

Agenda Item No. 20. 6: Model guidelines for re-employment of superannuated teachers.

Due to shortage of faculty in the PEC the issue of re-employment of superannuated faculty members was considered in the 5th meeting of the BOG, PEC held on 27.05.2005 at 12.30 P.M. as agenda item No. 5.11.2. "Measures to tide-over shortage of faculty at senior level" The decision of the BOG is as given below:

"Pointing to the large number of vacancies and acute shortage in availability of faculty at senior levels, Director gave his assessment of the inordinate time likely to be taken in filling the vacancies with requisite calibre.

To help College tide over the existing situation of extreme shortage, Director suggested contractual re-employment of recently retired Faculty of PEC of proven competency.

Contractual appointment would be for 3 years and on terms and conditions in line with rules and practices of U.T. Administration for such re-employment. Chairman was authorized to make the appointments based on Director's recommendations."

2. The University Grants Commission, New Delhi has issued a notification vide No. F.3-1/94(PS) pt. file dated 15.02.08 on the subject of model guidelines of re-employment of superannuated teachers. In this notification detailed guidelines on issues like applicability, eligibility, tenure of appointments, selection criteria, re-employment procedure, emoluments and other privileges and duties and responsibilities etc. have been given.

3. Broadly, the salient features are that in university like the PEC, faculty members who have retired as Professors can be given re-employment for a maximum period of 3 years at a time upto the age of 65 years, subject to certain conditions which are given in the enclosed copy of the notification with the clause 9 (ii) of notification.

"However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the Institution or elsewhere"

It is proposed that this notification may be approved for adoption at the PEC, with the exception.

In view of the acute shortage of Senior faculty and a limited number of professor, the Senior Assistant Professors may also be considered for reemployment. The percentage of such re-employed superannuated Asstt. Professor may not exceed 10% of sanctioned faculty strength of the concerned department, subject to a minimum of 1.

20.6	Model guidelines for re-employment of superannuated teachers.	Accepted as proposed
20.7	TA/DA Boarding lodging rules for the Punjab Engineering College Faculty.	Issue discussed and approved under Item No. 20.3.
20.8	Any other item with permission to Chair	<p>1. Director placed the collaborative R&D proposal from Philips finalised after detailed discussions and highlighted its special features. Under the proposal:</p> <ul style="list-style-type: none"> • Students would receive the full funds as paid by Philips. • Faculty would receive 75% of receipts from Philips • PEC would receive 25% of receipts for its R&D fund • A Non-disclosure agreement with Philips would be executed • All IPR generated would vest with Philips <p>Board was pleased to see this start of collaboration with Industry and that too with an industry-major.</p> <p>After detailed discussion, the proposal was approved.</p>
20.8(i)	Special Casual Leave	<p>Rules for Special Casual leave, Project leave and Special leave proposed were approved.</p> <p>Board desired that a Comprehensive document entitled "PEC Leave rules" should be drawn up and brought into use.</p>

Meeting ended with a vote of thanks to the Chair.

D/O/ Registrar/SE
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University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002

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No.F.3-1/94 (PS) Pt. file

15th February, 2008

The Registrar
Punjab Engineering College,
Chandigarh-160 009.

Sub.: Model Guidelines for Re-employment of superannuated Teachers.

Sir/Madam,

I am directed to inform you that the Commission has approved the Model Guidelines to provide a framework for the Re-employment of superannuated teachers in universities and colleges in India. A copy of the Model Guidelines is enclosed herewith.

These guidelines may be followed by the University while considering re-employment of superannuated teachers. These guidelines may also be brought to the notice of institutions/colleges affiliated to your University.

It may specifically be noted that re-employment of superannuated teachers may be made only against regular sanctioned posts, which could not be filled up and remained unfilled for at least one year.

Yours faithfully,

(Mrs. Shashi Munjal)
Under Secretary

Encl.: As above

26/2/08
File for record

UNIVERSITY GRANTS COMMISSION
NEW DELHI

Model Guidelines for Re-employment of Superannuated Teachers

1. Background:

Of late, it is observed that many Universities and Colleges in the Country have a number of sanctioned teaching posts lying vacant for long periods. This may be due to various reasons, like non-availability of funds, ban on recruitment, non-availability of suitable candidates, difficulties in filling positions earmarked for the reserved category and problems brought out by litigation. Therefore, more often, the institutions are required to have the services of contract appointees and teachers engaged on per-lecture basis, as well as of research students for performing the required academic activities. As a result, such institutions are not able to maintain the quality and standard of their academic programmes and are also unable to keep pace with the growing expectations from their stake holders, particularly students. One of the alternatives recommended by the UGC (as early as in the year 1990) to take care of this problem, is the selective re-employment of superannuated teachers up to their reaching the age of 65 years. This has also been reiterated by the Fifth Pay Commission in 1997 and in many UGC communications, wherein it has been suggested that the institutions may use this existing provision as a short term measure. The Ministry of Human Resource Development vide notification No.1-19/2006(U.II) dated 23rd March, 2007 has extended the age of superannuation to 65 years with a provision for re-employment up to 70 years in case of Centrally funded Institutes. The Model Guidelines given below have now been framed by the UGC to facilitate the implementation of this recommendation in the higher education system in the Country. The Model Guidelines provide a frame work for the re-employment of superannuated teachers at Universities and Colleges in India.

2. Applicability:

The Model Guidelines shall be applicable to Central/State and other Universities and Constituent/ Affiliated Colleges in the Indian University system, and to any other educational institute engaged in higher/technical/professional education which opts for re-employment.

3. Eligible Category :

The category of superannuated teachers eligible for re-employment shall be:

- a) Professors only, in the case of Universities; and,
- b) Professors, Readers and Lecturers(Selection Grade) only, in the case of Colleges.

4. Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 65 years (70 years in case of Centrally funded institutes), whichever is earlier. However, it shall be open for the institution to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 65 years (70 years in case of Centrally funded institutes) with a proviso that in case of Centrally funded institution, all those who superannuated after 62 years but not attained 65 years, as on 15th March, 2007 (date of Government's order), the re-appointment shall be only against sanctioned vacant posts as in the case of 65-70 years, except that the screening as per the UGC guidelines need not be mandatory which is now proposed to be applicable to 65-70 years age group. In case the number of claimants in the category of superannuated teachers who have not attained 65 years as on 15.03.2007, is more than available sanctioned posts, it may be left to the University/College to make selection of teachers from amongst the claimants, based on the requirements and availability of regular vacancies of sanctioned posts.

5. Principals to be Followed:

The institutions shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- a) There shall be vacancies of teachers at the University Department or at the College, remaining unfilled for at least one year.
- b) The number of teachers to be re-employed in a University Department and/or College at any given time shall be limited to 50% of the vacancies identified, as above.
- c) Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.
- d) Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department or the College.
- e) There shall be adequate work load for the re-employed teacher/s at the concerned University Department or the College, to justify the appointment.
- f) Re-employment of superannuated teacher/s shall be possible either at the same University or College where the teacher had served before superannuating or at any other institution.
- g) The expenditure towards re-employment shall be met by the institution from its budget allocation.

6. Selection Criteria :

The institutions shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- a) The University Department/College shall have identified the subject areas wherein superannuated teachers need to be appointed.
- b) Superannuated teachers, either from the same institution or elsewhere, shall have appropriate qualifications, experience and excellent record in the concerned subject area.
- c) Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:
 - (i) Guidance of research scholars (M. Phil/ Ph. D);
 - (ii) Research work done and publications in learned journals;
 - (iii) Publication of books and other learning material;
 - (iv) Filing of patents and/or obtaining intellectual property rights;
 - (v) Launching of new academic programmes/courses;
 - (vi) Introducing innovations in teaching and/or examinations;
 - (vii) Undertaking sponsored research projects;
 - (viii) Rendering knowledge based advice/consultancy;
 - (ix) Taking up inter-Departmental/Institutional collaboration;
 - (x) Organizing of National/International Conferences and/or participating in them;
 - (xi) Conducting continuing education programmes and/or associating in them;
 - (xii) Undertaking of extension and/or field outreach activities.
- d) Superannuated teachers shall be medically fit to undertake the new appointment.
- e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

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7. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University/College, shall be as given below:

- a) The University/College Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.
- b) Each CV shall include a detailed account of all the contributions made by the teacher, highlighting his/her achievements during the last five years.
- c) The CV shall be discussed at a formal meeting of the Departmental Council/Committee of the University/College as the case may be, before making the Departmental recommendations.
- d) The departmental recommendation shall be forwarded to the Vice Chancellor in the case of a University through the Dean of Faculty or Chairperson, Governing Council in the case of a College through Principal for their consideration.
- e) The Vice Chancellor/ Chairperson of the Governing Council shall constitute the following Expert Committees for evaluating the proposals:-

- i) In the case of a University:
 1. Vice Chancellor (In the Chair)
 2. Two Subject Experts* (Members)
 3. Dean of the Faculty (Member)
 4. Head of the Department (Member)
- ii) In the case of a College
 1. Chairperson of Governing Council (In the Chair)
 2. Two Subject Experts* (Members)
 3. Principal of the College (Member)
 4. Head of the Department (Member)

(* Nominated by the Vice Chancellor/Chairperson of the Governing Council, from the approved panel of experts for the Selection Committees in the University Department/College).

- f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.

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- g) The recommendation of the Committee and the terms of appointment shall be placed before Executive/Governing Council of the University/College, as the case may be.
- h) The decision of the Executive/Governing Council shall be final and binding on the teacher.

8. Emoluments and Other Privileges:

- a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same through out the tenure of re-employment.
- b) The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.
- c) A re-employed teacher shall be entitled to casual/Special Casual/Duty leave on a par with teaching faculty in regular service.
- d) The institution shall provide all the essential academic facilities to the re-employed teacher.

9. Duties and Responsibilities:

- (i) A re-employed superannuated teacher shall be treated on a par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution:
 - a) Academic work, like teaching courses, conducting examinations and research guidance;
 - b) Conducting research and/or taking up sponsored research projects;
 - c) Launching continuing education programmes in new and emerging areas;
 - d) Organizing / Attending national / international Conferences / Seminars / Symposia / Workshops;
 - e) Undertaking knowledge-based advisory / consultancy assignments;
 - f) Accepting invitations and delivering Guest Lectures at other institutions;
 - g) Participation in academic/research Committees at the Institution and elsewhere , when required.
- (ii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the Institution or elsewhere.

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10. Review:

The performance of a re-employed teacher shall be reviewed periodically, by the University/College. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.

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Procedure to be followed for the re-employment of superannuated teachers at a University/College shall be as given below:

1. The University/Department desirous of filling vacancies by superannuated teachers shall obtain their CV for considering their cases.
2. Each CV shall include a detailed account of all the contributions made by teacher, highlighting his/her achievements during the last five years.
3. The CV shall be discussed at a formal meeting of the Departmental Advisory Committee before making the departmental recommendations.
The committee is proposed to consist of:
 - (i) HOD of the concerned Department (in the chair)
 - (ii) All Professors of the Department.
 - (iii) Two Associate Professors of the Department by rotation every two years.
 - (iv) One Professor from allied department (Director's nominee).
4. The departmental recommendations shall be forwarded to the Vice Chancellor/Director through Deputy Director.
5. The Vice Chancellor/Director shall constitute the following expert committee for evaluating the proposals:
 - i) Vice Chancellor/Director (In the chair)
 - ii) Two subject experts *
 - iii) Dean of the faculty/Deputy Director
 - iv) Head of the Department
6. The Committee shall consider the full papers to put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendations for the appointment.
7. The recommendations of this committee and the terms of appointment shall be placed before the Director/Chairman BOG as the case may be.
8. The decision of the Director/Chairman BOG shall be final and binding on the teacher.

(* Nominated by the Vice Chancellor/Director from the approved panel of experts for the Selection Committee in the University.)

Checklist of information for "Re-employment of Superannuated Faculty" as per UGC/BOG guidelines (Approved vide Item No 20.6, 20th meeting of BOG held on 18.07.2008).

Information from concerned HOD

- i) CV to be obtained from the concerned superannuated/superannuating teachers: The CV should clearly indicate achievements in last 5 years relating to teaching, research, publication, patents, new courses/programs, innovations in teaching/examination, sponsored research, consultancy, Dept./Institute level collaborations, organizing conferences/courses etc. attending conferences/courses, undertaking extension/field outreach activities, others.
- ii) Medical Fitness Certificate of superannuated /superannuating faculty from a Registered Medical Practitioner.
- iii) Departmental Recommendation:

These recommendations should include:

- a) The department concerned shall identify the subject area wherein superannuated teachers' need to be appointed.
- b) Re-employment of superannuated teachers shall be put in the best interest of the University/concerned department.
- c) Evaluation of the CV in view of the approved UGC/BOG guidelines.
- d) Justification of adequate work load for the re-employed teacher in the concerned department to justify the appointment.

Information from Deputy Director's office

1. Deputy Director office will identify the vacancies of teachers in the concerned department remaining unfilled for atleast one year.
2. Number of teachers to be re-employed in the department at any given point of time shall be limited to 50% of the vacancies identified as above.
3. Re-employment of the superannuated teachers may be made only against regular sanctioned posts which could not be filled up.
4. The expenditure towards re-employment shall be met by the institution from its budget allocation.
5. As per BOG decision vide item No. 20.6 of 20th meeting of BOG held on 18.07.2008 the senior Assistant Professors (Now re-designated as

Associate Professors) may be re-employed subject to the said decision. The contents of the decision reads as "In view of the acute shortage of Senior faculty and a limited number of Professor, the Senior Assistant Professors may also be considered for re-employment. The percentage of such re-employed superannuated Asstt. Professor may not exceed 10% of sanctioned faculty strength of the concerned department, subject to a minimum of 1".

Information from the Superannuated/Superannuating Faculty

1. Detailed and complete CV to be obtained from the concerned superannuated/superannuating teachers: The CV should indicate, in a separate section, the achievements in last 5 years relating to teaching, research, publication, patents, new courses/programs, innovations in teaching/examination, sponsored research, consultancy, Deptt./Institute level collaborations, organizing conferences/courses etc. attending conferences/courses, undertaking extension/field outreach activities, others.
2. Medical Fitness Certificate from a Registered Medical Practitioner.