical leave  Medical leave of 10 days may be granted per year to all University staff members and the application for leave is to be supported by a medical certificate. The medical leave can be accumulated.

\* Appendix refers to Appendix of 'Rules and Regulations Governing Service Conditions'